

**New Hampshire Homeless Management Information System (NH-HMIS)  
Client Fact Sheet**

- ✘ NH-HMIS is, a web based information system that homeless and public service agencies across New Hampshire use to capture information about the persons they serve
- ✘ The Agency uses NH-HMIS to understand their clients' needs and help the programs plan to have appropriate resources for the people they serve, and to inform public policy
- ✘ Only staff who work directly with clients or who have administrative responsibilities can look at, enter, or edit client records
- ✘ No information will be released to another agency without a client's written consent
- ✘ The client has the right to refuse to answer any question, unless entry into a program requires it
- ✘ The client has the right to know who has added to, deleted, or edited their record
- ✘ Information that is transferred over the web is through a secure, encrypted connection
- ✘ Case manager(s) can use NH-HMIS to inform clients what services are offered on site or by referral through the assessment process. The Case manager and the client can use information to obtain resources that will help them meet their needs
- ✘ No client record can be shared electronically without the written client consent form. A client must be informed what information is being shared and with whom it is being shared
- ✘ The Agency will uphold Federal and State Confidentiality regulations to protect client records and privacy
- ✘ The Agency will not solicit or input information from clients unless it is essential to meet minimum data requirements, provide services, or conduct evaluations or research

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Client Name (please print)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name (please print)

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date