

**Authorization for Release of Information  
Client Information Sheet**

**Important:** Personally identifying information should never be entered into HMIS for clients who are currently fleeing or in danger from a domestic violence, sexual assault or stalking situation. If this applies to you, do not agree to release your information in HMIS. Your Case Manager will enter an anonymous record to protect your identity.

This agency is a partner in the Cambridge Homeless Management Information System (HMIS), a project of the Cambridge Continuum of Care, which collects information about the characteristics and service needs of individuals and households experiencing or at risk of experiencing homelessness. This information helps continue funding and improve the services and programs for you and other homeless and low-income households.

You will never be denied help because you didn't answer a question, unless we need that answer to know if you are eligible for a service.

To provide the most effective services for people who need housing and/or other services, we need an accurate count of all people experiencing or at risk of homelessness in our community. In order to make sure that clients are not counted twice if services are provided by more than one agency, we need to collect some personal information. Specifically, we need: name, birth date, gender, social security number (or last four digits), race, ethnicity and veteran status.

Your name and other identifying information noted above will never be included in any reports or publications. We will guard this information with strict security policies to protect your privacy. Your data is entered into an electronic database that is protected by passwords and encryption technology. Every person and agency that is authorized to read or enter information in the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate the agreement may have their access right terminated and may be subject to further appropriate corrective measures.

A list of the partner agencies within the Cambridge Homeless Management Information System are listed on the back of this page and may change from time to time. The most updated list may be viewed online at <http://cambridgecoc.org/hmis-participating-agencies/>.

This agency will not:

- Enter information into HMIS which it is not authorized to enter
- Designate information for sharing which it is not authorized to share, under any relevant federal, state, or local laws or regulations applicable to client information.

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**HMIS Participating Agencies**

Bridge Over Troubled Waters  
Cambridge MultiService Center  
CASCAP, Inc.  
CASPAR, Inc.  
Eliot Community Human Services  
Heading Home, Inc.  
New Communities  
Phillips Brooks House Association  
Salvation Army of Cambridge  
Shelter Legal Services Foundation  
Vinfen