



North Carolina's Balance of State Homeless Management Information System

Carolina Homeless Information Network

224 South Dawson Street Raleigh, NC 27601 (919) 532-3040 (O) (919) 881-0350 (F)
 Website: www.nchomeless.org E-mail: info@nchomeless.org

CAROLINA HOMELESS INFORMATION NETWORK STATEMENT OF PRIVACY PRACTICES

THIS STATEMENT OF PRIVACY PRACTICES DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. IF YOU HAVE ANY QUESTIONS, DESIRE ANY FURTHER INFORMATION, OR HAVE A COMPLAINT, PLEASE CONTACT Chuck Hodierne, Executive Director, Youth Focus, AT 336.841.6083.

WHO WILL HAVE ACCESS TO THE INFORMATION

The Agency, Youth Focus Inc. will gather information about you and/or your dependent(s) and enter that information into a secure, internet recordkeeping system. If you agree to allow your information to be entered, that information may be shared with other agencies participating in the CHIN system, *as it pertains to the services you receive*. Any additional disclosure of your information not discussed in this form will require additional consent from you.

The Agency is asking your permission to enter information about you and/or your dependents and to share that information with other agencies in the planning and delivery of services to you. If not restricted by you, the information you allow the Agency to enter will be available to agencies participating in the CHIN system for one year from the date of your signature on the consent form. [The expiration date will be written at the top of the consent form.]

System administrators have access to all information for troubleshooting and privacy protection services. The Agency will provide you a list of the names of the system administrators, upon your request.

WHAT WILL BE DONE WITH THE COLLECTED INFORMATION

The information being collected is designed to help the Agency provide you with the most appropriate services.

- The information you provide may be used to determine eligibility for future services and to improve services this agency or your community can offer you.
- Information entered into the CHIN system that may identify you (ex: name, social security number, address, etc.) will not be reported to offices or organizations that are not participating in the CHIN system.
- The data about the services you receive from this Agency and the records this Agency keeps may include medical/health information and other information including the diagnosis or treatment of a mental health disorder, drug or alcohol disorder, HIV, AIDS, or domestic violence concerns. The privacy of that information may be protected by federal and/or North Carolina law and your signature on the consent form gives consent to the sharing of that information as it pertains to the services you receive. The information will not be disclosed to anyone other than the member agencies, unless required by law or a court order.
- Your information will not be shared with organizations or agencies, including governmental agencies, that are not included on the attached sheet except in the following situations:
 - To provide medical personnel with information needed in a medical emergency;
 - To make an initial report of suspected child abuse;

- In response to a subpoena specifying the need for that information; or
- To report a crime committed on the premises or against program personnel.
- Information will be shared only as it pertains to the services you receive. Information may be shared with auditors, evaluators, and/or researchers if the information will be protected as required by Federal regulations.
- Once your consent to share information from this Agency has expired, service information will be hidden from all other agencies.

YOUR RIGHTS REGARDING THE SHARING OF INFORMATION

You are not legally required to share any of your information through the CHIN system. You will not be denied services if you refuse to share your information through the CHIN system. You will not be penalized for making a complaint to the Agency, CHIN, or the Secretary of Health and Human Services.

- You have the right to inspect and obtain a copy of your information within timeframes established by the Agency.
- You have the right to a listing of all the individuals and agencies that have opened and/or modified your HMIS file.
- You have the right to request legitimate changes to all records maintained by the Agency related to the services you receive and to receive a paper copy of this form. The Agency will decide what changes are legitimate and will give you a written explanation.
- If you change your mind about sharing any of your information with CHIN and affiliated agencies you must provide written notice to the Agency of any change. The changes will only be effective from the end of the business day on which they are received.
- You can limit which agencies receive your information or the types of information disclosed to each agency by so stating on the consent form.
- If you want the Agency to contact you at a certain location or number, you must notify the Agency in writing. The Agency will accommodate reasonable requests.

The Agency is required by law to maintain the privacy of your personal protected information and your personal health information and is required to notify you of its legal duties and privacy practices.

The Agency must abide by the terms of the notice currently in effect. If the terms of this notice change, the Agency will post the pending changes in the intake area and provide a time for you to comment on the changes. Once approved by the CHIN Steering Board, the changes will go into effect and may affect the way your information is handled.

If you have concerns about how your information is handled you have the right to complain without it affecting you or the services you receive.

