



## USER AGREEMENT

**AGENCY:** \_\_\_\_\_

**USER NAME:** \_\_\_\_\_

### Statement of Confidentiality\*

Employees, volunteers, and any other persons with access to the Continuum of care Homeless Management Information System (HMIS) are subject to certain guidelines regarding the use of the HMIS. The HMIS contains a range of personal and private information on individuals. All such information must be treated carefully and professionally by all who access it.

Guidelines for use of the HMIS include:

- Personal User Identification and Passwords must be kept secure and not shared.
- Informed client or guardian consent, as documented by a **current** standard Release of Information (ROI) form, is required before entering, updating, editing, printing, or disclosing basic identifying information and non-confidential service transactions via the HMIS.
- Only general, non-confidential information is to be entered in the “other notes/comments” section of the Client Profile in the HMIS. Confidential information, including TB and HIV/AIDS diagnosis, domestic violence, and mental and/or physical health information, is not permitted to be entered in this section.
- Informed client or guardian consent, as documented by a **current** Agency-modified Release of Information form with a HMIS clause, is required before entering, updating, editing, printing, or disclosing information beyond basic identifying non-confidential information and service transactions.
- Confidential information obtained from the HMIS is to remain confidential, even if my relationship with \_\_\_\_\_ (agency name) changes or concludes for any reason.
- Information beyond basic identifying data, that includes all assessment screens (all screens beyond profile, agency, and community fields), is not to be edited. If an update or correction is needed, a new assessment must be created.
- Only individuals that exist as clients under the Agency’s jurisdiction may be entered into the HMIS.
- Misrepresentation of the client base by entering known, inaccurate information is prohibited.
- Client records are not to be deleted from the HMIS. If a client or guardian of a client chooses to rescind consent to participate in the HMIS, her/his file shall become “inactive.”
- Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the HMIS. Profanity and offensive language are not permitted in the HMIS.
- The HMIS is to be used for business purposes only. Transmission of material in violation of any United States Federal or State of Washington regulations or laws is prohibited and includes material that is copyrighted, legally judged to be threatening or obscene, and considered protected by trade secret. The HMIS will not be used to defraud the Federal, State, or local government or an individual entity or to conduct any illegal activity.
- Any unauthorized access or unauthorized modification to the HMIS computer system information or interference with normal system operations will result in immediate suspension of your access to the HMIS and may jeopardize your employment status with \_\_\_\_\_ (agency name).

Failure to comply with the provisions of this Confidentiality Statement is grounds for immediate termination. Your signature below indicates your agreement to comply with this statement of confidentiality. There is no expiration date of this agreement.

Signature	Date	Witness Signature, Title	Date
Printed Name	Date	Witness Printed Name	Date

\*The original Statement of Confidentiality should be kept on file at the Agency. Forms on individuals no longer employed by the Agency should be kept on file for five years.