Visibility Adjustment Addendum SP5.14

Changing visibility of a client record affects how your agency and others outside of your agency can view data in HMIS. We encourage you to contact the HMIS Help desk for help before making any changes to how data is being shared. Ultimately, you are responsible for ensuring that the data you enter is being shared in accordance with your Agency's Privacy Notice. For more information, review the DuPage CoC HMIS Standard Operating Procedure – Privacy Plan.

Data Sharing Management

1. Data is already shared in HMIS according to your Agency's Privacy Policy. This is managed by the HMIS System Administrators.

2. To view how the data is being shared in a client record, select the related lock icon to open the *Client Visibility Screen*. This icon may appear differently depending on how data is being shared. This is where you will see which providers/groups have permission to view the specified information in that table. Do not add providers/groups to Deny Groups.

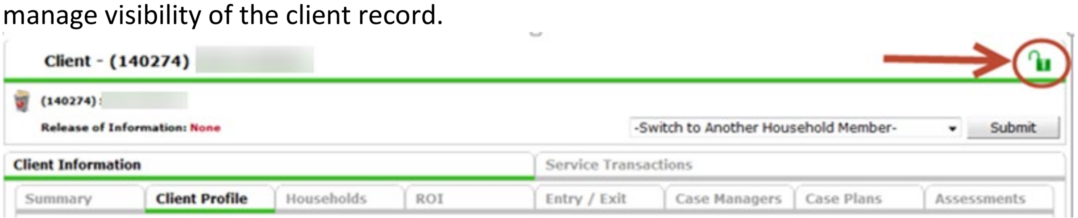
3. If a client does not want their information shared outside your agency, they must sign the Client Data Sharing Refusal Form, which will require that a change is made to how the data is shared on the client record in HMIS. While you are still with the client, verify if the client is already in HMIS.
   a. If they are in HMIS then
      - Let them know that any data already shared in HMIS cannot be unshared but that going forward, you/your organization will make sure that any information entered by your organization will only be visible by your organization.
      - Obtain a signed Client Data Sharing Refusal Form that must cover the entire household.
      - Contact the HMIS Help Desk for support before entering any new information into HMIS.
   b. If they are not in HMIS then
      - Obtain a signed Client Data Sharing Refusal Form that must cover the entire household.
      - Create the new client record, but before entering any more information -
         - Select the in the upper right-hand corner of the Client Record, which will open the *Client Visibility* screen.
         - Remove Visibility Groups by selecting . Keep your organization listed with 'Children Included', which will allow your agency and all programs within to view this record.

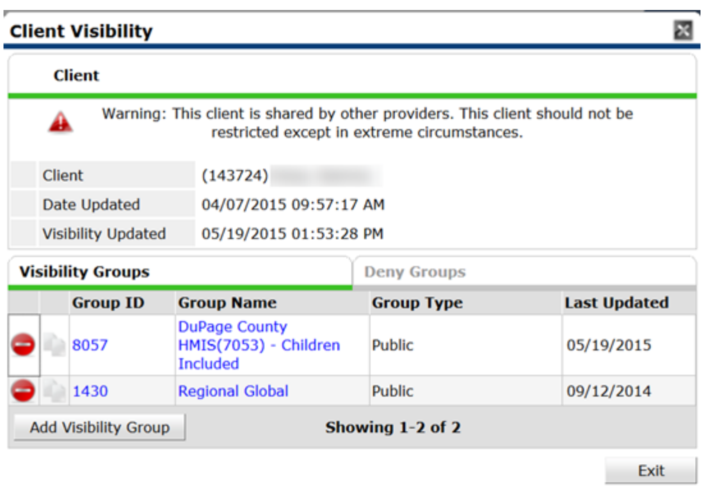
4. The ROI (Release of Information) tab is used to document the client's data sharing permissions and should match what we are seeing in the *Client Visibility Screen*. In DuPage, we are using the following ROI Documentation types:
   a. DuPage Default – reflective that your agency's privacy notice was reviewed with the client, which they agreed to.
   b. DuPage Opt-Out – Your agency's privacy notice was reviewed with the client and the client requested to not have their information shared outside of your organization.
   c. DuPage Other – Any other consent form not covered in this list.
   d. VI-SPDAT Signed Consent – DuPage CoC's Coordinated Entry Consent Form

   Attach the signed privacy related documentation to the ROI record as shown in the image below.

Adjusting Client Visibility in HMIS

1. Select the lock icon in the upper right-hand corner of the Client Record to display the Client Visibility screen to manage visibility of the client record.





2. To remove sharing, click the to remove data sharing to a provider/group. To verify which providers are included in a group, select the name of the group for more details. Do not remove your agency's providers or provider groups. If your agency with "- Children Included" is not listed, add it.

3. To add a provider/group to share data to select Add Visibility Group, search for the provider/group to be added, and select .
4. Do not add providers/groups to the "Deny Groups" tab.

5. Repeat this process for each household member.

6. Verify that the ROI tab reflects the changes made including any signed documentation.