To register a concern or complaint, submit the following in writing:

- Your name
- How to contact you
- Date of report
- Date of suspected violation or concern
- Nature of suspected violation or concern
- Evidence of suspected violation

Send the concern to one of the addresses below:

Youth Focus, Inc.
715 N. Eugene St.
Greensboro, N.C. 27401

Carolina Homeless Information Network
HMIS System Administrator
224 South Dawson St
Raleigh NC 27601

Dept. of Health & Human Services
Office of the Secretary
2001 Mail Service Center
Raleigh NC 27699-2001



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Participating Agencies

Alamance	Alamance County DSS	Clay	Clay County DSS
Alamance	Alamance-Caswell-Rockingham LME	Cleveland	Cleveland County Abuse Prevention Council
Alamance	Allied Churches of Alamance Co.	Cleveland	Crossroads of Shelby
Alamance	Graham Housing Authority	Craven	Neuse Center MH/DD/SAS
Alamance	Loaves & Fishes Christian Ministry of Burlington	Craven	Religious Community Services
Alamance	Alamance Rescue Mission	Cumberland	City Rescue Mission, Inc. (Fayetteville)
Alamance	Residential Treatment Services of Alamance	Cumberland	Cumberland Interfaith Hospitality Network
Beaufort	AME Zion (Zion Shelter)	Cumberland	Salvation Army-Fayetteville
Beaufort	Washington Area Interchurch Shelter (Zion)	Davidson	Crisis Ministry of Davidson
Brunswick	Brunswick Family Assistance	Davidson	Positive Wellness Alliance in Davidson County
Brunswick	Southport Interchurch	Duplin	Oxford House
Buncombe	ABCCM	Edgecombe	Tarboro Community Outreach
Buncombe	ARP-Phoenix	Forsyth	AIDS Care Service
Buncombe	Asheville Housing Authority	Forsyth	Bethesda Center for the Homeless, Inc.
Buncombe	Caring for Children, Inc.: Trinity Place/Cornerst	Forsyth	CenterPoint Human Services
Buncombe	Hospitality House of Asheville (A HOPE)	Forsyth	City of Winston-Salem Housing
Buncombe	Life on Life's Terms	Forsyth	Experiment in Self Reliance
Buncombe	Mountain Housing Opportunities	Forsyth	Hosanna House of Transition
Buncombe	New Vistas Mountain Laurel	Forsyth	Salvation Army of Winston-Salem
Buncombe	Oxford House	Forsyth	Samaritan Ministries
Buncombe	Safe Haven for Men	Forsyth	Step One
Buncombe	Salvation Army of Asheville	Forsyth	Winston-Salem Rescue Mission
Buncombe	Veteran Affairs Medical Center	Forsyth	WS/FC Schools
Buncombe	Western Carolina Community Health Services	Gaston	As One Ministries
Buncombe	Western Carolina Rescue Mission	Gaston	Cornerstone Christian Center
Buncombe	Western North Carolina Housing Inc.	Gaston	Flynn Christian Fellowship Homes
Burke	Burke United Christian Ministries	Gaston	Gaston County Interfaith
Burke	Flynn Christian Fellowship Home	Gaston	Gaston Residential Services
Burke	Options, Inc. (Jim's House)	Gaston	Gastonia Street Ministry: New Life Shelter
Burke	United Christian Ministries	Gaston	Interfaith Hospitality Network
Cabarrus	Cabarrus Cooperative Christian Ministry	Gaston	Living Water CDC, Inc.
Cabarrus	Grace and Mercy House	Gaston	New Life Pregnancy (Sonshine House)
Cabarrus	Higher Level Missions	Gaston	Off the Streets Program
Cabarrus	Piedmont Behavioral Healthcare	Gaston	Pathways LME (APR Phoenix)
Cabarrus	Prosperity Ministries	Gaston	Reinvestments in Communities
Cabarrus	Serenity House	Gaston	S.L.I.D.E.S. Inc
Caldwell	Shelter Home of Caldwell County	Gaston	Salvation Army of Gastonia
Caswell	Caswell County Section 8 Housing	Gaston	Sister's of Mercy (Catherine's House)
Cataret	East Carolina Community Development: Tanglewood	Gaston	With Friends, Inc. (Adam's House)
Catawba	Exodus Outreach Foundation: Exodus Homes	Graham	Graham County DSS
Catawba	Family Care Center of Catawba Valley, Inc.	Granville	Harbor House
Catawba	Salvation Army of Hickory	Guilford	Alcohol and Drug Services of Guilford, Inc.
Cherokee	Cherokee Agency/Bureau of Indian Affairs	Guilford	Caring Services, Inc.
Cherokee	Cherokee County DSS	Guilford	Childwatch: Hallelujah House
Cherokee	Christian Love Ministries: Mary's House	Guilford	Christian Counseling and Wellness Group,
Cherokee	Friendship House (Murphy)	Guilford	City of High Point Housing
Cherokee	Murphy Emergency Shelter	Guilford	Greensboro Housing Authority

