

Welcome Home, Inc.
Homeless Missourians Information System (HMIS)
Summary of Privacy Notice

Introduction: HMIS is a computer system for data collection that was created to meet a requirement for the United States Congress. This requirement was passed in order to get a more accurate count for individuals and families who are homeless and to identify the need for various services. Many agencies use this system and share information.

Information in the HMIS System about you that we may share includes:

1. Basic identifying demographic data (name, address, phone number, date of birth).
2. Nature of your situation.
3. Services and referrals you receive from our agency.

Our ability to assist you depends on having certain personal identifying information. If you choose not to share the information we request, we reserve the right to decline to provide you with services as doing so could jeopardize our status as a service provider. We assume that, by requesting services from our agency, you agree to allow us to collect information and to sue it or disclose it as described in this notice and otherwise as allowed or required by law. All agencies using the HMIS share their data with other participating agencies, with the exception of *Blind Service Providers*. These *blind* agencies serve specific protected client populations and do not share client information.

Generally, your personal information will only be used by this agency and other agencies to which you are referred for services.

Confidentiality Rights: Maintaining the privacy and safety of those using our services is very important to us. This agency follows all confidentiality regulations and also has its own confidentiality policy.

Your Information Rights: As a client, you have the following rights:

1. Access to your record at your request.
2. Request a correction of your record.
3. File a grievance if you feel that you have been unjustly served, put at personal risk, harmed, or your personal information was not handled correctly.

When Information Is Disclosed: The full Privacy Notice sets forth situations when your personal information might be disclosed.

Benefits of HMIS and Agency Information Sharing: Allowing us to share your real name results in a more accurate count of individuals and services used. A more accurate count is important because it can help us and other agencies to meet the needs of our clients, such as:

1. Better identify and coordinate client need for services and to demonstrate the specific types of assistance needed in our area.
2. Obtain additional funding and resources to provide services.
3. Plan and deliver quality services to you and your family.
4. Assist the agency to improve its work.
5. Keep required statistics for state and federal funders.
6. Promote coordination of services so your needs are better met.
7. Make referrals easier by reducing paperwork.
8. Avoid having to report as much information to get assistance from other agencies.

Updated May 8, 2007

You may keep this summary of the policy.
You may request a copy of the full privacy notice at any time.