



How to Complete the Project H3 VETS Releases of Information/Consent Forms – A brief overview

Project H3 VETS is a collaborative initiative coordinated by the Arizona Coalition to End Homelessness and aligned nationally with the 100,000 Homes Campaign and the VA National Homeless Veterans Outreach Campaign. Starting Veterans' Day week, community volunteers, stakeholders, and provider agencies will work together to begin the process of identifying and using the Vulnerability Index to survey 1,100-1,200 homeless veterans by the close of the Arizona StandDown on February 5, 2012. Data collected during Survey Week and thereafter will be used to target the most vulnerable veterans who are at greatest risk of premature death on the streets with permanent housing and support services through the HUD-VASH program. The other veterans will be targeted with additional resources that best meet their needs.

When a Veteran presents him/herself at your agency and is willing to participate in the short, voluntary survey, proceed with the following steps:

1. **Complete the Project H3 VETS survey**- you'll build a rapport with the veteran while asking the questions and that will help in getting the signatures on all the authorization forms.
2. **Have the veteran sign the THREE authorization forms** (instructions below)
3. If consented, **take TWO pictures** - a picture of the veteran and a picture of the Common Ground Community/Project H3 VETS Client Information Disclosure page.
4. If consented, **email the two pictures** (the picture of the veteran, the picture of the form) to projecth3vets@azceh.org.

All signatures are needed on the authorization forms for the survey to be complete.

Common Ground Community and Project H3 VETS Client Information Disclosure

- If the veteran is willing to participate in the study, the top box should be selected.
- There are three photography use permissions. All three boxes CANNOT be selected.
 - The first selection allows the veteran's picture to be used to identify them in the future
 - The second selection allows the veteran's picture to be used in the media in promoting Project H3 VETS
 - The third selection is if the veteran DOES NOT allow his/her picture to be taken.
- Please have the veteran sign where it asks for a signature of the subject. **This is imperative!**

Magellan Authorization to Use or Disclose Protected Health Information

- This two-pager form allows all Project H3 VETS partners to share information pertaining to the veteran should resources or services be identified and available for that veteran. You, as the surveyor, can complete the top section with the veteran's name for him/her.
- The Veteran need only sign Section 8.

Department of Veterans Affairs Request for Authorization to Release Medical Records or Health Information

- This one page form is necessary for the VA to assist in coordinate with the community providers for the identified veteran. You, as the surveyor, can complete this form by writing the veteran's name and social security number.
- The Veteran need only sign on the bottom line right before the 'For the VA Use Only' section.

Project H3 VETS is a community collaboration by:



3829 N. Third Street, Suite 104, Phoenix, AZ 85012

Project H3 VETS invites you to remain involved in our efforts by finding us on Facebook and Twitter - Keyword: Project H3 VETS

For more information about Project H3 VETS, please visit our website at www.azceh.org/ph3-vets.html

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