

HMIS Participating Agency Agreement

This HMIS Participating Agency Agreement is between the Volusia/Flagler County Coalition for the Homeless (the "Coalition") and the Contributing HMIS Organization:

The Coalition is the HMIS Lead Agency for the FL 504 Continuum of Care (the "CoC"). This HMIS Participating Agency Agreement sets forth the roles and responsibilities of both parties with regard to the implementation and use of the Homeless Management Information System ("HMIS").

The Coalition will serve as the administrator for the HMIS provided by U.S. Department of Housing and Urban Development ("HUD") funds and will assume the responsibilities in association with federal, state and local laws and requirements. The Coalition will:

1. Ensure the operation of HMIS and participation by recipients of HUD funds and other funding sources that require participation in HMIS.
2. Develop a written Policies and Procedures Manual for the operation and maintenance of HMIS.
3. Monitor participation for consistency and adherence to the Data Quality Plan, the Security Plan, and Privacy Plan as outlined in the Policies and Procedures Manual.
4. Conduct data entry training and annual security and privacy training for all CHOs as required.
5. Conduct oversight of HMIS participation to ensure compliance with HUD regulations and take corrective action, if needed.
6. Report to the CoC on the state of HMIS with regard to participation, data quality, and compliance.
7. Submit HMIS reports to HUD as required.

As a Contributing HMIS Organization ("CHO"), _____ agrees to partner with the Coalition in support of HMIS for the CoC. The CHO will:

1. Contribute data to the HMIS in accordance with minimal requirements as outlined in the HMIS Policies and Procedures manual and the Homeless Management Information System Data Standards, released March 2010.
2. Designate a CHO staff member to serve as Site Technical Administrator and provide contact information to the HMIS Lead Agency.
3. Ensure that all CHO staff members who contribute data to the HMIS receive training as outlined in the Policies and Procedures Manual.
4. Implement the standard intake form developed by the CoC or develop an agency-specific intake form that captures all required data elements as outlined in the HMIS Data Standards and submit the form to the CoC to verify compliance.

5. Comply with all data entry, security and privacy policies as outlined in the HMIS Policies and Procedures Manual.
6. Ensure that the HMIS processing capabilities used by the CHO remain consistent with the privacy obligations of the CHO and collaborate with the HMIS Lead Agency to adjust HMIS processes as needed.
7. Ensure that all HMIS users within the CHO have received unique HMIS User IDs and passwords.
8. Report any staff changes that impact HMIS to the HMIS Lead Agency immediately.
9. Comply with the roles and responsibilities set forth in this HMIS Participating Agency Agreement.

Neither the CHO nor the HMIS Lead Agency may transfer the rights and responsibilities outlined in this agreement without the written consent of the other party. This Participating Agency Agreement will be in force until revoked in writing by either party and then will be terminated within 30 days of written notice by the CHO or the HMIS Lead Agency.

This agreement will be reviewed and renewed annually, in accordance with federal regulations.

By signing this document, I agree to abide by all policies as stated in the Coalition HMIS Policies and Procedures. I also agree to educate all staff members in my agency as to the policies that directly affect their work.

Agency Executive Director Printed Name

Date

Signature

HMIS Lead Agency Executive Director Printed Name

Date

Signature