Guilford	Greensboro Housing Coalition	Nash	United Community Ministry: Bassett Center
Guilford	Greensboro Urban Ministry	Nash	YMCA of Rocky Mount
Guilford	Guilford Interfaith Hospitality Network: Paisley	New Hanovr	ARC of NC, The (Cottonwood)
Guilford	Housing Management: Southwoods SRO	New Hanovr	Coastal Horizons Center
Guilford	Malachi House	New Hanovr	Dream Shelter
Guilford	Nia Community Action	New Hanovr	East Coast Solutions:Stepping Stone
Guilford	Open Door Ministries of High Point	New Hanovr	First Fruit Ministries
Guilford	Room at the Inn	New Hanovr	Good Shepherd Ministries
Guilford	Salvation Army of Greensboro	New Hanovr	Grace Baptist Church (Wilmington)
Guilford	Salvation Army-High Point	New Hanovr	Jesus Ministries
Guilford	Servant Center	New Hanovr	LINC: Positive Spot
Guilford	Servant Center Food Pantry	New Hanovr	NAMI: Wilmington (Driftwood)
Guilford	Youth Focus	New Hanovr	New Hanover County DSS
Guilford	Youth Focus of Greensboro	New Hanovr	Salvation Army of Wilmington
Guilford	Mary's House	New Hanovr	Southeastern CMH: Sherwood/Maplewood
Halifax	Harbor House (Halifax Co.)	New Hanovr	St. James Presbyterian Church
Halifax	Union Mission	New Hanovr	Wilmington HFD: Hopewood
Harnett	Beacon Rescue Mission	New Hanovr	Wilmington Housing Authority
Harnett	Harnett County DSS	New Hanovr	Wilmington Interfaith Hospitality Network
Haywood	Good Samaritan Clinic	New Hanovr	Good Shepherd Ministries
Haywood	Great Southern Trading Company	Onslow	Camp Lejeune Naval Hospital
Haywood	Haywood Christian Ministries	Onslow	Second Chance Mission of Hope
Haywood	Haywood County DSS	Orange	Alliance of AIDS (Orange House)
Haywood	Mountain Projects: Aviemore Village	Orange	Catherine Barber Emergency Shelter
Haywood	Open Door, The	Orange	Chrysalis Foundation for Mental Health
Haywood	Restoration Program	Orange	EmPOWERment, Inc. (OPC Crisis)
Haywood	Salvation Army of Waynesville	Orange	Freedom House
Henderson	Mainstay	Orange	Horizon's Sunshine Apts.
Iredell	Diakonos, Inc.: (Fifth Street Ministries)	Orange	Inter-Faith Council for Social Services
Iredell	Iredell Co DSS	Orange	Neighborhood House of Hillsborough
Iredell	Iredell-Statesville Schools	Orange	OPC Area Program/LME
Iredell	Salvation Army of Statesville	Orange	Oxford House
Jackson	Community Table, The	Pasquotank	Tabernacle of Faith: Community Outreach
Jackson	Jackson County DSS	Pitt	ATAM, Inc.: The Royal House II
Jackson	Jackson County United Christian Ministries	Pitt	Flynn Christian Fellowship Home
Jackson	Mountain Youth Resources: Hawthorn Heights	Pitt	Greenville Community Shelters
Jackson	Smoky Mountain Center: Balsam Center	Pitt	Housing Authority of the City of Greenville, NC
Johnston	Alpha and Omega	Pitt	Oxford House
Johnston	C-Blanc/DAPPA	Pitt	Philadelphia House
Johnston	Clayton Recovery House: Vain's Community Center	Pitt	Pitt Co DSS
Johnston	Day by Day Center	Pitt	Pitt Co Mental Health Center
Johnston	Johnston County DSS	Pitt	Pitt Co Steering Committee for Housing Solutio
Johnston	Johnston-Lee-Harnett Community Action	Pitt	PORT Human Services
Johnston	Smithfield Rescue Mission	Pitt	REAL Crisis Intervention, Inc.
Lee	Sanford Housing Authority	Pitt	Robeson Health Care: The Village
Lee	Sanford Outreach Mission	Pitt	Steps to Freedom
Macon	Macon County DSS	Randolph	Christians United Outreach Ministries
McDowell	McDowell Mission Ministries	Randolph	Fellowship Homes: Alpha/Magnum House
Mecklenburg	Community Link	Randolph	Randolph County DSS
Moore	Sandhills Community Action	Randolph	Salvation Army-Asheboro
Nash	Christian Fellowship Home (Men)	Randolph	Sandhills Center for MH, DD & SAS
Nash	Fellowship of Christ Church: Bethesda House	Richmond	Richmond County Mental Health Society
Nash	Fred Haynes: Serenity House	Rockingham	American Red Cross of Rockingham County
Nash	NC Mental Health Association: Rocky Mount	Rockingham	Reidsville Housing Authority
Nash	Nellene Deloatch: Mattie's House	Rockingham	Reidsville Outreach Center
Nash	Opportunities Industrialization Center	Rockingham	Rennsco
Nash	Oxford House	Rockingham	Rockingham Co Help for the Homeless

