

## QRG – Protecting RHY Data for Youth Under Age 18

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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

**WHO THIS GUIDE IS FOR** – This guide is useful for those agencies with Runaway & Homeless Youth (RHY) Programs who enroll clients under the age of 18 in a RYH HMIS Program. Using this guide will assist you in setting the client’s enrollment to restrict other agencies from seeing this enrollment.

This functionality is part of an overall data sharing strategy for all programs in our HMIS. You should only use enrollment level sharing restrictions if you are instructed to do so from your system admin or manager who has worked with HMIS Lead Agency to set-up.

As of 4/15/19 the following organizations/programs should use this functionality.

<i>Org</i>	<i>Program</i>
<b>Youth Street Outreach Services-Restart,Synergy,DF</b>	<b>Restart - Street Outreach-RHY</b>
<b>ECH SteppingStone</b>	<b>SS – Youth TLP</b>

### WHAT YOU NEED TO KNOW ABOUT PROTECTING RHY DATA

HUD and HHS Guidance on RHY program sharing states that organizations are prohibited from sharing data collected on youth in HMIS unless there is a signed consent. Youth who are age 18 or older (adults) may sign their own consent. For youth under age 18, you may only share their data if you have obtained written parental consent.

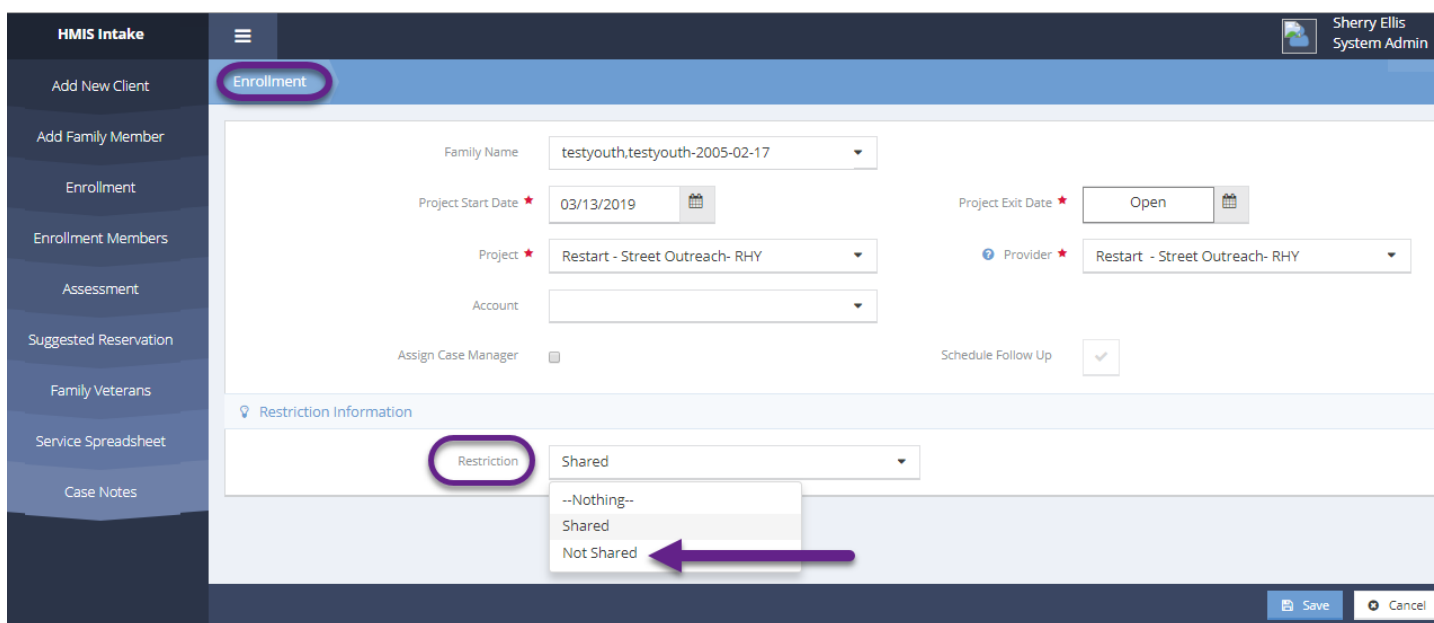
### HOW TO RESTRICT DATA SHARING RYH ENROLLMENT FOR YOUTH UNDER AGE 18

**REMINDER:** This step is only required for those youth who are under the age of 18 for whom you do not have signed consent.

Enroll client as usual using intake workflow:

**Add client > HMIS Intake > Partial search for F name and L name > Check for Duplicate**

Continue thru workflow till Enrollment screen. Fill out required fields as usual. Before saving the enrollment. Go to the **Restriction** field and change the field to **Not Shared**.



Continue thru the rest of the enrollment workflow as usual.

WHAT DOES RESTRICTING ENROLLMENT LOOK LIKE IN HMIS?

Enrollments that are set to *Not Shared* restrict other agencies from seeing the enrollment.

The screenshot shows the 'Enrollment Member Summary' page for a client with ID 683049. The client's information is circled in red. A red arrow points to the 'Organization' dropdown menu, which is set to 'Youth Street Outreach Services- Restart,Synergy,DF'. Another red arrow points to the table below, which contains one row with the status 'Exited'. A third red arrow points to the client information box, labeled 'enrollment visible'.

Status	Project   Assigned Case Mgr	Project Start- Exit Dates	Provider	Family	One T
Exited	Restart - Street Outreach- RHY	3/13/2019 - 3/13/2019	Restart - Street Outreach- RHY	testyouth,testyouth-2005-02-17	

The screenshot shows the same 'Enrollment Member Summary' page, but the 'Organization' dropdown menu is set to 'MARC'. The table below is empty, with 'Total Rows: 0'. A red arrow points to the 'MARC' selection, labeled 'other agency'. A red bracket under the empty table is labeled 'enrollment does not appear'.

Status	Project   Assigned Case Mgr	Project Start- Exit Dates	Family	One Time Fields
enrollment does not appear				

ADDITIONAL INFORMATION

**KC METRO HMIS Security and Privacy Policy**

<http://www.kcmetrohmis.org/pdf/SecurityandPrivacyPolicies.pdf>

**RHY Program HMIS Manual**

<https://www.hudexchange.info/resources/documents/RHY-Program-HMIS-Manual.pdf>

**HUD and HHS Guidance on Runaway and Homeless Youth (RHY) Program Data Sharing and HMIS**

<https://www.hudexchange.info/news/hud-and-hhs-guidance-on-runaway-and-homeless-youth-rhy-program-data-sharing-and-hmis/>