



A Tradition of Stewardship
A Commitment to Service

Napa County Continuum of Care Homeless Management Information System (HMIS)

CLIENT INFORMED CONSENT & RELEASE OF INFORMATION AUTHORIZATION

_____ (*enter your agency's name in the space*) is a Partner Agency in the Homeless Management Information System. HMIS is a shared homeless and housing database system administered by the Napa County Continuum of Care. HMIS can improve the services and programs for homeless and low-income households by allowing authorized staff at Partner Agencies to share client information and to follow trends and service patterns over time. HMIS operates over the Internet and uses many security protections to ensure confidentiality.

How do you benefit from providing your consent to release your personal information?

The personal information contained in the HMIS database helps us to identify and coordinate the most effective services and resources for you and members of your family. As you receive services, information will be collected about you, the services provided to you, and the outcomes these services help you to achieve.

- Your name and other identifying information **will not** be shared with any agency not participating in the system (unless we are required to do so by law).
- Your name, gender, race, social security number, and date of birth may be shared with Partner Agencies for identification purposes even if you elect not to share other relevant information.
- A list of Partner Agencies is available on the next page.
- Authorizing your information to be entered into HMIS is voluntary.
- Refusing to do so will not prevent you from receiving services. However, it may limit our ability to coordinate your care and services between HMIS partner agencies.

How is your personal information protected?

Your information is protected by the federal HMIS Privacy Standards and is secured by passwords and encryption technology. In addition, each HMIS User and member of the Participating Agencies has signed an agreement to maintain the security and confidentiality of this form.

Please initial ONE of the following levels of consent:

- _____ (1) I give authorization for my basic and relevant information to be entered into HMIS and shared between Partner Agencies. I understand I have the right to receive a copy of all information shared between Partner Agencies.
- _____ (2) I give authorization for my basic and relevant information to be entered into HMIS, but **not** shared between Partner Agencies.

I understand that I may cancel or revoke this authorization at any time by submitting a written request. I understand that any cancellation or revocation will not be retroactive and will not apply to information already disclosed prior to the written request being received. This authorization is valid for a period of seven (7) years from the date of signature below.

Print Name of Client or Guardian

Signature of Client or Guardian

Date

Note: A separate HIPAA-compliant authorization is required for disclosure of any patient health information, including mental health and drug and alcohol information protected by any State or Federal privacy law including, but not limited to, Health Insurance Portability and Accountability Act ("HIPAA"), 45 C.F.R. parts 160 and 164, California Confidentiality of Medical Information Act ("CMIA"), Civil Codes sections 56-56.16, Welfare and Institutions Code section 5328, or 42 C.F.R. part 2.1 et se



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The list can be found at <https://napa.bitfocus.com/napa-about-hmis>. I have requested services and I authorize the release of information to these agencies unless I have entered a check and my initials in the box next to the agency name.

HMIS Participating Agencies:

- | | | |
|--|---|--|
| ☐ Abode Services | ☐ City of Napa | Napa County |
| Catholic Charities of Northwest California | ☐ Mentis | Nation's Finest |
| Up Valley Family Center | ☐ On the Move | ☐ Progress Foundation |
| | Satellite Affordable Housing Associates | |

Non-HMIS Participating Agencies/Programs

Non-HMIS Participating Agencies receive information for the purposes of helping homeless individuals obtain housing and necessary supportive services. Non-HMIS partners include:

- | | | |
|---|--|-------------------------------------|
| ☐ Bay area Legal Aid | ☐ HomeBase | Social Security Administration |
| City of St Helena | Kaiser Permanente | Adventist Health St. Helena |
| Center Point | City of American Canyon | U.S. Department of Veterans Affairs |
| Collabria Care | CommuniCare+OLE | Napa Valley Unified School District |
| Fair Housing of Napa Valley | NEWS – Domestic Violence & Sexual Abuse Services | St. Helena Unified School District |
| COPE | North Bay Regional Medical Center | Howell Mountain Elementary |
| Partnership Healthplan | California Human Development Corp. | Pope Valley Union Elementary |
| Burbank Housing | Humane Society Napa County | City of Calistoga |
| Bitfocus (HMIS Software) | Napa Valley Office of Education | Town of Yountville |
| North Bay Housing Coalition | Independent Living Systems | |
| Queen of the Valley Medical Center | | |