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## Homeless Management Information System Client Information Sheet

### **What is the HMIS System?**

HMIS stands for Homeless Management Information System, and is a requirement for all programs and agencies providing services to low-income and homeless households with the support of federal funds. The HMIS is a data system that stores information about homelessness services

### **What is the purpose of the HMIS System?**

The purpose of the HMIS is to improve services that support people who are homeless to get housing, and to have better access to those services.

### **Why is this type of information being collected?**

Client data will be used by local, state, and federal officials to better address the needs of the homeless. Gathering certain basic information (race, date of birth, family size, etc.) about you and the members of your household is a requirement of the federal and local funding which supports this program.

### **How can the HMIS System benefit me, the client?**

By gathering this information on you only once –you can be served by other agencies without reporting all the details (date of birth, social security number, last address, etc.) again and again. If there is a reason that providing your name or the name of other members of your household would place you (or your household member) at risk, then you can request that your information NOT be shared with other agencies. You have the right to revoke the sharing of your information at any time simply by completing a “Client Revocation of Consent to Release Information” form. This form is available at any HMIS-participating agency or on the King County HMIS Website: [kingcounty.hmis.cc](http://kingcounty.hmis.cc).

Also, by using the information you provide for the HMIS, you and your caseworker can work together to identify the housing and services you need and work to obtain them.

### **Who has access to your information?**

Your HMIS information may be shared by the Partner Agencies to coordinate referral and placement for housing and services such as counseling, food, utility assistance, and other services. Report developers and HMIS staff may also see your data. There are strict legal guidelines for who has access to your information, and it is protected by electronic encryption.

### **What are your rights as a client?**

You may be required to answer some questions as a prerequisite for a program, but there will be other questions you can choose not to answer. You have a right to view your record and to correct inaccurate information. You also have a right to a copy of your record. We will also NEVER give any information (health, medical needs, mental health, domestic violence, etc.) about you to anyone outside this organization, UNLESS YOU GIVE WRITTEN CONSENT, or as required by law through a subpoena or a court order. Personally identifying information, such as names and birthdays, will be removed seven years after your last recorded HMIS activity. You will receive services whether or not you allow your personally identifying information to be entered into HMIS.

This form may not be amended except on approval of the HMIS Steering Committee  
Please send all requests for changes to: [kcsupport@bitfocus.com](mailto:kcsupport@bitfocus.com)