

FAQ: Client Consent and HMIS Release of Information



A **Client Consent to Data Collection and Release of Information (ROI)** must be completed for each client who consents to have their personally identifying information (PII) entered into the King County HMIS System. The form can be signed two ways:

1. **Electronically:** A client can consent by reviewing and signing the ROI form electronically in HMIS. For more information, check out the [January 2018 King County HMIS newsletter](#).
2. **Hard copy upload:** A client can consent by reviewing and signing a paper version of the ROI and having the service provider scan and upload the signature page into the HMIS. A PDF version of the ROI form for printing and signing can be found on the [King County HMIS website](#) and the [King County HMIS End User Manual](#) has instructions for how to upload the scanned ROI.

The [King County HMIS End User Manual](#) also includes instructions on how to enter de-identified information for clients who do not consent, or for whom de-identified PII is required, such as clients actively fleeing domestic violence and clients disclosing their HIV status within HMIS.

Obtaining and Documenting Consent

1. Am I required to obtain an ROI from a client?

Yes. When creating a client profile in HMIS, all providers are required to document whether a client consents to sharing identifying information in HMIS. For clients who consent, an ROI must be electronically signed or uploaded via "Add a Release of Information" link in HMIS. Not only does this ROI provide legal documentation of a client's consent, having identifying information in HMIS allows providers to more easily serve clients, better obtain a picture of services clients are receiving across the continuum, and assist in the documentation of chronic homelessness.

2. Is it okay to scan and upload the signature page only?

Yes. Where the ROI itself is a multi-page document uploading just the signature page of the ROI is acceptable.

3. Is there a way to track verbal consent?

No. Consent must be documented through a signed ROI. The ROI can be electronically signed or uploaded into HMIS by clicking the "Add Release of Information" link under a client's Privacy Shield icon.

4. How do I know whether my client has an ROI on file?

Locate the client's profile in the system and click on the Privacy Shield icon. Existing ROIs will be listed in the Release of Information section. If the section says, "There are no results to display," this means that the client does not have an ROI on file.



5. Who is responsible for adding the ROI?

The agency who initially enters client information into HMIS is responsible for documenting consent status in HMIS, and for adding the ROI for clients who consent.

6. Does every agency need to complete an ROI for every client they work with?

No. A client should only be asked to complete the ROI one time; the ROI lasts for seven years.

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7. What do I do if my client's profile contains identifying information (name, SSN, exact DOB), but no ROI has been added?

If no ROI has been added for an identified client, you should contact the most recent agency serving this client to obtain a copy of their ROI, or request that the agency add their ROI to HMIS. If that is not feasible, then you should confirm consent with your client and enter the ROI. Any agency serving the client before 2016 should have a signed ROI on file since ROIs under the previous HMIS were not shared across the continuum and were not uploaded into HMIS. If a client no longer consents, you **must never attempt** to de-identify the client record. Clients records must only be de-identified by the Bitfocus Helpdesk after the client signs a Revocation of Consent form.

8. What should we do if a client signed the old Safe Harbors ROI?

The prior version of the Release of Information (ROI) form is still valid for HMIS profiles that were migrated to Clarity Human Services in March-April of 2016. If a client signed an ROI before the transition to Clarity Human Services, that document should be uploaded to the system. A new ROI form is not necessary. However, be aware that ROIs expire after seven years. If the old ROI is close to expiring, you will need to work with your client to get a new ROI signed and added to HMIS.

Families and ROI

9. Does every member of a household need to complete a separate ROI?

Yes. Each household member must sign an individual ROI. Parents can sign for children under 18. Each ROI should be added under the individual family member's Privacy Shield.

10. Can a client sign the ROI for their spouse?

No. A client may only sign the ROI for themselves and for their children who are under the age of 18.

Veteran Affairs ROI

11. Do veterans need to complete a VA ROI?

Veterans need to complete a VA ROI in order to be considered for certain housing programs for veterans. The VA ROI is currently only available in hard copy and cannot be electronically signed within HMIS. Ideally, the HMIS ROI and the VA ROI should be scanned and uploaded as one document under the client's Privacy Shield. If that's not possible, the HMIS ROI should be added under the Privacy Shield and the VA ROI should be uploaded under the client's Files tab.

12. What if my client chooses to sign the HMIS ROI electronically? How do I handle the VA ROI?

Since only one ROI can be added under the Privacy Shield, the VA ROI should be scanned and uploaded under the client's Files tab. Instructions for using the Files tab can be found via the [Clarity Human Services Help Center](#).

13. What if my client already has an HMIS ROI added under their Privacy Shield but I need to add a VA ROI?

Since only one ROI can be added under the Privacy Shield, the VA ROI should be scanned and uploaded under the client's Files tab. Instructions for using the Files tab can be found via the [Clarity Human Services Help Center](#).

