

Agreements and Consent Forms Summary

As a result of a State-wide HMIS implementation we have attempted to develop some standard forms and agreements to use while participating in HMIS.

Most agencies have consent and data collection forms in place today, however they are not common across agencies, and they may not cover HMIS specific concerns.

You may choose to use your own client consent form, however if you do we ask that you incorporate the information about data collection and databases.

Following are the forms we developed and the uses and purposes of them is explained

Agreement Documents

- **Why Collect Data Poster**

This is a document HUD suggest we post at intake stations, this document explains to the client that we will be collecting data and storing it in a database system, it continues to give the client the reasons why it is important to gather this information. It also indicates the client must give permission to collect this data.

- **Notice of Uses and Disclosures**

This document is a tri-fold brochure that can be provided to the client. This document explains the client's rights when it comes to collecting their data. This document also gives the client a short summary of what is HMIS and why we save information in HMIS. It also explains how and if the information can be disclosed to others.

- **Client Consent**

This form is the form we will use to get the client's signature giving us permission to collect the information. The document explains the data we may ask of the client and assures the client of the use of the data. This form allows the client to decline from the data collection process if they so choose. The client's rights pertaining to the data is explained and an agency personal signs this to indicate the rights and disclosure policies have been explained to the client.

- **Agency Participation Agreement**

This agreement is between Community Services Council of New Hampshire and any HMIS participating agency. This agreement explains the policies in place to protect the confidentiality and security of client information stored in the NH-HMIS system. This document lays out the procedures, policies, and understanding of CSCNH and the participating agency. Expectations of participating agencies to insure users abide by the NH-HMIS User Agreement, and the policies of the Agency Participation Agreement.

- **User Policy Agreement**

The User Policy Agreement is signed by each user assigned an HMIS user account. This agreement explains the expectations of the users of the system. It explains procedures to perform with the client, procedures when viewing or entering client information into HMIS, and responsibilities of keeping account information private and secure.

- **HMIS Paragraph**

The HMIS Paragraph document is a sample paragraph that can be added to existing consent forms to meet HMIS requirements