**Montgomery County Maryland Continuum of Care Department of Health and Human Services (DHHS) Services to Prevent and End Homelessness (SEPH)**

**Homeless Management Information System (HMIS) HMIS User Agreement/Request for HMIS Access**

**User Info *(Please print clearly and answer all questions.)*:**

Agency Name:

User’s Name:

User’s Title:

*(User Title is a mandatory field. If you do not provide one, your Access Level will be used.)*

Business Phone:

Business Email Address:

*(A valid business email from a partner agency is required for access)*

**Training Info:**

Date of Training: \_ Trained by DHHS

Trained by Agency Admin. **Trainer Name:**

**Access Level and Primary Project Designation:**

System Admin II: Primary is the Continuum of Care Project – NO EDA Needed Agency Admin: Primary is the Agency

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Case Manager II: Primary Project: Read Only: Primary Project: Executive Director: Primary is the Agency

### STATEMENT OF CONFIDENTIALITY

**I AGREE TO MAINTAIN THE STRICT CONFIDENTIALITY OF INFORMATION OBTAINED**

**THROUGH the Montgomery County Department of Health and Human Services Continuum of Care, Homeless Management Information System. This information will be used only for legitimate client services and administration of the above-named agency. Any breach of confidentiality will result in immediate termination of participation in the MCDHHS HMIS.**

**Employee Signature: Date:**

**Supervisor’s Signature: Date:**

### REQUEST FOR ACCOUNT

Each user requires a unique username and password, which is to be kept private. Use of another user’s username (account) is grounds for immediate termination from the Montgomery’s County Continuum of Care Homeless Management Information System.

### USER’S RESPONSIBILITY STATEMENT

**Your username and password give you access to the Department of Health and Human Services homeless management information system. Initial each item below to indicate your understanding of the proper use of your username and password, and sign where indicated. Any failure to uphold the confidentiality standards set forth below is grounds for immediate termination from the Montgomery County’s HMIS.**

***Initial Only***

 I understand that I must abide by all protocols outline in the HMIS Policy and Procedure Manual.

 I understand that I must take all reasonable means to protect personal information that is in hard copy format, including, but not limited to, reports, data entry forms, and signed consent forms.

 I understand those hard copies of HMIS information must be kept in a secure file.

 I understand that once the hard copies of HMIS are no longer needed, they must be properly destroyed to maintain Confidentiality.

 I understand that I must take all reasonable means to protect personal information that is stored within the application including, but not limited to, a network, desktop, laptop, and external storage drive.

 I understand that I must take all reasonable means to keep my password physically secure.

 I understand that my username and password are for my use only and should not be shared with any other user.

 I understand that the only individuals who can view HMIS information are authorized users and the clients to whom the information pertains.

 I understand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job.

 I understand that these rules apply to all users of the DHHS HMIS whatever their work role or position.

 I understand that if I notice or suspect a security breach, I must immediately notify DHHS HMIS Administrator.

**I understand and agree to the above statements.**

**Employee Signature: Date:**

**Supervisor’s Signature: Date:**

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To be completed by the HMIS Administrator:

1. Verified user was HIPAA trained. [ ] Yes [ ] No
2. Verified user was Agency or DHHS application trained. [ ] Yes [ ] No
3. Added user’s business email to the HMIS Outlook distribution list. [ ] Yes [ ] No
4. Submitted Helpdesk Ticket to create County ID. [ ] Yes [ ] No [ ] N/A-User is an employee or onsite contractor.

**User ID (Assigned by MCDHHS):**

**HMIS Admin Signature: Date:**

# SERVICEPOINT EDA ACCESS FORM

The programs are listed under each agency. Select all programs under each agency that the user will need EDA access.

