



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

October 31, 2017

MEMORANDUM

TO: All Providers contributing to the Homeless Management Information System (HMIS)

FROM: Harold Brackeen III *HBrackeen*
Homeless Programs Administrator
Homeless Programs Office – HMIS Lead

SUBJECT: Updated HMIS Consent to Share and Privacy forms

The Statewide HMIS Data Committee and HMIS Lead recently updated and approved the Consent to Share and Privacy Policy and Privacy Notice forms. **Effective Wednesday, November 1, 2017**, all homeless providers contributing data into the HMIS are required to use the attached forms. Please discontinue using the previous consent and privacy forms.

The consent form was updated to clarify that unaccompanied youth under the age of 18 must obtain a consent from their parent or legal guardian. In addition, the form now specifies which disabling conditions will be shared with consent.

The privacy forms were updated to clearly distinguish the difference between the Privacy Notice form and the Privacy Policy form. The Privacy Notice form is to be posted in areas where new clients are encountered or interviewed before being enrolled into the program. The Privacy Policy form shall be followed by all providers participating in HMIS. In addition, a copy of the Privacy Policy form must be given to clients who request a copy of the policy.

For your convenience, the updated forms are attached. Please distribute to all relevant staff members and use accordingly.