

KS BOS COC HMIS User License Agreement

User Name: _____

Organization: _____

Email: _____

Workgroup(s): _____

The Kansas BoS CoC's Homeless Management Information System (HMIS) is currently Human Clarity Solutions. Human Clarity Solutions is a client information system design to store longitudinal person-level information about the men, women and children who access homeless and other human services in a community.

HMIS is used to configure, facilitate, and protect data integrity and sharing among Contributory HMIS Organizations (Partner Agencies) for the purpose of coordinated service delivery and reporting in the CoC region. Kansas Housing Resource Corporation (KHRC) is the HMIS Lead Agency as defined by HUD and chosen by the KS BOS COC.

The purpose of this License Agreement is to ensure proper use of HMIS licenses issued to the Partner Agencies users (HMIS User). The steps required for acquiring, maintaining and terminating HMIS licenses are listed below.

GET A NEW HMIS USER LICENSE

HMIS licenses are available only to participating Partner Agencies who sign and abide by the HMIS Agency Participation Agreement. Each prospective user and direct supervisor must sign and submit the HMIS User Agreement (this document) to the HMIS Staff. A user license will only be issued upon successful completion of the initial HMIS user training and receipt of signed documentation.

User ID and temporary password will be sent by email to the new user or supervisor within three workdays of completed training. The user shall log into the HMIS using the temporary password and change it according to provided instructions. Any issues with login, User ID, password, etc. must be reported immediately to the HMIS Staff via email or phone.

KEEP YOUR CURRENT HMIS USER LICENSE

Users not participating into HMIS for more than 45 days will be locked out due to non-activity. Certain user licenses may be exempt from this rule if previously approved by KHRC.

Passwords must be changed annually, but HMIS Staff recommends users change them every 90 days. If a user forgets the password, user should use proper channels to re-set the password. Hint: it's part of the HMIS Training.

TERMINATE A HMIS USER LICENSE

KHRC and HMIS staff must be notified by user's supervisor when an HMIS user leaves the agency or transfers positions and will no longer access HMIS. This notification must be made within 24 hours by email, or phone. KHRC and HMIS staff may terminate a user license for a number of reasons, including fraud, misuse, negligence, license sharing, inactivity, client duplication, etc. HMIS User's supervisor will be notified of any license terminations. An HMIS User license may be reactivated in some cases, provided that the user's supervisor is informed, gives assurances about future usage and the User gets a new training.

HMIS USER RESPONSIBILITY

Your User ID and Password give you access to KS BOS COC HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of your HMIS Credentials. Failure to uphold the standards of the KS BOS COC HMIS is grounds for immediate termination from the HMIS and may result in personnel action.

_____ I have read and understand the HMIS Policies and Standard Operating Procedures (or have been trained on them) and will abide by the protocols set forth in that document.

_____ I have read and understand the HMIS Data Quality Plan (or have been trained on it) and will abide by the protocols set forth in that document.

_____ My User ID and Password are for my use only and must not be shared with anyone including my Local HMIS Admin and Executives.

_____ I understand that the only individuals who view information in the HMIS system are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____ Failure to log off the HMIS appropriately may result in a breach in client confidentiality and system security. Therefore, I will log off of the HMIS each time I use it.

_____ Hard copies of HMIS information, as applicable for program type, must be kept in a secure file.

_____ If hard copies of HMIS information are no longer needed, they must be properly destroyed.

_____ If I notice or suspect a security breach or abuse of client confidentiality, I will immediately notify my Local HMIS Administrator or KHRC staff.

CODE OF ETHICS

_____ I will maintain a high standard of professional conduct when accessing HMIS.

_____ I understand that in accordance with the Agency Partnership Application and the HMIS Data Quality Plan:

- HMIS User is responsible for creating and maintaining client records in HMIS, including enrollments, assessments, services, housing check-ins, etc.
- HMIS User will not misrepresent client records and other transactions in HMIS by knowingly entering inaccurate information (e.g., user will not purposely enter inaccurate information on a new record or to override the information entered by another agency).

_____ The HMIS User must treat clients and users from participating partner agencies with respect, fairness and good faith.

- Discriminatory comments based on race, color, religion, national origin, ancestry, disability, age, sex and/or sexual orientation are not permitted in HMIS.
- Partner agency users will not use HMIS with intent to defraud the federal, state, or local government; an individual entity; or to conduct any other illegal activity.
- Partner agency users will not disclose any personal client information without written consent from the client or as allowed by the HMIS Privacy Policy

By signing the HMIS User Agreement, you agree to comply with the above terms and conditions.

HMIS User Signature

Date

Local HMIS Administrator

Date

<p>NOT WRITE IN THIS SECTION. FOR HMIS STAFF ONLY</p> <p>Date of Training: _____</p> <p>Training Method: _____</p> <p>Trainer: _____</p> <p>HMIS Access Date: _____</p>
