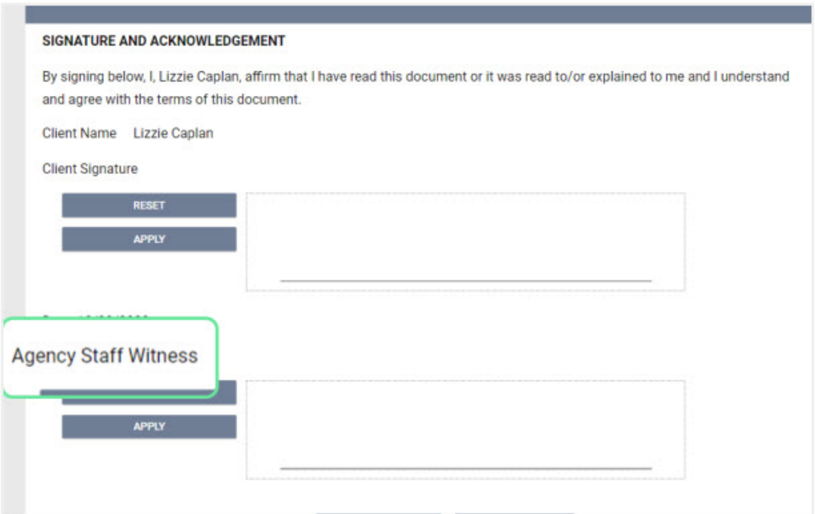
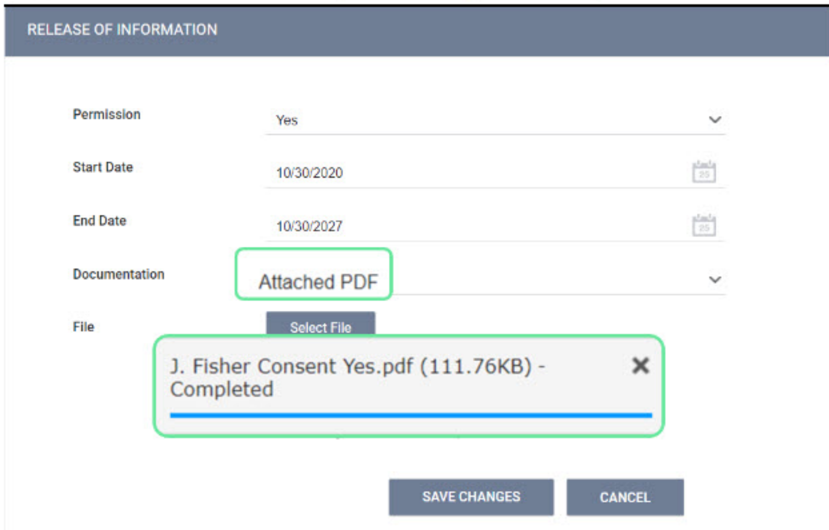
HMIS Consent Workflow in Clarity

How to record the variations of Yes documentation

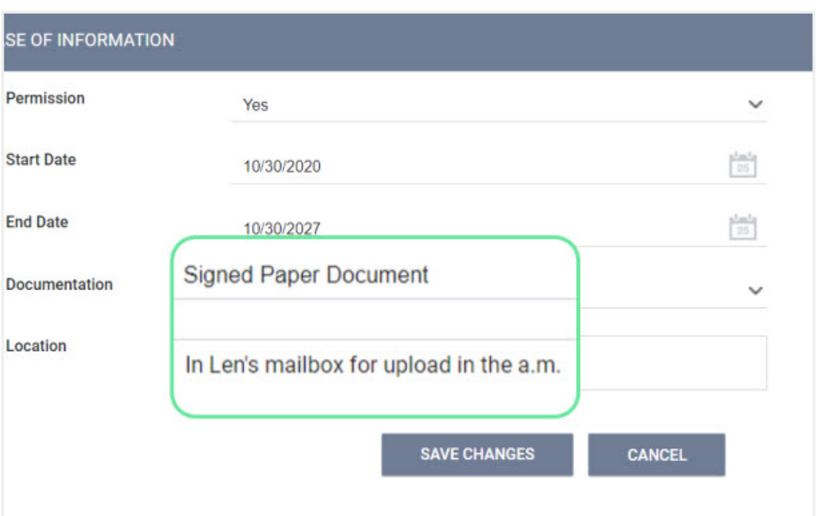


Electronic Signature - use this if you have a tablet or a signature pad at your location.

NEW: You must also sign this form to show you were the staff who explained consent to the client.



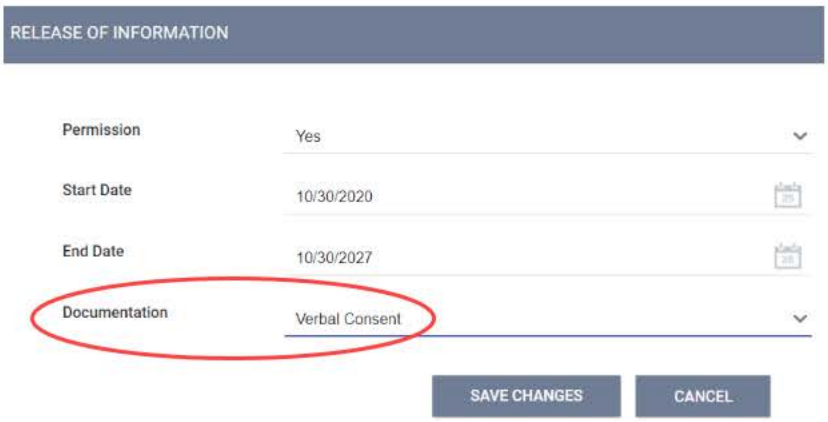
Attached PDF - a popular documentation type. Use this when the form was presented on paper, and upload to Clarity after you have the client's signature and your own. Remember, you must sign this form before uploading.



