



A program of the North Carolina Housing Coalition

**CAROLINA HOMELESS INFORMATION NETWORK**

118 St. Mary's Street | Raleigh, NC 27605 | 877.703.3176 (Help Desk) | 919.881.0350 (FAX)

***CHIN Informed Consent Paragraph Procedure:***

Add the following wording to the text of your agency's general consent form. Clients will read the consent paragraph as part of the general intake process. By signing your agency consent without modification to the prescribed paragraph the client is giving consent for your agency to enter them into the network. Record this consent in the ROI section of the client's record for the client and household members.

If the client declines the consent, he/she will mark through the paragraph. The "X-ed out" paragraph combined with the signature on the form will constitute proper "opt-out" documentation. You may not enter this client into the network. In the event of this opt-out CHIN recommends that the intake officer utilize the CHIN Consent Form to explain the differing levels of consent, and seek to achieve informed consent through this form.

We recommend your agency's consent form include language to allow the parent's consent to also apply to any dependents under 18 year of age.

**Consent Paragraph:**

*We are a participating agency of the Carolina Homeless Information Network (CHIN). As a member of CHIN, we use a computerized Homeless Management Information System (HMIS) to collect and report on information about the clients we serve. We collect personal information directly from you for reasons that are discussed in the CHIN Privacy Practices. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for emergency assistance, and to better understand the needs of persons needing assistance. We only collect information that we consider to be appropriate. If you do not want your information entered into and shared through the HMIS, please put an X through this paragraph.*