

NJHMIS Collaborative

User Policy, Responsibility Statement, and Code of Ethics

USER POLICY

Partner agencies shall share information for provision of services to homeless persons and those at risk of homelessness through a networked infrastructure that establishes electronic communication among the partner agencies.

The Client Consent/Release of Information form shall be signed by every client entered into the NJHMIS database system. Minimum data entry on each consenting client includes:

- General information identifying the Client by name, indicating family status and latest residential history;
- Data detailing the client's current housing situation and the cause of their housing crisis;
- Shelter and Transitional housing utilization information, when appropriate.

Data necessary for the development of aggregate reports of homelessness service includes services needs, services provided, referrals and Client goals and outcomes.

The NJHMIS database system is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff must use the Client information in NJHMIS only to target services to Clients' needs.

USER RESPONSIBILITY

Your username and password give you access to NJHMIS software. Initial each item below to indicate your understanding and acceptance of the proper use of your username and password. Failure to uphold the confidentiality standards set forth below is grounds for termination from NJHMIS database access, and may result in disciplinary action from the partner agency as defined in the partner agency's personnel policies.

I agree to maintain the confidentiality of client information in NJHMIS in the following manner:

- My username and password are for my use only and will not be shared with anyone.
- I will take reasonable means to keep my password physically secure.
- I will only view, obtain, disclose, or use the database information that is necessary to perform my job.
- I understand that the only individuals who may view or hear NJHMIS client information are authorized users, and I will take these steps to prevent casual observers from seeing or hearing NJHMIS client information:
- I will log off of NJHMIS before leaving my work area, or make sure that the NJHMIS database has "timed out" before leaving my work area.
- I will not leave unattended any computer that has NJHMIS "open and running".
- I will keep my computer monitor positioned so that persons not authorized to use NJHMIS cannot view it.
- I will store hard copies of NJHMIS information in a secure file and not leave such hard copy information in public view on my desk, or on a photocopier, printer or fax machine.
- I will properly destroy hard copies of NJHMIS information when they are no longer needed.
- I will not discuss confidential client information with staff, clients, or client family members in a public area.
- I will not discuss confidential client information on the telephone in any areas where the public might overhear my conversation.

- ___ I will not leave messages on my agency's answering machine or voicemail system that contain confidential client information.
- ___ I will keep answering machine volume low so that confidential information left by callers is not overheard by the public or unauthorized persons.
- ___ I understand that a failure to follow these security steps appropriately may result in a breach of client confidentiality and system security. If such a breach occurs, my access to NJHMIS will be terminated and I may be subject to further disciplinary action as defined in the partner agency's personnel policy.
- ___ If I notice or suspect a security breach, I will immediately notify the Agency Site Administrator.

USER CODE OF ETHICS

1. NJHMIS users will treat partner agencies with respect, fairness and good faith.
2. Each NJHMIS user will maintain high standards of professional conduct in his or her capacity as a NJHMIS user.
3. NJHMIS users will use NJHMIS in good faith to benefit Clients.
4. NJHMIS users have the responsibility to relate to the Clients of other partner agencies with full professional consideration.
5. Clients have the right to receive assistance even if they do not choose to provide their information to the NJHMIS.

I understand and agree to comply with all the statements listed above.

 NJHMIS User Name (please print)

 NJHMIS User Signature

 Date

 Agency or System Administrator Name (please print)

 Agency or System Administrator Signature

 Date