

NJHMIS Collaborative System User Agreement

Agency Name: _____

User Name: _____
(Please Print)

In this System Users Agreement, “AGENCY” refers to the agency named above. AGENCY recognizes the primacy of client needs in the design and management of the NJHMIS. These needs include both the need continually to improve the quality of homeless and housing services with the goal of eliminating homelessness in our community, and the need vigilantly to maintain client confidentiality, treating the personal data of our most vulnerable populations with respect and care.

As the guardians entrusted with this personal data, NJHMIS users have a moral and a legal obligation to ensure that the data they collect is being collected, stored, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission to assist families and individuals in our community to resolve their housing crisis. Proper user training, adherence to the NJHMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals.

Relevant points regarding client confidentiality include:

- A client consent form must be signed by each client whose data is shared with Partner Agencies via the NJHMIS.
- Client consent may be revoked by that client at any time through a written notice.
- No client may be denied services for failure to provide consent for NJHMIS data collection.
- Clients have a right to inspect, receive a copy and request changes in their NJHMIS records.
- NJHMIS Users may not share client data with individuals or agencies that have not entered into an NJHMIS Agency Sharing Agreement with AGENCY without obtaining written permission from that client.
- NJHMIS Users will maintain NJHMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals or entities.
- Any NJHMIS User found to be in violation of the NJHMIS Policies and Procedures, or the points of client confidentiality in this User Agreement, may be denied access to the NJHMIS.

I affirm the following:

1. I have received training in how to use the NJHMIS.
2. I have read and will abide by all policies and procedures in the NJHMIS Policies and Procedures Manual.
3. I will maintain the confidentiality of client data in the NJHMIS as outlined above and in the NJHMIS Policies and Procedures Manual.
4. I will only collect, enter, and extract data in the NJHMIS relevant to the delivery of services to people experiencing a crisis in our community.

Signature

Date