Signed Paper Document - NEW! This is a new option for when you get the paper form signed during your shift but don't have the means or time to upload it to Clarity. Indicate the location of this hard copy. You or someone else at your agency must upload these forms and change the type to "attached PDF" within 48 hours.

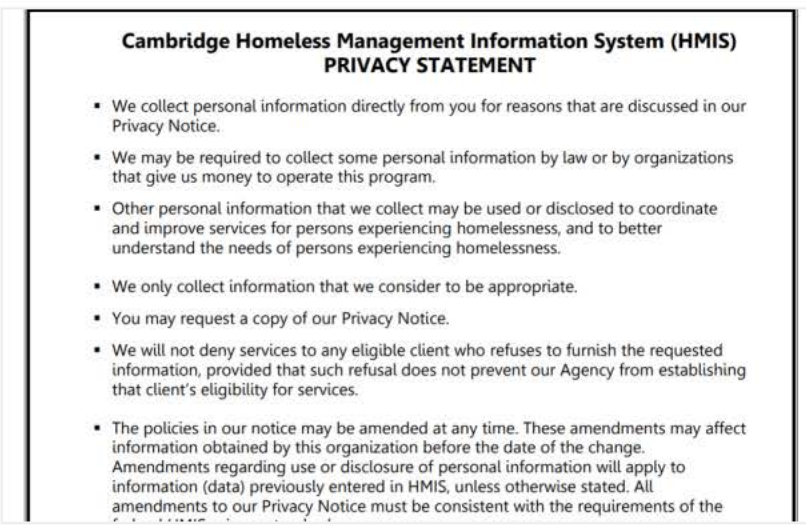
Consent Documentation Types in Clarity

Verbal Consent



If you are working with clients over the phone, you may be able to collect the HMIS consent verbally.

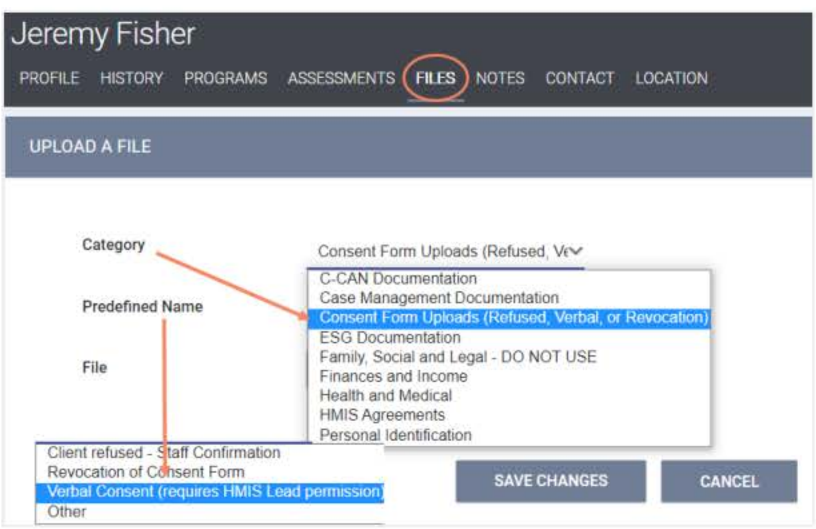
NOTE: Your agency must get written authorization from the HMIS Lead in order to use the verbal process and this does not replace in person enrollment.



Cambridge Homeless Management Information System (HMIS)
PRIVACY STATEMENT

- We collect personal information directly from you for reasons that are discussed in our Privacy Notice.
- We may be required to collect some personal information by law or by organizations that give us money to operate this program.
- Other personal information that we collect may be used or disclosed to coordinate and improve services for persons experiencing homelessness, and to better understand the needs of persons experiencing homelessness.
- We only collect information that we consider to be appropriate.
- You may request a copy of our Privacy Notice.
- We will not deny services to any eligible client who refuses to furnish the requested information, provided that such refusal does not prevent our Agency from establishing that client's eligibility for services.
- The policies in our notice may be amended at any time. These amendments may affect information obtained by this organization before the date of the change. Amendments regarding use or disclosure of personal information will apply to information (data) previously entered in HMIS, unless otherwise stated. All amendments to our Privacy Notice must be consistent with the requirements of the

Agencies that have permission should follow the instructions in the *HMIS Policies and Procedures Manual* (pp 22-23). Make sure the Mandatory Data Collection Privacy Poster/Desk Sign is available to clients at intake, even if it is over the phone. Offer to email and/or read it to them.



Write "verbal consent" on the ROI where the client would sign and sign your name to indicate that you obtained consent from your client.

Upload the form to the Files section of your client's record, choosing the "Consent Form Uploads" category and then select "Verbal Consent."