

User Agreement
User Policy, Responsibility Statement, and Code of Ethics
CALGARY HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Date training was completed: _____

User (print full name):

Employee Work Number (____) _____ Ext: _____

Employee E-Mail Address:

Agency Name:

Program Name:

I understand that I will be allowed access to confidential information and/or records in order that I may perform my specific job duties and none other. I further understand and agree that I am not to disclose confidential information, and/or Client records without the prior written consent of the Calgary Homeless Foundation, unless such disclosure is required by law.

User Responsibilities:

Your User ID and Password give you access to your agency's data in the Calgary HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of this access. Failure to uphold the confidentiality standards set forth below is grounds for suspension of HMIS User privileges until such time as the issue is resolved.

- _____ My User ID and Password are for my use only and must not be shared with anyone.
- _____ I must take all responsible means to keep my User ID and Password physically secure.
- _____ I understand that the only persons who may view Client files in the HMIS are authorized Users and the Client to whom the information pertains.
- _____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job and none other.
- _____ I will not leave a workstation where I am logged into HMIS unattended.
- _____ I will log off of HMIS before leaving the workstation, even for a short time.
- _____ I will assure that any printouts/hard copies of HMIS information will be properly secured.
- _____ I will notify my HMIS Agency Contact if I notice or suspect a breach in privacy or security.
- _____ I have been given the opportunity to read the Calgary Homeless Management Information System: Policies and Standard Operating Procedures, and I will comply with them to the best of my ability.

Ethical Data Usage:

Once you have completed training and signed your User Agreement, you are entitled to access to the Calgary HMIS. In addition to the responsibilities listed above, you must also adhere to the following principles of ethical data usage.

- Authorized Users will only ask Clients for information necessary to providing services, comply with contractual agreements, and to improve or better coordinate services;
- Authorized Users will ensure that Clients understand that their data is being collected and managed in the HMIS using the FOIP Verbal Notification as a guideline;
- Authorized Users will obtain a signed Release of Information (ROI) form before sharing client data with an outside program/agency on the HMIS
- Authorized Users will maintain a copy of the ROI Form;
- Authorized Users will not knowingly enter false and/or misleading information into the HMIS;
- Authorized Users will only use data in accordance with the Privacy Policy; and
- The Calgary Homeless Foundation, Participating Agencies, and Authorized Users will adhere to the HMIS Privacy Policy.

By affixing my signature to this document, I acknowledge that I have been apprised of the Calgary HMIS Policies and Standard Operating Procedures concerning access, use, maintenance, and disclosure of confidential information and/or records that shall be made available to me through my use or the Calgary HMIS.

User Signature

Date

Agency Contact Signature

Date