

HIFIS & Coordinated Access Client Consent Form

Organizations across Canada working with individuals experiencing or at risk of homelessness use a secure computer database called HIFIS to manage client information with the aim to better serve, understand, and advocate for the population. The information stored in HIFIS can be used to support service providers assisting you with your housing goals.

By signing this form, you acknowledge that you understand and consent to the following:

- Information about you is stored in a secure computer database called HIFIS. Your information will be collected and can be seen by partner agencies.
 - Personal information will not be shared with entities outside of the Coordinated Access system unless you have consented to release information or if required by law.
 - Partnering agencies may change over time; you have a right to request a current list of partners.
 - The Human Development Council is the administrator and host of HIFIS.
- Non-identifiable information about you may be shared with third parties to support policy analysis, research, advocacy, and evaluation of existing programs related to homelessness. Third parties may include government bodies (i.e., the Province of New Brunswick and the Government of Canada). Details such as your name, date of birth, or any identifiable personal information will **not** be shared with third parties.
- Consent is voluntary. You may withdraw your consent to share information, as described above, by contacting the agency you are completing this form with or by emailing HIFIS@sjhdc.ca. If you withdraw consent, any information collected in HIFIS up to that time will be kept but will be hidden and only your name will be seen.
- If you choose not to give consent, this will not limit your access to services such as street outreach or emergency shelters.
- To ensure your consent is up-to-date you may be asked to complete a new consent form in the future.
- At any time, you can make a request to see your client record by emailing HIFIS@sjhdc.ca.

Coordinated Access

Agencies such as the one presenting you with this form participate in a local Coordinated Access system, working together to serve individuals experiencing or at risk of homelessness. These agencies share resources and may discuss client information for the purpose of helping clients access safe, affordable, and appropriate housing and support. The Coordinated Access system is supported by the Homelessness Information Partnership (HIP).

Coordinated Access systems use a tool known as the Coordinated Access List (also referred to as the “By-Name List”) to help coordinate services and connect you to housing resources. If you do



not choose to consent to being added to the Coordinated Access List, it may limit the ability of the Coordinated Access system to work together on your behalf and may limit housing and service options available to you.

Please select ONE of the following:

- I consent to my personal information being added to HIFIS, being visible to partner agencies, and to being added to the Coordinated Access List.
- I consent to my personal information being added to HIFIS and visible to partner agencies but **not** to being added to the Coordinated Access List.
- I consent to my personal information only being visible on HIFIS to the agency I am completing this consent with, meaning I also will not be included on the Coordinated Access List.

Your signature (or mark) below indicates that you have read or have been read and understand all the information provided and have indicated your consent type.

Check if Consent was given verbally*

*For verbal consent, the witness must complete the below section, indicating the consent form was read aloud and consent verbally provided.

Client Name (please print):

Signature:

Witness (please print):

Agency:

DOB (YY/MM/DD):

Date:

Signature:
