

**Omnibus Consent Form for Release of Information**  
**Homeless Management Information System**  
**Santa Maria/ Santa Barbara County Continuum of Care**

**OVERVIEW**

HMIS is a database that collects information about people who need housing, shelter, and related services. This information can include your demographics, location, medical history, and other personal details. Homeless service providers collect this information to help us figure out which services you are eligible for, and so that we can contact you to let you know about housing opportunities.

The only people who will be allowed to see your data are the HMIS-trained staff of homeless service providers who have agreed to keep your data confidential. Your data will not be shared with law enforcement for the purposes of a criminal investigation without a Court order or your consent. Your data may be shared with social workers, outreach workers, therapists, and housing programs in Santa Barbara County. You have the right to refuse to share your data with these social workers and programs, but without our data, we may be unable to tell which programs you qualify for, and so you may lose out on some opportunities to get housing. As of October 2017, the HMIS Lead is the Community Services Department of the County of Santa Barbara, which can be reached by mail at 123 E. Anapamu St., 2nd Floor, Santa Barbara, CA, 93101 or by e-mail at [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us)

**WHAT KIND OF DATA IS COLLECTED?**

HMIS collects information about you that can help us figure out which services you are eligible for and how we can contact you to let you know about housing opportunities. This can include your name, your whereabouts, whether you are travelling together with pets or family, information about your health and income, and a brief history of the places you have been living over the last few years and the services that you have accessed.

Some of the data that could be collected about you includes:

- Name
- Gender
- Program Exit Date
- Disability Status
- Veteran Status
- Legal History
- Income and Non-Cash Benefits Information
- Date of Birth
- Ethnicity and Race
- Residence Prior to Project Entry
- Family Composition
- Employment History
- Alcohol and Drug Use
- Health Insurance Information
- Social Security Number
- Program Entry Date
- Homeless History
- HIV/AIDS Diagnosis
- Domestic Violence
- Mental Health History

More details on data collected is also included in the section A.1 of the addendum.

**WHO WILL SEE THE DATA?**

- The only people who are allowed to directly access your data are licensed HMIS End Users at HMIS Partner Agencies in Santa Barbara County. Partner Agencies have been approved by the HMIS Lead (the agency responsible for administering HMIS) and provide housing and/or support services to the homeless in the County of Santa Barbara.
- Partner Agencies and End Users have signed a Memorandum of Understanding and End User Agreement, respectively, promising to keep your information confidential, have been trained in a full set of data security procedures, and are subject to regular security audits.
- Partner Agencies can only use the data to benefit you and to help you find housing and services. A list of all of the HMIS Partner Agencies with HMIS End Users licensed at the time this form was drafted and agencies that may be invited to become HMIS Partner Agencies by the end of December 2020 is in the section A.2 of the addendum. Any Partner Agency can provide you with an updated copy of the list.

**By signing this form, you consent to share your data with all of the current Partner Agencies and with any agency that is listed in the addendum that has become a Partner Agency.**

Only licensed End Users at HMIS Partner Agencies may disclose your data. Your data may be discussed orally by the co-workers of licensed End Users when necessary to carry out a specific job-related task, e.g., to help you apply for government benefits. These co-workers are not authorized to access, print, edit, or share your data.

Your data may be shared with a treating physician or treating therapist in order to help provide you with appropriate medical care and mental health care. In the event of an acute public health emergency, your data may also be shared with public health officials in order to help direct and manage a quarantine. This data may be disclosed to the public health official or treating physician or therapist by any HMIS End User from the Santa Maria/Santa Barbara homeless system of care.

Your data will not be shared with prosecutors, the police, debt collectors, or a private landlord seeking eviction, unless that party has a lawful warrant or similar order from a Court.

So that the County can better understand the needs of its residents and comply with its federal data reporting obligations, your data may become part of an anonymous statistical summary, but we will not use your name or identifying information as part of any of this research.

#### WHAT IF I DO NOT WANT TO SHARE MY DATA?

You are not required to share any of your data. If you choose not to share your data, we will still do our best to help you access shelter and services. However, without your data, we may be unable to tell which programs you are eligible for. Collecting data also helps us measure the outcomes that our services help people achieve, like stable housing and increased income, so that we can identify and fund the best available programs to help people who are homeless.

We will attempt to contact you at least once each year to confirm that we have your continued consent to use your data. If we have no contact with you for three years, we will block access to all of your information except for your name, birthdate, photo or physical description, client ID, contact information, and/or last known whereabouts. This limited information may be used to continue to try to contact you, or to ensure that we do not accidentally create a duplicate record for you if you re-enter the database at a later date.

If you decide at any point that you no longer wish to share data, you may contact the current HMIS Lead in writing or by e-mail, and all further access to the data you specify will be blocked. As of October 2017, the HMIS Lead is the Community Services Department of the County of Santa Barbara, which can be reached by mail at 123 E. Anapamu St., 2nd Floor, Santa Barbara, CA, 93101 or by e-mail at [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us). You have a right to receive a copy of this Release of Information form and Addendum upon request.