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| Bethesda Cares(69) |  |
| Bethesda Cares (BC) SO-Ind |  |
| Bethesda Cares Master List PH-Ind |  |
| Critical Care Intervention (BC) SSO-Ind |  |
| HIP-Family (Bethesda Cares) PH-Fam |  |
| HIP -Individual (Bethesda Cares) PH-Ind |  |
| Veteran's Housing (Bethesda Cares) - PSH-Ind |  |
| Veterans Rapid Re-Housing Program – (BC) RRH-Fam |  |
| Veterans Rapid Re-Housing Program – (BC) RRH-Ind |  |
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| Catholic Charities Services, Inc. AGENCY (CC)(3) |  |
| Chase Partnership House (CC) TH-Ind |  |
| Dorothy Day Place Men's (CC) TH-Ind |  |
| Dorothy Day Place Women's (CC) TH-Ind |  |
| HIP Family (Catholic Charities) – PH-Fam |  |
| HIP-Individual (Catholic Charities) – PH-Ind |  |
| Rapid Re-Housing Family HSP (Catholic Charities) RRH-FAM |  |
| Rapid Re-Housing Family HUD (Catholic Charities) RRH-FAM |  |
| Rapid Re-Housing Singles HSP (Catholic Charities) RRH-IND |  |
| Rapid Re-Housing Singles HUD (Catholic Charities) RRH-IND |  |
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| City of Gaithersburg AGENCY (COG)(4) |  |
| City of Gaithersburg Up County COG SO-Ind |  |
| DeSellum House (COG) TH-Ind |  |
| HIP -Individual (City of Gaithersburg) PH-Ind |  |
| Wells Robertson House (COG) TH-Ind |  |
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| Community Clinic, Inc. AGENCY (CCA)(168) |  |
| Community Clinic, Inc. |  |
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| Community Reach of Montgomery County AGENCY (CRM)(5) |  |
| Jefferson House (CRM) PH-Ind |  |
| Rockland House (CRM) PH-Ind |  |
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| Cornerstone Montgomery AGENCY (CMA)(255) |  |
| Assertive Community Treatment (CMA) SSO-IND |  |
| HIP-Individual (Cornerstone) PH-Ind |  |
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| Department of Health Human Services (DHHS)(8) |  |
| American Inn COVID Response Shelter/Hotel (DHHS) ES-IND |  |
| Arcola (DHHS) TH-Fam |  |
| Cambria COVID Response Shelter/Hotel (HCHP) ES-IND |  |
| Clinical Assessment and Transition Services (CATS) (DHHS) SSO-Ind |  |
| Community Case Management (DHHS) SSO-Ind |  |
| Core Services Agency - PATH (DHHS-BH) SSO-Ind |  |
| Crisis Center DHHS SSO-All |  |
| ESG COVID (DHHS) RRH-Fam |  |
| ESG COVID (DHHS) RRH-Ind |  |
| Family Unification Program HUD (DHHS) PH-Fam |  |
| Family Unification Program YA HUD (DHHS) PH-Fam |  |
| Family Unification Program YA HUD (DHHS) PSH-Ind |  |
| Fleet (DHHS) TH-Fam |  |
| Gaynor (DHHS) TH-Fam |  |
| Healthcare for the Homeless - Community Medical Supports (DHHS) SSO-All |  |
| Health Care for the Homeless - Hospital Discharge Planning (DHHS) SSO-All |  |
| Health Care for the Homeless - Hospital Outreach (DHHS) SSO-All |  |
| Healthcare for the Homeless - Primary Care (DHHS) SSO-All |  |
| Health Care for the Homeless - PSH Medical Support (DHHS) SSO-All |  |
| HIP-Family (DHHS) PH-Fam |  |
| HIP - Individual (DHHS) PH-Ind |  |
| Housing Stabilization Service-MD ESG YOUTH Rapid Re-Housing - Family RRH-Fam |  |
| Housing Stabilization Services-County Rapid Re-Housing - Family RRH-Fam |  |
| Housing Stabilization Services-Diversion (DHHS) SSO-Fam |  |
| Housing Stabilization Services-ESG Rapid Re-Housing Family RRH-Fam |  |
| Housing Stabilization Services-ESG Rapid Re-Housing - Individual RRH-Ind |  |
| Housing Stabilization Services-Intake Only (DHHS) SSO-Fam |  |
