Agency Requirement for HMIS Privacy Compliance

1. Agency Privacy Notice –Provided to the Client. A sample is provided by MSHMIS. Required text is included in a sample for agencies that are integrating with pre-existing notices.

2. Post your Privacy Notice on your Web Site (if one exists).

3. A Privacy Script that summarizes the agency Notice and explains agency sharing plan if any.

   a. What is MSHMIS?
   b. Why does this agency use it?
   c. Security
   d. Privacy Protection
   e. Benefits and Risks for clients
   f. Agency Sharing Plan

4. On Display – HUD Public Notice

5. Agency Board Certified Confidentiality Policy

6. MSHMIS Release customized for agency sharing plan. This is signed by consumers during the Privacy discussion.

7. Sharing agreements (Sharing QSOBAA), if external sharing is planned.

8. HIPAA compliant Authorization To Release Confidential Information.