Please Initial :

\_\_\_\_ I give permission for my personal information to be entered into the HMIS and shared between Partner Agencies for the purposes described above. I understand that I may cancel this authorization at any time by delivering a written request to the HMIS Lead. I understand that this authorization is valid for three years from the date of signature or if I cancel it at an earlier date.

Please Sign:

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

Names and Signature of Minor Children (if part of household):

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

|                                  |                                 |       |
|----------------------------------|---------------------------------|-------|
| _____                            | _____                           | _____ |
| Print Name of Client or Guardian | Signature of Client or Guardian | Date  |

If the client has been referred for involuntary mental health services, and the client has a treating physician, psychologist, social worker, therapist, or similar individual in charge of the patient, then that individual should sign below to indicate their approval of the plan for sharing the client's data. If the client has not been involuntarily committed, then you may skip the section below.

|                         |                        |       |
|-------------------------|------------------------|-------|
| _____                   | _____                  | _____ |
| Print Name of Therapist | Signature of Therapist | Date  |

## **ADDENDUM**

### **A.1 WHAT KIND OF DATA IS COLLECTED?**

- Pursuant to 42 CFR Part 2, this could potentially include documentation that you visited a facility that is known for providing substance abuse treatment. The information collected could also include descriptions by case workers of why you left a program or housing situation, which could include references to drug tests or drug-related criminal activity. These descriptions would be part of your case notes, and would not ordinarily be shared outside of your current housing program or outside of a case conference intended to match you with the best available opportunity for your current needs.
- Information about domestic violence is handled with special safeguards meant to protect survivors of domestic violence.
- Information about your mental health status and treatment, including psychotherapy notes, may be stored in HMIS and accessed by your treating therapist, but detailed case notes will not be shared with providers outside your current program.
- Your self-reported HIV/AIDS status may be stored in HMIS and used to determine your eligibility for HOPWA or other programs intended to assist HIV-positive individuals, but specific test results will not be shared with providers outside your current program.
- Information collected as part of a vulnerability assessment such as the VI-SPDAT or the FAT may be stored in HMIS. Some of the information stored in HMIS may also include comments and observations about you that were made by other people, such as case notes written by your case worker.

### **A.2 WHO WILL SEE THE DATA?**

Below is a list of all of the HMIS Partner Agencies with HMIS End Users licensed at the time this form was drafted:

|   |  |
|---|--|
| 211- CommUnify- Community Action Commission                 | People's Self-Help Housing                                 |
| CenCal Health   | Sanctuary Psychiatric Centers of Santa Barbara             |
| Channel Islands YMCA  | Santa Barbara Alliance for Community Transformation        |
| City of Goleta  | Santa Barbara Community Housing Corporation                |
| City of Santa Barbara                                       | Santa Barbara County Dept. of Behavioral Wellness          |
| City Net  | Santa Barbara County Dept. of Community Services           |
| Cottage Health  | Santa Barbara County Office of Public Defender             |
| Dignity Health  | Santa Barbara County Dept. of Public Health                |
| Family Services Agency                                      | Santa Barbara County Dept. of Social Services              |
| Fighting Back Santa Maria Valley                            | Santa Barbara Rescue Mission                               |
| Freedom Warming Centers- Unitarian Society of Santa Barbara | Santa Ynez Valley People Helping People                    |
| Good Samaritan Shelter                                      | Sarah House Santa Barbara                                  |
| Housing Authority for the City of Santa Barbara             | Social Venture Partners                                    |
| Housing Authority for the County of Santa Barbara           | St. Vincent's Santa Barbara                                |
| Independent Living Resource Center                          | State of California  |
| Jodi House Brain Injury Support Center                      | The Salvation Army   |
| LAGS Recovery Centers, Inc.                                 | The Turner Foundation                                      |
| Legal Aid Foundation of Santa Barbara County                | Transition House   |
| Outreach Grid   | United Way of Northern Santa Barbara County/Home for       |
| Mental Wellness Center                                      | Good Santa Barbara County AmeriCorps Partnership           |
| New Beginnings Counseling Center                            | United Way of Santa Barbara County                         |
| Partners in Housing Solutions                               | University of California at Santa Barbara Student Services |
| PATH Santa Barbara  | Veteran's Administration                                   |
| PathPoint   | WillBridge of Santa Barbara                                |

Below is a list of agencies that may be invited to become HMIS Partner Agencies:

|   |   |
|---|---|
| B'nai B'rith  | Food Bank of Santa Barbara County Lompoc    |
| Calvary Chapel                                      | Valley Medical Center                       |
| Catholic Church of the Beatitudes                   | Pacific Behavioral Health Care              |
| City of Lompoc                                      | Pacific Pride Foundation                    |
| City of Santa Maria                                 | Santa Barbara County Education Office       |
| Domestic Violence Solutions for Santa Barbara       | Santa Barbara County Veteran Service Office |
| Doctors Without Walls Santa Barbara Street Medicine | Santa Barbara Neighborhood Clinics          |
|   | Transitions Mental Health                   |

This list is not exhaustive and will be updated annually.