

Nevada Community/Homeless Management Information System Client Information Sheet

What is the CMIS/HMIS System?

It is a networked, computerized record keeping system. CMIS stands for Community Management Information System and HMIS stands for Homeless Management Information System, and is a requirement for all programs and agencies providing services to low-income and homeless households with the support of federal funds.

What is the purpose of the CMIS/HMIS System?

The CMIS/HMIS is used by provider agencies to record information about clients that they serve. This information helps the agencies plan for and provide services to clients. This information also can be shared among partnering agencies – in order to improve the coordination and delivery of your services. Partnering agencies have signed agreements to treat your information in a professional and confidential manner.

Why is this type of information being collected?

A summary of the information gathered from clients will be used to advocate for more adequate resources for homeless people. Gathering certain basic information (race, date of birth, family size, etc.) about you and the members of your household is also a requirement of the federal and local funding that supports this program.

How can the CMIS/HMIS System benefit me, the client?

By gathering this information on you only once –you can be served by other agencies without reporting all the details (date of birth, social security number, last address, etc.) again and again. If there is a reason that providing your name or the name of other members of your household would place you (or your household member) at risk, then you can request that your information NOT be shared with other agencies. You have the right to revoke the sharing of your information at any time simply by completing a “Client Revocation of Consent to Release Information” form. This form is available at any CMIS/HMIS-participating agency.

Also, by using the information you provide for the CMIS/HMIS, you and your caseworker can work together to identify the services you need and work to obtain them.

Who has access to your information?

Only approved, participating providers, or those who have administrative responsibilities in this CMIS/HMIS will be authorized to look at, enter, or use information that is kept in your file. Report developers and Bitfocus staff may also see your data. There are strict guidelines for who has access to your information. Homeless advocates, shelter staff, and local, state, and federal officials will use non-Identifying client data to better address the needs of the homeless.

What are your rights as a client?

You may be required to answer some questions as a prerequisite for a program, but there will be other questions you can choose not to answer. You have a right to view your record and to correct inaccurate information. You also have a right to a copy of your record. We will also NEVER give any information (health, medical needs, mental health, domestic violence, etc.) about you to anyone outside the HMIS/CMIS, UNLESS YOU GIVE WRITTEN CONSENT, or as required by law through a subpoena or a court order. If you choose to not answer any questions, you may not be able to receive services from this community.

This form may not be amended except on approval of the HMIS Working Group.

Please send any requests for changes to: support@bitfocus.com.