

By-Name List Script

Service providers **may** use this script, along with the [Common Consent Form](#), to explain what the By-Name List is to individuals.

The By-Name List is an up-to-date list of people currently experiencing homelessness in Simcoe County.

The By-Name List helps to provide better service, avoid duplicating services, and to give us a better understanding of what services and housing units we need in the community.

The **Common Consent Form** is used to share your personal information with housing service providers. Giving your consent means that your information is entered into a Simcoe County-wide software called HIFIS and is added to the By-Name List.

Your personal information will be available (in HIFIS) to other housing service providers you may work with. They can access your information, so you do not need to answer the same questions again.

Your personal information can only be accessed by housing service providers who are trained in privacy standards and who need your information because they are providing a service to you. They are not going to look at your personal information unless they are working with you. Information with your personal identifiers removed is also used to track community-level changes and needs, so we can advocate for more services and reduce homelessness.

The By-Name List is used to refer and prioritize you for affordable housing and/or related programs/services, such as Housing First; however, the By-Name List is not a waitlist for housing. While on the By-Name List you will still have access to other services working towards housing. You need to stay in touch with us (or other service providers in Simcoe County) so we can keep your information up to date over time. If you are not in contact, you will be made inactive until we see you again.