



Date: _____

Verbal Release Form for HMIS Data Sharing

- This form should be used for all programming, including Coordinated Access.
- Check the correct box under the "Participant's Decision" header.

Read to the participant: "We are going to keep the information you give us in a system called 'HMIS'. We use policies and different tools to protect that information. Collecting your info helps us organize our services and meet reporting requirements.

In our community, many agencies help people who are experiencing homelessness or are unstably housed. Some of the information you give us will be visible to those agencies in HMIS. If you let us, we can share more details about you and the services you receive here with those agencies. Sharing your info can help agencies work together on future services you may qualify for.

In rare cases, we may not need a release to share your information. For example, we may share your info to coordinate services with another agency. We would not share your info without a need. The privacy of your information is very important to us.

Do you have questions about any of this?"

"Do you agree to let us share your information in HMIS?"

[For households with children under 18]: **"Do you agree to let us share your kids' information in HMIS?"**

Assessor, answer any questions the participant may have.

- To help with questions, view the FAQ for this Verbal Release here:
<https://johs.us/hmis-links-for-providers/verbal-roi-forms/>
- Sharing Coordinated Access information is necessary for case conferencing.

Participant's Decision (check only one box)

- ☐ **Yes, share** program enrollment and assessment info for participant *only*.
- ☐ **Yes, share** program enrollment and assessment info for participant *and their children*.
- ☐ **No, do not share** program enrollment and assessment info.

Participant's Name (Complete one ROI form for each adult in household):

Staff witness (print name): _____

Enter two ROIs into HMIS: one for your login provider and one for the program.

Transact ROIs to last for seven years.

Retain this form for 7 years.