

Homeless and Housing Services, 105
Pleasant Street, Concord, NH 03301.

This agency and CSCNH are not allowed to react against you for writing a grievance. This agency and CSCNH are required by law, to keep the privacy of your info.

New Hampshire's Homeless Management Information System

KNOW YOUR RIGHTS!

- You have the right to check and get a copy of your own private information for as long as it is in the NH-HMIS system.
- You have the right to correct private information when it is found to be wrong or incomplete.
- You have the right to refuse consent to collect information, without being denied services.



Community Services Council of NH
PO Box 2338
Concord, NH 03302

Phone (603) 228-2218
Fax (603) 225-4158
hmis@cscnh.org

If you think your rights have been violated, you may send a written grievance to this agency or to CSCNH. You may get help filing a grievance from an agency representative.

If your grievance is not satisfied at this agency or at CSCNH, you may send the grievance to: HMIS Grievance, Office of

NOTICE OF USES & DISCLOSURES FOR DATA CONTAINED IN NH - HMIS

THIS NOTICE TELLS HOW INFORMATION ABOUT YOU, ENTERED INTO THE NH-HMIS, MAY BE USED AND HOW YOU CAN GET THIS INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

What is New Hampshire's HMIS?

When you apply for services from this agency, we will ask you to sign a consent form to let us enter information about you and members of your family that are with you into a computer database system called Homeless Management Information System (HMIS).

Your information is confidential and is kept with a unique ID so you will not be identified in reporting.

This information is gathered for the NH-HMIS to;

- Help meet your needs
- Help make sure you get the services you need and request
- Help with case management

- Help count and study how many people are served and who is served at agencies and in the network of service providers
- Help us to understand the types of services people need and develop new services to meet the needs.
- Help ease our reporting to our funders, the State, and the Federal government.

Once your information is entered into NH-HMIS, how can it be used with no written consent?

Unless restricted by other laws, the info can be used by or shared with the following without your specific written consent:

- Approved people who work in this agency or for billing or funding reasons.
- Auditors or others who check the work of this agency or need to check the

information to give services to this agency.

- Administration reasons (for example to check for data entry errors).
- Your private information, such as name, SSN, birth date or other information that would identify you, will never appear in any report.
- To report on the use and success of the services given to you and others.
- Government or social service agencies that are approved to receive reports of abuse, neglect, or domestic violence, when such reports are required by law or standards of ethical conduct.
- Law enforcement officials when the law requires a disclosure of information with a subpoena or warrant.