

Client Consent and Release of Information 2018

ClientTrack is a computer system that is used locally as a Homeless Management Information System (HMIS). Use of an HMIS is required by the US Department of Housing and Urban Development (HUD) for agencies that receive HUD funding. ClientTrack is not electronically connected to HUD and is only used by authorized agencies. All ClientTrack users have received confidentiality training and have signed strict agreements to protect clients' personal information and limit its use appropriately.

A Privacy Notice is available at participating agencies. It provides details on how member agencies and their employees handle client information and data sharing.

I give permission to Community Resources Council to collect and enter my personal and household information into the Client computer system.

I understand that the ClientTrack system is shared with and used by authorized agencies in my community for the purposes of:

1. Assessing the needs of low-income, homeless or other people with special needs in order to give better assistance and to improve their current or future situations.
2. Improving the quality of care and service for people in need.
3. Tracking the effectiveness of community efforts to meet the needs of people who have received assistance.
4. Reporting data on an aggregate level that does not identify specific people or their personal information.

I understand that:

- All agencies that use ClientTrack will treat my information in a professional and confidential manner.
- Signing this release form does not guarantee that I will receive assistance.
- My information may be shared with a third party (utility provider, landlord, etc) in order to Process the service I have requested.
- I have the right to a printed copy of my ClientTrack file.
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Client Name (Printed)

Client Signature

Date

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Agency Representative Name (Printed)

Agency Representative Signature

Date

Each ClientTrack agency will require you to sign this form at least annually. If after you sign this form you decide you no longer would like your information entered into ClientTrack, please complete the Client Revocation Form. If you do not revoke this authorization, it will automatically expire on _____ or one year from the date you sign and date this form.