

**Michigan State Homeless Management Information System (MSHMIS)
Privacy and Confidentiality Notice
(Sample Script)**

As an agency that receives money from HUD, our agency must participate in the MSHMIS.

MSHMIS – What it does

It is a human services database that keeps track of the clients we serve and services that we provide. A lot of the questions that agencies ask you when you apply for their services, are in this database. The database is trying to get an unduplicated “count” of the homeless population in the State of Michigan so that in the future, more, and better, services can be provided.

Benefits

It reduces some paperwork for us and for you, and we can coordinate services for you and your family more efficiently. It can also help show how much certain types of services are needed in this area.

Everybody who participates in the system is compliant with all state and federal requirements regarding client confidentiality and data security, as well as 42 CFR Part 2 (disclosure of drug and alcohol information) and HIPAA (medical information).

Risks

Although MSHMIS uses the highest levels of security, there may be risks involved, especially if you are at risk of physical harm to you or your family.

Also, consider who may be working at certain agencies (friends or family) that you may not want to know you are using our services.

Another risk to consider is the degree to which you are satisfied by the confidentiality provisions explained to you about MSHMIS.

Your rights

You are allowed to view your record, have corrections made to your record, refuse to share your information with other agencies, stop your release of information, and file grievances if necessary.

Security

Everybody that has access to the MSHMIS has been through MSHMIS training as well as Privacy and Confidentiality Training. Only certain people, like your case manager and the agency administrator, can view parts of your information.

Your identifying information will not be used when reports are sent to our funders.

The computer program has the highest degree of security protection available. Encryption (or secret codes) are used if your information is shared between agencies.

Explanation of Release

Maintaining your privacy is very important to us. We believe that the information gathered about you is personal and private, and will not be shared with other people without a written agreement. However, if you feel uncomfortable with sharing your information within this system, you will not be denied services for which you are otherwise be eligible.

With your permission, we will enter your "Profile Information" (Name, age, SSN) on the MSHMIS, in which other agencies could access if you are receiving services from them. Your name does not become "attached" to this, or any other agency.

If you do not wish to have your Profile Information to be seen, we can close it out completely. However, this may make duplicates in the system if you chose to have your Profile Information entered at another agency, but not ours. Again, your name does not become attached to this, or any other agencies...we are trying to avoid duplicate entries.

If you do not want ANY identifying information entered in MSHMIS, we can enter you as ANONYMOUS. However, this may make duplicates in the system if you chose to have your Profile Information entered at another agency, but not ours. Again, your name does not become attached to this, or any other agencies...we are trying to avoid duplicate entries.