

GA HMIS End User Participation Agreement

Agency Name (Please Print):

User Name (Please Print):

Agency accesses and inputs its Clients' data into the Georgia Homeless Management Information System ("GA HMIS") through its contract with the Georgia Department of Community Affairs. Agency recognizes the privacy needs of its Clients in the design and management of the GA HMIS, including the need to diligently maintain client confidentiality and treating the personal data of our most vulnerable populations with respect and care, while continually improving the quality of homeless and housing services with the goal of eliminating homelessness.

GA HMIS End Users ("Users") refers to Agency employees, volunteers, contractors, or any other agents of the Agency authorized to have, and having, access to the HMIS. Users have a moral and a legal obligation to ensure that the data is collected, stored and accessed appropriately and is used only for the purposes for which it was collected. Users must complete proper user training and comply with the GA HMIS Privacy Policy and GA HMIS Policies and Procedures.

Relevant points regarding client confidentiality include:

- Each Client whose data is shared with a GA HMIS participating agency via the GA HMIS system must sign a client consent form. Users may not share Client data with other GA HMIS participating agencies via the GA HMIS system without obtaining this written permission from the Client.
- A Client may revoke client consent at any time by completing the GA HMIS Client Consent to Share Revocation Form at any GA HMIS participating agency.
- No Client may be denied services for failure to provide consent for GA HMIS data sharing or collection.
- With the exception of case notes, Clients have a right to inspect, receive a copy of, and request changes to their GA HMIS records.
- Users will maintain GA HMIS data in such a way as to protect the identity of Clients from third parties.
- Any User failing to protect client confidentiality as set forth in this User Agreement, the GA HMIS Privacy Policy, or the GA HMIS Policies and Procedures may be denied access to the GA HMIS.

By signing this Agreement, User confirms that he or she has received and read a copy of the GA HMIS End User Participation Agreement, the GA HMIS Privacy Policy, and the GA HMIS Policies and Procedures and affirms the following:

1. I will abide by the terms of the GA HMIS User Agreement, the GA HMIS Privacy Policy and the GA HMIS Policies and Procedures.
2. I will maintain the confidentiality of client data in the GA HMIS as outlined in this User Agreement, the GA HMIS Privacy Policy, and the GA HMIS Policies and Procedures.
3. I will only collect, enter, and extract data in the GA HMIS relevant and necessary to provide service to the individual that may include the delivery of services to homeless, at risk of becoming homeless, and formerly homeless people experiencing a crisis in our community.

GA HMIS End User Participation Agreement

In witness whereof, User and Agency have, through their duly authorized representatives, entered into this End User Agreement. The parties, having read and understood the foregoing terms of this Agreement, do hereby agree to the terms thereof.

User Signature

Date

I authorize, as the Executive Director (or Designee), the aforementioned User to have access to the GA HMIS for this Agency.

Executive Director Signature

Date