Rockingham	Rockingham DSS		Outeach Women's Shelter
Rowan	Love Center for Community Enhancement		Partnership for Behavioral Healthcare
Rowan	Rowan Helping Ministries: The Eagle's Nest		Path of Hope Inc.
Scotland	Four County Community Services		Pride in NC: Hillford House
Stanley	Homes of Hope		Promised Land Ministries
Surry	Echo Ministry, Inc.: The Ark		Providence Home
Surry	Salvation Army-Mount Airy		Restoration Church (Potters House)
Surry	SHAHC		RMI Mission of Light
Surry	Shepherd's House		Ruth House
Surry	Surry Homeless and Affordable Housing Coalition		Samaritans Inn Disciples: Believers Crusade
Surry	Tri-County Christian Crisis Ministry		Small Miracles
Swain	Swain County DSS		The Great Southern Trading Co
Transylvania	Mercy Seat Christian Ministries		Tideland Mental Health Center
Union	Friendship House		Transitional Aftercare (Tan Aftercare)
Union	Union County Community Shelter		UNC School of Medicine OB/GYN Horizons Prog.
Vance	Alliance Rehabilitative Care Men's Shelter		V. F. W. Opportunity
Vance	Area Christians Together in Service (ACTS)		V. J. Ministerial Transitional Homes
Vance	Enfield Community Housing Outreach, Inc.		
Vance	Five County Mental Health Authority		
Vance	Lifeline Outreach		
Watauga	Hospitality House of Boone		
Watauga	New River Behavioral Health Care--Serenity Farms		
Watauga	Northwestern Regional Housing Authority		
Watauga	WAMY Community Action		
Wayne	Flynn Christian Fellowship Homes		
Wayne	Oxford House		
Wayne	Salvation Army of Goldsboro		
Wilson	Wesley Shelter, Inc.		
Wilson	Wilson County Interfaith Services		
	Affordable Housing Coalition		
	Bellshire Apts		
	Cape Fear Housing IL		
	Cape Fear Mission		
	Caramore Community		
	City Mission		
	Cooperative Christian Ministry		
	Crossroads Behavioral Healthcare		
	Eagle's Next		
	First Baptist Church of Goldsboro		
	FOC Transitional Housing		
	Fordham House		
	Grace Fellowship: Nehemiah House		
	Grace Fellowship: Ruth House		
	Harvest Ministries: House of Hope		
	Hilcrest Youth Shelter		
	LeChris (Host Homes)		
	Maternity House: Lois Lodge		
	Mental Health Alliance		
	Mercy House		
	Mountain View Housing: Lakeview Apts.		
	NC Dept of Public Instruction		
	NC Mental Health Association (Park Vista)		
	NC Mental Health Association (Northridge)		
	New Beginnings		
	New Directions: Destiny House		

Additional homeless/social service agencies may be added.
An updated list is available at each agency