



## Notice of Uses and Disclosures for HMIS

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU ENTERED INTO HMIS MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

### What is HMIS?

When you request services from this agency, we enter information about you and members of your family that are with you into a computer system called the Homeless Management Information System (HMIS). HMIS is used by many social services agencies that provide housing and related services. The policy and practices in this notice cover the processing of protected personal information for clients in these programs. Protected personal information (PPI) is any information we maintain about a client that:

- Allows identification of an individual directly or indirectly
- Can be manipulated by a reasonably foreseeable method to identify a specific individual, **or**
- Can be linked with other available information to identify a specific client.

We adopted this policy because of standards for the HMIS issued by the Department of Housing and Urban Development. We intend our policy and practices to be consistent with those standards. See 69 Federal Register 458808 (July 30, 2004). We only use lawful means to collect personal information. We normally collect personal information with the knowledge or consent of our clients. If you seek our assistance and provide us with personal information, we assume that you consent to the collection of information as described in this notice.

### What information is collected in HMIS?

- Basic Demographic Information (gender, race, birth date etc...)
- Medical, Legal, Education, Employment and additional personal information
- Services Received (including shelter stays)
- Case Management notes

### Why is the information collected in HMIS?

- To help meet your needs – to help with case management and help make sure you get services you need.

- To help us count and do research regarding how many people we serve and the types of people we serve – both as an agency and as a network of service providers.
- To help us understand the types of services people need and develop new services to meet the needs. To help us understand the types of services people need and develop new services to meet the needs.
- We only collect personal information that is relevant to the purposes of which we plan to use it. We seek to only maintain personal information that is accurate, complete and timely.

### Information Sources – PPI is collected from the following sources:

- You and individuals who are with you
- Other private organizations that provide services

### Once your information is entered into HMIS, can it be used or disclosed without your specific written consent?

The information can only be used by or disclosed to the following without your specific written consent:

- Authorized people who work in this agency for purposes related to providing services to you or your family, or for billing or funding purposes.
- Auditors or others who review the work of this agency or need to review the information to provide services to this agency.
- The Suncoast Partnership to End Homelessness and Bit Focus
- The Suncoast Partnership to End Homelessness is HMIS system administrator, and Bit Focus runs the computer system to maintain the data. They may see your information for administrative purposes (for example, to check for data entry errors).
- Government or social service agencies which are authorized to receive reports of abuse, neglect or domestic violence, when such reports are required by law or standards of ethical conduct;

- A coroner or medical examiner or funeral director to carry out their duties.
- Authorized federal officials for the conduct of certain national security or certain activities associated with the protection of certain officials.
- Others, to the extent that the law requires a specific use or disclosure of information, such as to law enforcement officials with a subpoena or warrant.
- Information also may be released to prevent or lessen a serious and imminent threat to the health or safety of a person or the public, if the disclosure is made to a person or persons reasonably able to prevent or lessen the threat or harm, including the target of a threat.
- **Other uses and disclosures of your information will be made only with your written consent. You may revoke your consent at any time in writing.** (The revocation will not be effective on information collected between the initial release and the revocation of that release.)

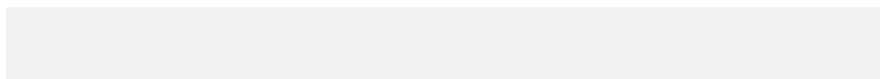
**If you sign the HMIS Release of Information Authorization form, how can your information be used?**

- If you sign the HMIS Release of Information form, your information can be shared with other agencies that use HMIS. Sharing your information may help you avoid repeating the same information repeatedly to different agencies. It may also help other agencies obtain information about you more quickly, help with case management, and help improve their services to you. If you do not want some of your information shared, you should say so on the Release of Information form.

**KNOW YOUR RIGHTS:**

- You have the right to inspect and obtain a copy of your own personal information for as long as it is kept in HMIS (except for information compiled in reasonable anticipation of, or for use in, a legal proceeding, the information is about another individual, the information was obtained under a promise of confidentiality and if the disclosure would reveal the source of the information, **or** disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual). We will offer to explain any information that you may not understand.
- You also have the right to request corrections to protected personal information when the information in the record is inaccurate or incomplete. If we agree that the information is inaccurate or incomplete, we may delete it.

- If we deny a request for access or correction, we will explain the reason for the denial. Documentation of the request will be maintained.



**If you believe that your privacy rights have been violated, you may send a written complaint to this agency or to the HMIS administrator\*.**

This Agency and The Suncoast Partnership to end Homelessness are prohibited from retaliating against you for filing a complaint, are required by law to maintain the privacy of your protected personal information, and to provide this Notice to you. This Agency and The Suncoast Partnership to end Homelessness are further required to abide by the terms of the Notice that is currently in effect, but the notice may be changed from time to time. The revised Notice will be posted at this agency at all times and may be obtained by contacting this agency in writing and asking for a copy of any new HMIS Notice.

Please note that this Notice relates only to information entered into HMIS. If this agency is a covered entity under HIPAA, you may have additional rights regarding your protected health information and that these rights will be described to you in the agency’s Notice of Privacy Practices

Agency Name	
Agency Address	
Agency Phone Number	



\*The Suncoast Partnership to End Homelessness  
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Sarasota, FL 34234