



**Watsonville/Santa Cruz City & County Continuum of Care (CoC)  
Notice of Agency Possession of Sensitive Documentation**

To make it easier for clients and their service providers to access vital documents, copies of the document(s) can be uploaded into the appropriate file category under the client’s HMIS profile. This “Notice of Agency Possession of Sensitive Documentation” can be uploaded into HMIS if a client declines to have a vital document uploaded into HMIS but allows a service provider to maintain a copy. This Notice is placed in the client’s HMIS files instead of a copy of the document.

To attain a copy of the document referenced in this Notice on behalf of the client, please reach out to the Contact Persons listed below.

Client Name: \_\_\_\_\_

Document Type: \_\_\_\_\_

Location Where Sensitive Document is Stored: \_\_\_\_\_

Primary Contact Person to Access Document (Name, Agency, Position):

\_\_\_\_\_  
Primary Contact’s Information (Work Email, Work Phone Number):

\_\_\_\_\_  
Alternate Contact Person (Name, Work Email, Work Phone Number):

Additional Notes (Optional):