Securing Basic Identifying Information
(Supplemental Document for Section 1 of the MSHMIS ROI)

So that agencies that use our MSHMIS system can find your record, agencies can see the following basic identifying information about you:

- *Your name*
- *Your gender*
- *The last four digits of your Social Security Number*
- *Your year of birth*
- *Your veteran status*

If you have a specific reason why other MSHMIS agencies shouldn't be able to find your record in MSHMIS you can ask to have this basic identifying information secured so that only our agency can see it.

Reasons TO secure basic identifying information:

Severe and imminent risk to client(s) and/or their dependent(s) well-being

- Threats of violence or abuse involving staff/admin/volunteer at other MSHMIS agency
- Acts of violence or abuse involving staff/admin/volunteer at other MSHMIS agency
- Sexual Assault involving staff/admin/volunteer at other MSHMIS agency
- Domestic Violence involving staff/admin/volunteer at other MSHMIS agency
- Child custody dispute involving staff/admin/volunteer at other MSHMIS agency
- Negative socio-economic impact (Ex: Client works at other MSHMIS agency and would affect employment)

Client misunderstandings about why basic identifying information should be secured:

- Client thinks ALL intake information is shared (Only the 5 elements above are shared)
- Client doesn't think sharing information is necessary (Sharing can assist coordination of care on the same record)
- Client or dependents know someone who works at another agency (Limited information is visible)
- Client or dependents are embarrassed about seeking services (Limited information is visible)
- Client or dependents previously worked at another agency (Limited information is visible)

Implications of securing basic identifying information:

- If client is participating in a coordinated entry system, other agencies will not be able to access necessary client information to assist clients with their project.
- Other MSHMIS agencies' access to historical data pertaining to their agency will be limited/eliminated and may impact reporting.
- Future MSHMIS agencies will duplicate client records and not have access to any shared data. This has the potential to make client intake more of a burden on the client due to having to complete multiple sets of intake data.
- Future coordination of services through MSHMIS will be prohibited.

After reviewing the above information is the client requesting to secure their basic identifying information as identified in the MSHMIS ROI? **Y N**

If yes, reason of request: _____

Case Manager Signature: _____ Date:_____

Client Signature:_____ Date:_____