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Non-Consenting Clients and Revoking Consent

14. When do providers need to sign the ROI?

A provider only needs to sign the ROI when a participant is non-consenting. Although non-consent must still be documented under the client's Privacy Shield, the ROI form for a non-consenting client is not entered into the system but is instead kept on file at the agency documenting consent.

15. What if my client wants to revoke their consent to having identifying information entered in HMIS?

A client may revoke consent by completing and signing the Client Revocation of Consent form. The agency must then contact the Bitfocus Helpdesk and request that the client record be de-identified. The Helpdesk may ask a few questions to ensure that all protocols are being followed and/or may direct you to work with the Coordinated Entry Entry for All program if your client is awaiting a housing referral via the Community Queue. Make sure your client has their Clarity Human Services Unique Identifier to provide to other providers in order to avoid creation of duplicate records.

16. Can I de-identify my client's profile after they've signed the Revocation of Consent form?

No. To ensure that all client data in HMIS is correctly de-identified, and that all providers (including Coordinated Entry for All staff) working with the client are notified, you **must** contact the Bitfocus Helpdesk when a client needs to be de-identified.

17. What if a client tells me they don't consent but I see that they have an ROI entered into HMIS?

If a client has an ROI entered into HMIS, the client is considered consenting until they complete and submit a Revocation of Consent form. The Revocation of Consent form is available on the [King County HMIS website](#).

18. What if I see that my non-consenting client has another identified profile in the system?

First, determine whether the identified profile has an ROI entered in HMIS (look for a record in the Release of Information section under the Privacy Shield in your client's profile). If the client has a consenting ROI that's dated more recently than your non-consenting ROI, the client is considered consenting until they submit a Revocation of Consent form. If your non-consenting ROI is newer, that ROI takes precedence and the client should remain de-identified. Once you've determined whether the client should be identified or de-identified in the system, you can contact the Bitfocus Helpdesk to have the two profiles merged, keeping either the identified or de-identified profile as appropriate. If the client will be de-identified in the system, make sure they have their Clarity Human Services Unique Identifier to provide to other providers in order to avoid creation of duplicate records.

De-Identified Populations

19. What do I do if my client is actively fleeing a domestic violence (DV) situation?

If your program is a [Victim Service Provider](#) you should never enter identifying information for any client served by your program. No personally identifying information may be entered for any client actively fleeing domestic violence (in compliance with the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA) and Washington State RCW 43.185C.030). If you are providing

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services for a client who is actively fleeing domestic violence you must create a new, de-identified profile for your client, regardless of whether they have an existing profile in the system. The profile you create should only be used by your agency and no effort should be made to merge or de-duplicate this profile with any other in HMIS. To enter a de-identified profile, follow the process outlined in the [User Manual](#).

If your program is NOT a Victim Service Provider but you are providing services for a client who is actively fleeing domestic violence, you should assist the client in making an informed decision about whether having identifying information in HMIS could compromise their safety. To enter a de-identified profile, follow the process outlined in the [User Manual](#). If your client is now actively fleeing domestic violence and wants to revoke consent after previously consenting, immediately contact the Bitfocus Helpdesk to have the profile de-identified. The client **does not** need to complete a Revocation of Consent form. If the client chooses to not consent to having identifying information in HMIS, they may still wish to provide their Clarity Human Services Unique Identifier to other providers in order to avoid creation of duplicate records.

20. What do I do if my client is disclosing their HIV+ status within HMIS?

Unless you are enrolling a client in a HOPWA-funded program, it is not necessary to document HIV status in HMIS and thus not a requirement to de-identify your client. However, if you are enrolling your client in a HOPWA-funded program, no personally identifying information may be entered for any client whose HIV+ status is being documented in HMIS (in compliance with [RCW 70.02.220](#)). If you are creating a new profile for a client whose HIV+ status is being disclosed in HMIS, follow the process outlined in the [User Manual](#) to create a de-identified profile for your client. If your client already has a profile containing identified information, contact the Bitfocus Helpdesk to have the profile de-identified. The client **does not** need to complete a Revocation of Consent form. Be sure to provide your client with their Clarity Human Services Unique Identifier to help other agencies locate their profile in order to avoid creation of duplicate records.

21. What do I do if I serve unaccompanied youth (under 18)?

No personally identifying information may be entered for unaccompanied youth under the age of 18 without signed authorization from a parent or legal guardian (in accordance with the [Runaway and Homeless Youth Act and guidance provided by HUD](#)). If you are creating a new profile for a client who is an unaccompanied youth under the age of 18 and you do not have an ROI signed by a parent or legal guardian, you must create a de-identified profile for your client. To enter a de-identified profile, follow the process outlined in the User Manual. You may provide your client with their Clarity Human Services Unique Identifier to help other agencies locate their profile in order to avoid creation of duplicate records.