

Grand Rapids Area Coalition to End Homelessness MSHMIS CLIENT RELEASE OF INFORMATION & SHARING PLAN

Many Michigan shelters and helping programs use the Michigan Statewide Homeless Management Information System (MSHMIS) to keep information about the people that they help. We collect personal information from you that we need to help us, help you. We have strict rules about sharing your information.

Why do we collect information about you?

- Work with other agencies to help you.
- Help case managers work together for you.
- Connect you with other helping agencies. You may be eligible for other benefits.
- Reduce the number of times you tell your story.
- Allow us to be paid for our work with you and to help us apply for additional dollars that can be used to help you.
- Help us meet our legal obligations.

We need additional identifying information so that you are not confused with someone else. We also need to learn more about your situation to make sure you are eligible for services.

SECTION 1 – Basic Identifying Information

So that agencies that use our MSHMIS system can find your record, agencies can see the following basic identifying information about you:

- Your name
- Your gender
- The last four digits of your Social Security Number
- Your year of birth
- Your veteran status

We use this information to select the correct record and to better coordinate services for you. All persons using MSHMIS are trained and certified in privacy.

If you have a specific reason why other MSHMIS agencies shouldn't be able to find your record in MSHMIS you can ask to have this basic identifying information secured so that only our agency can see it.

PLEASE NOTE: If you have received services from other agencies who use MSHMIS we may not be able to secure this information. PLEASE TALK WITH YOUR CASE MANAGER for more information. A separate document has been attached).

I have reviewed the attached document named **"Securing Basic Identifying Information."**
I understand the implications and I am asking that my client profile be secured.
Do not initial here unless you have discussed this with your case manager
Please initial here to secure this basic identifying information _____

SECTION 2 – Acknowledgement of Rights

Many agencies also use the system to improve services delivered to you. The following are your rights concerning your data. Please review and initial in the box next to **each right to show that you understand it. If you have questions, please discuss them with your case manager.**

_____	I have received a copy of the Agency's Privacy Notice/script that explains MSHMIS and my rights and responsibilities. It explains how information is kept and shared through this system.
_____	I understand that the confidentiality of my records is protected by law. I understand that this agency will never give information about me to anyone outside the agency without my specific written consent through a Coordination of Care Sharing Plan or as required by law, including the Federal Law of Confidentiality for Alcohol and Drug Abuse Patients, (42 CFR, Part 2), the Health Insurance Portability and Accountability Act of 1996 (HIPAA, 45 CFR, Parts 160 & 164 as revised by the Health Information Technology for Economic and Clinical Health Act of 2009 aka the HITECH Act), and certain Michigan laws.
_____	I can withdraw my consent to share at any time, but any information already shared with another agency cannot be taken back. If sharing information on the system poses an imminent health or safety risk, I will talk with my case manager.
_____	I understand that I have the right to see my information, request changes, and to get a copy of my information by written request. An agency can refuse to change my record but must provide a written explanation of why they refuse the change within 60 days. Agencies may charge for reproducing a record.
_____	I understand that agencies included in my Sharing Plan must follow strict privacy guidelines.
_____	I understand that my written consent allows the information listed in Section 3 - Coordination of Care Sharing Plan to be shared among the agencies listed in the sharing plan. All sharing agencies where I am receiving services will update that information as I provide new or additional information. The purpose of sharing my information is to better coordinate care for me and my family.
_____	I understand that I will not be denied services (emergency assistance, outreach, shelter, housing assistance, etc.) if I refuse to share information in this system.
_____	I understand that my name and other identifying information may be used to match records through a trusted partner for academic research purposes or to determine eligibility for other resources. If I am eligible to receive additional resources, my case manager may contact me. None of my additional identifying information outside of my name will be shared with other organizations unless I sign an additional release of information. Prior to academic research being done, my identifying information will be removed, before data analysis takes place.

SECTION 3 – Coordination of Care Sharing Plan

The information (listed below) can be seen by the following agencies to help coordinate your care. These agencies can share your information with each other.

Arbor Circle	AYA Youth Collective
Catherine's Health Center	Community Rebuilders
Covenant House	Degage Ministries
Dwelling Place Nonprofit Housing Corp.	Family Promise of Grand Rapids
Genesis Nonprofit Housing Corp.	Grand Rapids Housing Commission
Grand Rapids Urban League	Heart of West Michigan United Way
Hope Network	Inner City Christian Federation
Kent County Community Action	Mel Trotter Ministries
Network180	North Kent Connect
Pine Rest	Salvation Army of Kent County
Veterans Affairs	Volunteers of American Michigan
Well House	

In addition to the Basic Identifying Information listed in Section 1 above, additional shared information may include:

Full Date of Birth	Race and Ethnicity	Assessment Responses
Household Members/ Relations	Housing Status and Homeless History	Current Living Situation / Location
Disability Status	HIV/AIDS	Other Chronic Health Conditions
Substance Abuse History	Health Insurance	Income / Benefits
Military Service History	Employment Status	Educational Attainment
Domestic Violence history	Destination at Project Exit	Address History
Services and Financial Assistance	Referrals and Service Connections	Eligibility Information
Screening and Housing Prioritization Results	Documentation and Files	Contact information

Instructions: Check the box next to the statement that you understand and agree to:

I agree to have my information visible to all of the helping agencies listed above.

- ☐ Yes, I agree to share according to the Coordination of Care Sharing Plan.
- ☐ No, I do not agree to the Coordination of Care Sharing Plan (only our agency will be able to see all your detailed information).

SECTION 4 – Outreach Sharing Plan

We partner with Michigan community programs to see if you might qualify for housing or income supports. **Please read each statement below and circle your response.**

1. **Coordinated Entry / Housing Prioritization:** If you are homeless, you may be eligible for housing in our community. We have a Coordinated Entry System made up of representatives from our service providers. To participate in this process, these providers may need to see your information. With your permission, an agency may contact you if your information shows that you may be eligible for local housing services. A list of service providers involved in this process is available on request. Information that may be shared includes: Name, coordinated assessment information, homeless status, chronically homeless status, veteran status, disability and any additional information that may be used to connect you with appropriate housing options.

Yes - I agree to share my information with the Coordinated Entry System: (circle response): Yes / No / NA

2. **Homeless History:** We may need to document your homeless history throughout the state of Michigan to see if you are eligible for specific community programs. Your case manager may contact the Michigan Coalition Against Homelessness (MCAH, the MSHMIS lead agency) to view data recorded in HMIS to complete a housing history document. With your permission, MCAH will complete the document and give it to your case manager. This document may be uploaded to your client record and shared according to the coordination of care sharing plan. Information that will be shared includes: HMIS number, name, and a 3-year statewide homeless history that includes service provider names and dates of service.

Yes - I agree that MCAH may share data with my Case Manager: (circle response): Yes / No / NA

This Release is active for FIVE (5) years effective from the date of Signature.

Client signature (head of household): _____, Date: ____/____/____

Adult Household Member signature: _____, Date: ____/____/____

Adult Household Member signature: _____, Date: ____/____/____

Adult Household Member signature: _____, Date: ____/____/____

Signature of guardian or authorized-representative (when required): _____

Relationship to client: _____ Date signed by guardian/authorized representative: _____