

This sheet offers guidance on how to complete the new **Universal Consent Addendum for Public Housing Authority (PHA) Sharing**, also known as the “Housing Eligibility Addendum.” Case managers play an important role in helping participants understand and decide how their personal information is used and what it’s being used for. In addition to the main Universal Consent form being completed during intake, a new addendum has been created to address the sharing of information with Public Housing Authorities (PHAs).



Purpose of the Addendum

- Authorizes HSH to exchange limited health, social services, housing, and rental-assistance information with participating Public Housing Authorities (PHAs).
- The addendum is an add-on to HSH’s Universal Information Sharing Consent.
- The addendum enables the exchange of housing-subsidy information to support:

Subsidy Eligibility Determination Voucher Issuance

Rental Assistance Calculations Housing Inspections

Move-Ins Annual Recertifications Relocations

Targeted Tenancy Support



What Kind of Information is Shared

- Information received from PHAs may include limited housing and rental-assistance information necessary to coordinate and administer permanent housing subsidies, including:

Subsidy Type Subsidy Application Date

Voucher Issued Date Voucher Expiration Date

Lease Start Date Subsidy Recertification Date

Participant Rental Portion



Confirm Universal Consent status first — it's the #1 blocker:

Participant must have an unexpired Full or Limited Sharing Universal Consent on file before you can record this addendum. Track Universal Consents using your ICMS Snapshot. No Universal Consent, no addendum.

What you're asking participants to sign

A one-page addendum to HSH’s Universal Information Sharing Consent. Lets HSH receive limited housing and rental subsidy information from participating PHAs (including HACLA and LACDA) administering vouchers, rental assistance, or inspections—so case managers can more effectively support voucher utilization, inspections, relocations, and recertifications.

Say it like this

“This is an extension of the Universal Consent that will allow me to obtain information from the PHA, regarding your permanent housing subsidy.”



Responding to common questions/concerns

“Does this hand over my medical records?”

No. Only the limited housing and rental subsidy information needed to determine voucher eligibility, coordinate move-in, and support voucher recertification.

“What happens if I say no?”

ICMS can still be provided, but we will not be able to support housing subsidy coordination. Record it as Declined so we know it was offered.

“How long is my consent status valid for?”

The consent is valid as long as a participant stays enrolled in ICMS, but it can be changed at any time, upon participant request. Anything shared before a consent status update can't be pulled back.



Who can sign

Participant signature

- Adults

Representative signature

- Write the relationship to participant on form
- In CHAMP:
 - (1) Signee Type = Representative;
 - (2) Enter representative's name



You may read the addendum aloud to the participant – the form accounts for this.

Recording in CHAMP the Universal Consent Addendum for PHA Sharing

01 Confirm Universal Consent

First check the participant's Universal Sharing Consent Status in your ICMS Snapshot. If it's missing or expired, stop—complete the Universal Consent before continuing.

02 Open the participant's Consents page

From the participant's profile click Client Management > Consents (pen icon).

03 Add the PHA addendum record.

First click "+ Add New"

Select the Application tied to Permanent Housing.

For Consent Type, select Housing Eligibility Addendum Consent — the new option at the bottom of the list. Don't confuse it with CBEST or Reentry Addendum.

Select Application: 07/15/2026 - Permanent Housing

Consent Type: -- SELECT --

Consent Status: -- SELECT --

Client Name: Notice of Privacy Practices

Signee Type: CBEST Addendum

Signee Name: Reentry Addendum

Signee Date: CalAIM Opt In

Expiration Date: Housing Eligibility Addendum Consent

04 Complete the required fields, attach, and save

Every field with a red asterisk * is required. Then Choose File to upload the single addendum page and click Save.

Field	What to enter
Select Application *	Most recent Permanent Housing application – disregard the name next to the application *
Consent Type *	Housing Eligibility Addendum Consent
Consent Status *	Provided, Declined, or Revoked — see below
Signee Type *	Client or Representative
Signee Name *	Client's or representative's name
Signee Date *	Date the form was signed — not today's date
Expiration Date	Auto-fills to 5 years after Signee Date. Do not change.

Select Application: 07/15/2026 - Permanent Housing - King Thomas

Consent Type: Housing Eligibility Addendum Consent

Consent Status: -- SELECT --

Client Name: -- SELECT --

Signee Type: Provided

Signee Name: Declined

Signee Date: Revoked

Expiration Date: MM/DD/YYYY

Page 1: Choose File

Choosing the appropriate PHA sharing status

Provided

Participant signed. Upload the single signed addendum page. Expiration auto-fills to 5 years — leave it.

Declined

Participant was asked and said no.

A Declined or Revoked status will only remain valid for 6 months, as HSH expects ICMS providers to revisit this discussion with a participant every 6 months.

Revoked

Participant is cancelling previously provided PHA sharing consent. No upload required.

Tracking Progress in Your ICMS Snapshot

- Two new indicators were added to the ICMS Snapshot to support the monitoring of participant PHA Sharing Addendum statuses:
 - PHA Sharing Addendum Status - In Participant Level Summary. Highlights salmon if missing
 - Proportion with PHA Sharing Status on Record - In Case Manager Level Summary. Indicates % of caseload with PHA Addendum status recorded in CHAMP

Remember to record the Program Participation Management Service and record a Case Note

Recording this service reflects the time you have spent with the participant discussing and completing the PHA Sharing Consent Addendum.