



Metropolitan Development and Housing Agency, Management Information
Systems Department
Mandy Wood, HMIS Systems Administrator for Nashville-Davidson County, TN
Ph: 615.252.8545 Email: awood@nashville-mdha.org

Client Authorization to Release and Exchange Information

Name of Agency:		Program:			
Client's Last Name:		First Name:		Middle Initial:	
Date of Birth:		SSN:			

I understand that all information gathered about me is personal and private and that I do not have to participate in the MIS. I also understand that if I participate, I may make a request to this agency stating that I no longer want to participate in the MIS and from that date forward my information will no longer be shared, though my originally entered information will stay in MIS. This release will remain in force for **(determined by agency)** months/years from today and will expire on _____ (MM/DD/YYYY).

This release authorizes the following HUD required data to be viewed by MIS user agencies*:

Date and Time of Intake into the HMIS	
First Name, Middle Initial, Last Name	Household Relationships
Social Security Number (last 4 digits)	Housing Location (as of last night)
Date of Birth/Birthday	Zip Code of Last Permanent Residence
Gender	Whether you are a U.S. Military Veteran
Race	Disability of long duration yes/no
Ethnicity	Housing Status

The above basic identifying, confidential, and non-confidential information will be shared with other MIS user agencies who will assist you and your household.

_____ I authorize this agency to put my information into the Homeless Management Information System.

_____ I do not authorize this agency to put my information into the Homeless Management Information System (HMIS). (Declining to have your information put into the HMIS will NOT restrict you from receiving services.)

Client's Authorizing Signature

Date (MM/DD/YYYY)

Agency Representative's Signature

Date (MM/DD/YYYY)



• Description for Informed Decision: Verbal Explanation _____ Interpreter _____ Written _____

***MIS user agencies are as follows:** Aphesis House, Catholic Charities, Centerstone Research Inst, Downtown Partnership, Matthew25, MDHA, Mending Hearts, Mental Health Cooperative, Metro Social Services, Metropolitan Development and Housing Agency, Metropolitan Homelessness Commission, Nashville CARES, Nashville Rescue Mission, Neighborhood Health, Next Stage, Oasis Center, Open Table Nashville, Operation Stand Down Tennessee, Needlink, Neighborhood Health, Park Center, Peace Unlimited, Renewal House, Rooftops, Room In The Inn, Safe Haven, Salvation Army, Shower the People, Street-Works, St. Luke's Community House, The Next Door, Urban Housing Solutions, Vanderbilt Hospital, Welcome Home Ministries & YWCA.

***Agencies are subject to change; the above list will be updated as needed.*