



# Nebraska Management Information System Client Release of Information

The Nebraska Management Information System (NMIS) manages a database of homeless services information in order to improve coordination of services that support people who are homeless or at risk of homelessness and to better understand homelessness, improve service delivery, and evaluate the effectiveness of services provided. Participation in data collection is a critical component of our community's ability to provide the most effective services and housing possible. The information that is collected is protected by limiting access to the database and limiting what information may be shared.

**The information to be collected and shared may include:**

- name, date of birth, gender, race, ethnicity, social security number, contact information, location, prior residence
- disabling condition, veteran status, domestic violence, photo (if applicable)
- family composition, income, non-cash benefits, homeless history, housing information, health insurance
- program entry and exit, assessments, services provided

**By signing this form, I authorize the Participating Agencies and their representatives to share basic information regarding me and my family members listed below.**

**I understand that:**

- My information will be shared for the purpose of assessing my needs for housing, utility assistance, food, counseling, and/or other services.
- Every person and every agency that is authorized to read or enter information into the system has signed an agreement to maintain the security and confidentiality of the information. I have the right to view the client confidentiality policies used by the NMIS Participating Agencies and to see a list of Participating Agencies before signing this form.
- NMIS data access and sharing comply with federal, state, and local regulations protecting the confidentiality of client records. My information cannot be disclosed without my written consent unless otherwise provided for in the regulations.
- Auditors or funders who have legal rights to review the work of this agency, including the U.S. Department of Housing and Urban Development and the Nebraska Department of Health and Human Services Homeless Assistance Program may see my complete file if services received are funded by their organization.
- Signing this Release of Information does not guarantee that I will receive assistance.
- Refusal to authorize sharing of my information does not disqualify me from receiving assistance.
- This release is valid for one year from the date of my signature below, unless noted otherwise\*.
- I may withdraw my consent at any time. This authorization will remain in effect until I revoke it in writing. If I revoke my authorization, all information about me already in the database will remain.

**CLIENT RELEASE OF INFORMATION**

**Yes, I agree to share my NMIS information.**

*\*This release is valid for 3 years from client's signature.*

**No, I do not agree to share my NMIS information. Only our agency will see your program participation information.**

Client Printed Name

Client Signature

Date

Signature of Guardian or Authorized Representative (when required)

Relationship to Client

Date

AgencyStaff Printed Name

Date



## Barnabas Community House Rules

***Please read the Barnabas House Rules and statement printed below. Your signature is required to affirm that you understand the rules and requirements.***

1. We treat everyone with respect and courtesy: We are all children of God.
2. We take turns and share, taking into account the needs and wants of others, as well as our own.
3. Children age 12 and under must be supervised by a parent or other adult guest.
4. These behaviors are prohibited: use of alcohol or other drugs; profanity; possession of firearms; panhandling in every form: asking for money, rides, etc.
5. Individuals who cannot follow these rules may be excluded from the Barnabas premises.

I, \_\_\_\_\_, understand that items in the Barnabas Community Free Store have been donated, and the items I receive are for use by my family/household. I agree that they are not to be sold for money. I understand that an individual with a Clarity card can shop once per calendar week. I acknowledge that violation of these policies may result in my family/household being excluded from the Barnabas Community.

*I understand information about me and/or my dependents is entered into a database system called Clarity. This system helps to better understand homelessness, to improve service delivery and to evaluate the effectiveness of services provided. Participation in data collection is a critical component of our community's ability to provide the most effective services and housing possible. The information that is collected is protected by limiting access to the database and limiting what information may be shared. Access to the data and sharing of the data is in compliance with the standards set by the federal, state and local regulations governing confidentiality of client records. Every person and agency that is authorized to read or enter information into the system has signed an agreement to maintain the security and confidentiality of the information.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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### **Barnabas Staff/Volunteer Use Only**

This application has been received by: \_\_\_\_\_

Information Entered/Updated on (date): \_\_\_\_\_

Entered/Updated by: \_\_\_\_\_

Notes about application: \_\_\_\_\_

\_\_\_\_\_

