

Client Release of Information and Informed Consent Instructions

For Pierce County ServicePoint Homeless Management Information System (HMIS)



Please begin using this new form **on 6/7/2018**



All clients must be provided with a copy of the Client Release of Information and Informed Consent for their records.



Clients in the following situations should **NOT** consent to release their information:

- Participating in a Domestic Violence agency program or shelter
- Currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation
- Being served in a program that requires disclosure of HIV/AIDS status (i.e. HOPWA)
- Under 13 years of age with no parent/guardian available to consent to sharing the minor's information in HMIS

Client in the above situations should:

1. **Skip** to the back of the form,
2. Check the **DO NOT CONSENT** option, and
3. **Sign** the form (if over 13 years of age), OR
4. Clients may also **refuse to sign** the form. In the "Staff Use Only" section, staff should check the "Client Refused to Sign" box, sign their initials and record the date.



Note: Clients who do not consent or refuse to sign should be entered into HMIS according to the de-identified HMIS procedures.

Participating Agencies

1. Enter your Agency Name in the blank near the top of the form.
2. Upon request, provide the client with a copy of the "Participating Agencies" List.



Frequently Asked Questions

1. Review all questions and answers on the document with the client.
2. Answer any additional questions the client may have.



Select an Option and Sign

1. Client should select either "consent" or "do NOT consent."
2. Client should list any dependent children under the age of 18 in the household
3. Client should sign and date.
4. Staff should sign and date.

Staff Use Only

1. Staff should enter the client HMIS ID number.