



CAMBRIDGE HMIS

## User Policy, Responsibility Statement & Code of Ethics

<b>User Name (Print)</b>	<b>Agency Name (Print)</b>
<b>Work phone</b>	<b>Email address</b>

### USER POLICY

Agency User recognizes 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 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 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.
- \_\_\_\_\_ 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.

### USER CODE OF ETHICS

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

\_\_\_\_\_  
Date