



Seattle
Human Services

HSD Client Data and Program Reporting Requirements

Agencies must be able to collect and report client-level demographic and service data as stated in any resulting contract. Agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases.

If identified in the funding opportunity Guidelines Section IV, agencies must have the ability to submit reports electronically to ADS. Current data specifications are available on the ADS website (www.agingkingcounty.org; click “Service Providers” then “Reporting Requirements”).

If identified in the funding opportunity Guidelines Section IV, agencies will be required to report client-level data, program services/activities, unduplicated numbers of households assisted, and program outcomes in HMIS as a condition of funding. Direct data entry is required, and data integration is not permitted.