

Institute for Community Alliances

Alaska Homeless Management Information System (AKHMIS)

Interagency Data Sharing & Coordinated Services Agreement

Agencies across the State of Alaska that provide services to individuals and households experiencing or at-risk of homelessness hereby enter into an Interagency Data Sharing & Coordinated Services Agreement. The comprehensive list of Agencies that have entered into this Agreement can be found [here](#). Please note that this list of Agencies may change over time and will be added to as Agencies learn of the benefits of the Alaska Homeless Management Information System (AKHMIS), explained below.

The State of Alaska's Network of Homelessness Providers utilizes a computerized record-keeping system that captures information about individuals and households experiencing and at-risk of homelessness. This system, the AKHMIS, is administered by the Institute for Community Alliances (ICA) on behalf of the two Continuums of Care (CoCs) within the State of Alaska – Anchorage (AK-500) and Alaska Balance of State (AK-501).

AKHMIS creates an unduplicated count of individuals and households experiencing and at-risk of homelessness and develops aggregate information that will assist in developing policies to end homelessness. In addition, the system allows Agencies, if they agree, to share information electronically about clients, including their service needs, in order to better coordinate services.

Client-level information can only be shared in AKHMIS between and among Agencies that have established an Interagency Data Sharing & Coordinated Services Agreement and have received written consent from any given client agreeing to share his or her personal information with other Agencies. With client written consent, Agencies within this Agreement have the ability to "share" that client's information electronically through the system.

This process can benefit clients by reducing duplicate intakes. Intake and exit interviews can be shared, with written consent, between and among collaborating Agencies. By establishing this Agreement, the collaborating Agencies agree that within the confines of the State of Alaska's Network of Homelessness Providers and the AKHMIS database, they:

1. Acknowledge that in transmitting, receiving, storing, processing, or otherwise dealing with any client-protected information, they are fully bound by State and Federal regulations governing confidentiality of patient records, including the Federal Law of Confidentiality for Alcohol and Drug Abuse Patients (42 CFR, Part 2) and the Health Insurance Portability and Accountability Act of 1996 ('HIPAA', 45 CFR, Parts 160 & 164), and cannot use or disclose the information except as permitted or required by this agreement or by law;
2. Acknowledge that they are prohibited from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by State and Federal regulations governing confidentiality of patient records, including the Federal Law of Confidentiality for Alcohol and Drug Abuse Patients (42 CFR, Part 2) and the Health Insurance Portability and Accountability Act of 1996 ('HIPAA', 45 CFR, Parts 160 & 164). A general authorization for the release of information is NOT sufficient for this purpose;
3. Agree to use appropriate safeguards to prevent the unauthorized use or disclosure of the client-protected information;
4. Agree to notify each of the other participating Agencies, ICA, and the respective CoC, within one business day, of any breach, use, or disclosure of client-protected information not provided for by this Agreement;

5. Agree to adhere to the standards outlined within the Health Insurance Portability and Accountability Act of 1996 ('HIPAA', 45 CFR, Parts 160 & 164) which provides consumers access to their protected information, (164.524), the right to amend protected information (164.526), and receive an accounting of disclosures of protected information (164.528);
6. Acknowledge that information that is shared with written consent will not be used to harm or deny any services to a client;
7. Acknowledge the Agency shall not solicit or input information from clients into AKHMIS unless it is essential to provide services;
8. Acknowledge that clients have the right to request information about who their information was released to in the State of Alaska's Network of Homelessness Providers;
9. Agree to notify each of the other participating Agencies of their intent to terminate their participation in this Agreement;
10. Agree to resist, through judicial proceedings, any judicial or quasi-judicial effort to obtain access to client-protected information pertaining to individuals and households entered into AKHMIS, unless expressly provided for in State and / or Federal regulations; and
11. Acknowledge that a violation of the above will result in immediate disciplinary action, as laid out in the AKHMIS Policies & Procedures.

Whereby the above-named Agencies agree to share, where applicable, the following protected personal information via the State of Alaska's Network of Homelessness Providers (electronic, web-enabled):

- Client Full Name, including any Alias entered into AKHMIS
- Client Social Security Number
- Client Date of Birth
- Entry / Exit Assessment and Information
- Case Manager Information
- Incident History
- Client Service Transactions History
- Client Program Goals
- Client Photo

The signatures below constitute acceptance of the "Interagency Data Sharing & Coordinated Services Agreement":

Mike Sanders

Executive Director Name

Housing & Homeless Coalition (FHHC)

Agency Name

DocuSigned by:

Mike Sanders

B6D43FFF924D455...

Executive Director Signature

7/31/2018 6:11:45 PM PDT

Date