

CAMBRIDGE HMIS

User Policy Agreement and Code of Ethics



First and Last Name (Print)	Agency Name (Print)
Work phone	Email address

USER POLICY

Agency End Users recognize the primary focus in the design and management of the Cambridge HMIS is to address the needs of the clients. This includes both the need to continually improve the quality of homeless and housing services, and the need to maintain client confidentiality by treating personal data with respect and care.

As the guardians entrusted with this personal data, Cambridge HMIS End Users have a moral and a legal obligation to ensure that appropriate methods are practiced with the collection, access, and utilization of data. Each user is responsible to make sure that client data is only used for the purpose for which it is collected. Proper user training, adherence to the Cambridge HMIS policies and procedures, and a clear understanding of client confidentiality are vital to achieving these goals.

USER RESPONSIBILITY

Your End User ID and Password give you access to the HMIS system. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for termination from Cambridge HMIS.

_____ My User ID and Password are for my use only and must not be shared with anyone.

_____ I must take all reasonable means to keep my password physically secure.

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

_____ Under no circumstances will I access confidential information for any purpose other than the performance of my assigned job duties.

_____ If I am logged into HMIS and must leave the work area where the computer is located, I must log-off HMIS before leaving the work area.

_____ Failure to log off HMIS may result in a breach in Client confidentiality and system security.

_____ Hard copies of HMIS information must be kept in a secure file.

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_____ When hard copies of HMIS information are no longer needed, they must be properly destroyed to maintain confidentiality.

_____ If I notice or suspect a security breach, I will immediately notify my Agency HMIS Administrator and Cambridge's Planning and Development office (617-349-6966).

_____ I have read and will abide by all policies and procedures in the Cambridge HMIS Policy and Procedures manual.

_____ I have watched the Privacy and Security training and completed the quiz. If I did not understand something, I asked my Agency Administrator or the HMIS Lead/Trainer.

USER CODE OF ETHICS

- A. End Users must be prepared to answer client questions regarding Cambridge HMIS.
- B. End Users must allow client to change his or her information sharing preferences at the client's request.
- C. Each End User should maintain high standards of professional conduct in their capacity as a licensed HMIS End User.
- D. The End User has primary responsibility for their client(s).

By signing my name and the date, I understand I am agreeing to comply with all the statements listed above.

Signature of HMIS End User

Date