



Limited Coordinated Access System (CAS) Release

This document is for homeless clients in the City of Boston who are interested in housing but refuse to sign the Housing Assistance Network (HAN) data release. This document should be filled out in its entirety by a shelter/outreach case manager and uploaded to the Files tab of the client's profile in the Boston HMIS Window to the Warehouse.

Client Information

Full Name _____

Date of Birth _____

Social Security Number _____

**if client does not have a social security number, please write N/A*

Details

This form verifies that the above named client is interested in housing but will not sign the Housing Assistance Network (HAN) release. Submission of this document to the Boston HMIS Window to the Warehouse confirms that the client is willing to speak to Supportive Service Providers (SSP) on their own and without the assistance of DND or any of the HAN Providers beyond their shelter/outreach case manager(s). No steps will be taken for this client in the Coordinated Access System outside of the initial match which will only be known by DND and the shelter/outreach provider.

Eligibility Confirmation – please check all three boxes to confirm

- Client is interested in housing
- Client has been approached to sign the HAN release and has declined. This is documented in the case manager's notes.
- Client understands that they will not receive assistance from any HAN agencies outside of their shelter/outreach agency in their work with the SSP

Information for Case Manager Submitting Limited CAS Release

Case Manager Name

Case Manager Shelter/Outreach Agency

Case Manager Email Address

Case Manager Phone Number

Case Manager Signature

Date