

HOMELESS MISSOURIANS INFORMATION SYSTEM**Notice of Client Rights**

The information that is collected in the HMIS database is protected by limiting access to the database and by limiting with whom the information may be shared, in compliance with applicable federal and state laws. Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their access rights terminated and may be subject to further penalties.

**FOR DATA BEING ENTERED INTO THE HMIS I UNDERSTAND THAT:**

- Staff of other agencies who will see my information have promised to protect it.
- Others using HMIS will protect my information.
- Information I give about physical or mental health problems will not be shared with others.
- Partner Agencies may share information that does not identify me to others.
- I have the right to request who has looked at my file.
- I understand I have the right to ask, “Can I refuse to answer that question,” and how my refusal might affect my receipt of services.
- I have the right to view confidentiality policies used by HMIS.
- If I decide at a later date that I no longer want my information in HMIS, I can request that it be removed.

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 Client Name (*please print*)

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 Client Signature

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 Date

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 Agency Personnel Name (*please print*)

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 Agency Personnel Signature

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 Date