



**DC Homeless Management Information System
User License Agreement
Version 5.0
Effective Date: June 1, 2011**

User's Full Name: _____

HMIS User ID: _____

Agency Name: _____

Program Name(s): _____

License Effective Date: _____

USER RESPONSIBILITY AND ETHICS STATEMENTS:

Your User ID and Password give you access to the DC HMIS. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and Password. All users in the DC HMIS must abide by the *DC HMIS Policies and Standard Operating Procedures* that govern the use of the system and define security and confidentiality protocols. DC HMIS Users must treat clients and partner agencies with respect fairness and good faith and should maintain high standards of professional conduct in their capacity as a DC HMIS User. Failure to uphold the standards of the DC HMIS is grounds for immediate termination from the DC HMIS and may result in personnel action.

- _____ I have read and understand the *DC HMIS Policies and Standard Operating Procedures* (or have been trained on them) and will abide by the protocols set forth in that document.
- _____ My User ID and Password are for my use only and must not be shared with anyone including my Agency Administrator and Executives.
- _____ I must take reasonable means to keep my Password physically secure.
- _____ A computer that has the DC HMIS open and running shall never be left unattended.
- _____ Failure to log off the DC HMIS appropriately may result in a breach in client confidentiality and system security, therefore, I will log off of the DC HMIS each time I use it.
- _____ Hard copies of client information from the DC HMIS must be kept in a secure file.
- _____ When hard copies are no longer needed, they must be properly destroyed to maintain confidentiality.
- _____ Electronic files exported from the DC HMIS must be password protected to maintain confidentiality.
- _____ If I notice or suspect a security breach, I must immediately notify the DC HMIS System Administrator.

USER'S SIGNATURE

DATE

AGENCY ADMINISTRATOR'S SIGNATURE

DATE

PRINT AGENCY ADMINISTRATOR'S NAME