


## HMIS Idaho Privacy Notice

Agency Name: _____	Programs: _____	<b>Dated: July 7, 2006</b>
Address: _____	_____	Version 2
Phone: _____	_____	 <b>Idaho Housing and Finance</b>

**This Agency participates in the Idaho Homeless Management Information System.**

This short notice briefly describes how we may use and disclose information we have about you and how you can access that information.

Scope	This statement applies to ServicePoint-Idaho, the Affiliated Service Providers having an agreement to access this HMIS as well as Idaho Housing and Finance Association (IHFA) and the Department of Housing and Urban Development (HUD). The HMIS is a human services database that keeps track of the clients we serve and the services that we provide. We collect information that we consider to be appropriate or as defined in the HUD HMIS Data Standards.	
Uses and Disclosures	<ul style="list-style-type: none"> <li>▪ Information you provide will be entered into the ServicePoint network system.</li> <li>▪ Information you provide will be used for administrative and operational purposes to improve, provide and coordinate services that can be offered you.</li> <li>▪ Information you provide will be used for functions related to payment or reimbursement for services.</li> <li>▪ Information you provide will be used to monitor program effectiveness.</li> <li>▪ Information you provide will be used to prepare reports and statistical information without protected personal information.</li> <li>▪ Information you provide concerning physical or mental health problems will not be shared with other affiliated service providers, unless authorized by you.</li> <li>▪ Protected Personal Information will not be disclosed to any third-party, unless authorized by you.</li> <li>▪ Protected Personal Information will not be disclosed to any State or Federal Agency except as required by law; or to avoid a serious threat to health or safety.</li> <li>▪ Failure to provide the requested information may limit the Service Provider's ability to provide services or refer you to other necessary services.</li> </ul>	
Your Rights and Choices	<p>You:</p> <ul style="list-style-type: none"> <li>▪ Determine the level of disclosure of your information; allow or refuse to share your information with affiliated service providers,</li> <li>▪ May terminate the Client Informed Consent &amp; Release Of Information Authorization at any time, by providing this service provider written notice.</li> <li>▪ Are entitled to a copy of this notice.</li> <li>▪ May request information on your records, profile and services information.</li> <li>▪ Are allowed to view your record, have corrections made to your record, and file grievances if necessary.</li> </ul>	
Other Important Information	<p><b>For more information contact the ServicePoint-Idaho System Administrator.</b></p> <p>We reserve the right to change this notice at any time. This notice is not a legal contract.</p> <p>We accept and consider all questions or complaints regarding ServicePoint Idaho</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>How To Reach Us</b></p> <p><b>ServicePoint-Idaho System Administrator</b>  <b>Jennifer Otto</b>                  Idaho Housing and Finance Association                  208-424-7015                  Toll Free 1-877-447-2687                  Fax 208-331-4808  <a href="mailto:jennifer@ihfa.org">jennifer@ihfa.org</a>  <a href="http://www.ihfa.org/grants_hmisdocuments.asp">http://www.ihfa.org/grants_hmisdocuments.asp</a></p>