



Kern Health Systems

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

DASHBOARD USER AGREEMENT

This agreement establishes the responsibilities of agencies granted access to the Homeless Management Information System (HMIS) Dashboard, administered by Kern Health Systems (KHS). By signing this agreement, your agency acknowledges its obligation to ensure that all staff members accessing HMIS Dashboard adhere to HIPAA Privacy Rule and Confidentiality Standards.

Agency Responsibilities

1. User Access and Password Protection

- All HMIS Dashboard access must be granted only to trained, authorized staff through individual user accounts.
- Usernames and passwords must not be shared between staff or across agencies.
- Each user account must be assigned to an individual and shared or generic accounts are strictly prohibited.
- Agencies must immediately report any suspected or actual breach of user credentials to KHS.
- User access to the HMIS Dashboard will be concurrent with their access to the HMIS system. If a user loses access to the HMIS system, their access to the Dashboard will be terminated as well.

2. Data Access and Sharing

- HMIS Dashboard data may only be shared with authorized individuals or entities within HMIS network and only if the client has provided written consent.
- Agencies must ensure that data is protected from unauthorized access, use, or disclosure.
- The data viewable within the Dashboard will be limited to the same records the user has access to within the HMIS system. This is because user security will be tied to the HMIS user account permissions and synced to the Dashboard.

3. Professional Conduct

- HMIS Dashboard must be used solely for purposes relevant to service provision for people experiencing homelessness or a housing crisis.

4. Accountability

- The agency is responsible for ensuring compliance with all HMIS Policies and Procedures by its staff.
- KHS reserves the right to suspend or terminate HMIS Dashboard access for any agency found to be in violation of these terms.



- The Agency shall notify KHS in writing within forty-eight (48) hours of any employee's separation from the Agency. Such notification shall include the employee's full name, email ID the effective date of separation, and any additional information reasonably requested by KHS. The Agency is obligated to ensure timely notice to avoid any disruption of services or breach of the User Agreement.

Agency Certification

By signing below, your agency affirms the following:

- All staff members accessing HMIS Dashboard have completed the required training.
- No HMIS Dashboard login credentials will be shared among staff or with any external party.
- You and your agency will enforce individual user access controls and promptly report any breaches.
- You and your agency agree to maintain the confidentiality and integrity of client data in compliance with HMIS protocols and applicable laws.
- You and your agency understands that prompt breach reporting is required and agrees to comply with the breach disclosure timeliness as outlined in the BAA or master agreement with the agency.

Staff Signature

Date

Agency Administrator

Date

HMIS Staff Signature

Date