



Colorado HMIS

THIS NOTICE DESCRIBES HOW COLORADO HMIS DATA ABOUT YOU AND YOUR HOUSEHOLD MAY BE USED AND DISCLOSED AND HOW YOU MAY ACCESS COLORADO HMIS DATA

PLEASE READ CAREFULLY

Form Effective Date: February 1, 2013

Our Duty to Safeguard Your Protected Information

This notice describes the privacy policy of the Colorado HMIS and its partner agencies. Colorado HMIS may amend this policy at any time. We will collect information about you and your household only when appropriate. We are required to protect the privacy of all identifying information. We may use or disclose your information to evaluate services needed, to impact public policy and to understand the homeless and at-risk population. We assume that you agree to allow us to collect information and to use or disclose it as described in this notice. The full privacy policy and practices is available upon request, should you have any questions or concerns please contact the agency staff.

How We May Use and Disclose Your Information

Data collected is used and disclosed for reporting on homelessness and services needed by those who are homeless or at-risk. HMIS Partner Agencies are permitted to share confidential client information with other Partner Agencies for the purpose of better coordination of housing and services. At any time, the client has the right to ask for a current list of Partner Agencies. Information that could be used to tell who you are will never be used for published reports. We must have your consent to use and disclose your information beyond these purposes unless the law permits or requires us to make the use or disclosure without your permission. We are required to report a life-threatening situation to you or others, and/or a suspicion of child abuse or neglect to the proper authorities.

Your Rights Regarding Your Information

- Unless you and your household participate in an agency or program that requires participation in Colorado HMIS, you have the right to get services even if you choose NOT to participate in Colorado HMIS.
 - You have the right to ask for information about who will see your information.
 - You have the right to review your HMIS information. To request your information, please contact the agency and follow their procedure for accessing information.
-

MDHI Homeless Point in Time Survey Full HMIS Privacy Policy Notice

What is HMIS?

This agency is participating in a regional project called the Homeless Management Information System (HMIS), which collects information on people who are homeless or at risk of homelessness. The Colorado Department of Human Services, Division of Supportive Housing and Homeless Programs (SHHP) on behalf of the Metropolitan Denver Homeless Initiative Continuum of Care administers HMIS. We enter the information into a secure computerized database for storage and analysis. All persons having access to HMIS information have agreed to keep the information strictly confidential.

What is the Metropolitan Denver Homeless Initiative Continuum of Care?

The Continuum of Care is a collection of agencies in the seven-county Denver metropolitan area that provide services to benefit homeless persons. As of the date of this policy, agencies within the following Counties are included within this regional Continuum of Care: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson.

Personal Identifying Information:

There are four items of information about you that are known as "personal identifying information"; they are your name, social security number, date of birth and gender. We use these items of information to uniquely identify you from everyone else in our system. You do not have to provide permission to share personal identifying information for use in HMIS however; you may be required to provide personal identifying information to prove your eligibility for a program or service. You will receive services from us whether or not you agree to provide permission to share personal identifying information for use in HMIS. However, your cooperation in providing permission to share information will assist us and other agencies to provide services and housing to you and others more effectively.

Why is information collected for HMIS?

Information collected for HMIS will help us and other agencies providing services to the homeless to better understand what types of services you need, to assess what services are available to you, to develop new services, to monitor whether your needs are being met, and to improve the quality of care and services for homeless individuals and families. It will also help us and other agencies to understand the extent, nature, and causes of homelessness in the Denver metropolitan area. We also collect information that is required by law or by organizations that give us money to operate this program.

How will information you give us be used and disclosed?

Information you consent to give to us for use in HMIS will be used in the following ways:

- To provide or coordinate services to clients;
- To operate our organization, including administrative functions such as legal, audits, personnel, oversight, and management functions;
- To ensure the data in the system is accurate and valid, to fix problems in the computer system, and to test the system;
- To prepare reports that contain "de-identified" information for the purpose of sharing data and preparing reports for HMIS users, government agencies and policy-makers, and the public generally. "De-identified" means that your name, social security number, address, zip code, or any other information that could be used to identify you personally will not appear in any of the data or reports released by an HMIS user or the Continuum of Care;
- To comply with government reporting obligations.

In addition to the uses above, we may also use and disclose information you provide us in the following ways:

- For functions related to payment or reimbursement for services;
- To carry out internal administrative functions;
- To create "de-identified" statistical reports;
- To report abuse, neglect, or domestic violence, but only to the extent that such reports are required by law;
- To prevent or lessen a serious and imminent threat to the health or safety of a person or the public, including the target of a threat, if permitted by applicable law;
- In response to a warrant, subpoena, summons, or lawful court order, or in response to a written or oral requests by a law enforcement official under certain circumstances;
- To a law enforcement official, if we in good faith believe a crime has occurred on our premises;
- To an individual or institution for academic research purposes;
- To authorized federal officials for the conduct of certain national security or certain activities associated with the protection of certain officials.

What rights do you have regarding your information?

You have the right to see and receive a copy of the information that we maintain about you, except for information compiled in anticipation of litigation, information about another individual, information obtained under a promise of confidentiality, or information that would, if disclosed, endanger the life or safety of another. We will consider changing any information about you if you believe the information in our records is inaccurate.

What should you do if you think your privacy rights have been violated?

We take your privacy rights seriously. If you believe that your privacy rights have been violated, you may send a written complaint to this Agency or to the HMIS Administrator at the address listed below. This Agency and the Continuum of Care are prohibited from retaliating against you for filing a complaint.

Can this notice change in the future?

We and the Continuum of Care may amend this Notice at any time, and the amendment may affect information obtained by us before the change. The revised Notice will be posted at the Colorado Department of Human Services, Division of Supportive Housing and Homeless Programs at all times and may be obtained by contacting the Agency in writing and asking for a copy of any new Notice.

If you have further questions about the notice or about your rights, please contact this Agency or the Division of Supportive Housing and Homeless Programs. Note, however, that the Agency and SHHP cannot give legal advice to you regarding your rights.

HMIS Administrator Colorado Department of Human Services, Supportive Housing and Homeless Programs 4020 S. Newton Street, Denver, CO 80236 303-866-7368 colorado.hmis@state.co.us
--