




STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
Benefit, Employment and Support Services Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

July 5, 2017

MEMORANDUM

TO: All Homeless Providers contributing to the Homeless Management Information System (HMIS)

FROM: Harold Brackeen III   
Homeless Programs Administrator  
Homeless Programs Office – HMIS Lead

SUBJECT: Using the New HMIS Consent to Share Form and Upload Capability

The Statewide HMIS Data Committee and HMIS Lead recently approved the use of a new HMIS consent to share form. **Effective Wednesday, July 5, 2017**, all Homeless Providers contributing data into HMIS are required to use this new form as attached and stop using the old form.

Upon signature by the client, this form gives permission for the Homeless Provider to share their client's information with other Homeless Providers in HMIS. The consent form will expire three years from the date of client's consent. The organization will be required to upload this document into the HMIS as proof of client's consent.

- New program enrollment(s) – the consent date should match program enrollment and/or VI SPDAT interview dates.
  - Each new program enrollment will require a signed consent form.
  - If one agency conducts multiple program enrollments/interviews on the same day, only one consent form is required.
- Existing program enrollments – consent dates should reflect the new client signature date, program enrollment(s) and/or VI SPDAT interview dates should be reflective of dates already in the system.

Clients are not required to sign this form in order to receive homeless services. If the client does not give authorization for the organization to share their information, the Homeless Provider shall input the information and select "not shared." The Homeless Provider shall also write "CLIENT DECLINED" on the HMIS consent to share form in the signature line. The form should not be uploaded into HMIS but must be kept in your internal files.

For your convenience, the new HMIS client consent form and HMIS instructions are attached. Please distribute to all relevant staff members.