| Housing Stabilization Services-MD ESG YOUTH Rapid Re-Housing - Individual RRH-Ind |  |
| Housing Stabilization Services-Shelter/Hotel DHHS ES-Fam |  |
| Housing Stabilization Services - State Rental Allowance (RAP) DHHS - Fam |  |
| MC Mental Health Court (DHHS) SO-Ind |  |
| Motel 6 COVID Response Shelter/Hotel ES-IND |  |
| Red Roof COVID Response Shelter/Hotel ES-Ind |  |
| TB Outreach and Case Management DHHS SSO-All |  |
| Travelodge COVID Response Shelter/Hotel (HCHP) ES-IND |  |
| Homeless Persons Criminal Diversion Program (DHHS) SSO-Ind |  |
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| Dwelling Place, Inc. (DP)(9) |  |
| Dwelling Place (DP) (HUD) PH-Fam |  |
| HIP-Family (Dwelling Place) PH-Fam |  |
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| EveryMind AGENCY (EM)(12) |  |
| HIP - Individual (EveryMind) PH-Ind |  |
| Homeless Outreach - All County PATH (EM) SO-IND |  |
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| Family Services, Inc. AGENCY (FS)(176) |  |
| HIP - Family (Family Services) PH-Fam |  |
| HIP - Individual (Family Services) PH-Ind |  |
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| House of Divine Guidance – Agency (HDG)(229) |  |
| The Winter Haven HDG ES-Fam |  |
| The Winter Haven HDG ES-Ind |  |
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| Housing Opportunities Commission AGENCY (HOC)(10) |  |
| HIP - Family (Housing Op Com) PH-Fam |  |
| HIP - Individual (Housing Op Com) PH-Ind |  |
| Housing Counseling Program HOC SSO-All |  |
| Housing Initiative Program Housing Locators (HOC) SSO-All |  |
| Lasko Manor (HOC) PH-Ind |  |
| McKinney 03-Family HOC PH-Fam |  |
| McKinney 10-Family (Contracted CM) - PH-Fam |  |
| McKinney 10-Family HOC PH-Fam |  |
| McKinney 10-Individual (Contracted CM) PH-Ind |  |
| McKinney 10-Individual Expansion(HOC) PH-IND |  |
| McKinney 10-Individual HOC PH-Ind |  |
| McKinney 12-Individual (Contracted CM) PH-Ind |  |
| McKinney 12-Individual HOC PH-Ind |  |
| McKinney 14 -Family HOC PH-Fam |  |
| McKinney 14 (HOC) Contracted CM - PH-Ind |  |
| McKinney 14 HUD (HOC) - PH-IND |  |
| MoCo - VASH (HOC) Family PH-Fam |  |
| MoCo - VASH (HOC) Singles PH-Ind |  |
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| Interfaith Works AGENCY (IW)(6) |  |
| Becky's House (IW) PSH-Ind |  |
| ESG CV Rapid Rehousing (IW) RRH-Ind |  |
| HIP-Family (Interfaith Works) PH-Fam |  |
| HIP - Individual (Interfaith Works) PH-Ind |  |
| Interfaith Homes HUD (IW) PH-Ind |  |
| Interfaith Homes (IW) PH-Ind |  |
| Interfaith Housing Coalition (IW) PH-Fam |  |
| Interfaith Works Day Program (IW) SSO-Ind |  |
| Interfaith Works Women’s Center at Crabbs Branch ES-Ind |  |
| IW Residences (IW) PH-IND |  |
| Priscilla's House (IW) PH-Ind |  |
| Progress Place COVID Response Shelter (IW) ES-Ind |  |
| Women's Year-Round Emergency Shelter (IW) ES-IND |  |
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| Montgomery County Coalition for the Homeless AGENCY (MCCH)(14) |  |
| Ashmore (MCCH) PSH-Ind |  |
| Aurora Apartments (MCCH) PH-Ind |  |
| Comprehensive Re-Entry Project (CoRP) (MCCH) SSO-Ind |  |
| Cordell Place HUD (MCCH) PSH-Ind |  |
| Cordell Place (MCCH) PSH-Ind |  |
| Flower (MCCH) PH-Ind |  |
| HIP -Family (MCCH) PH-Fam |  |
| HIP - Individual (MCCH-Archways) PH-Ind |  |
| HIP - Individual (MCCH) PH-Ind |  |
| Home First II (MCCH) PH-Ind |  |
| Home First I (MCCH) PH-Ind |  |
| Hope Housing-Forest (MCCH) PH-Ind |  |
| Hope Housing-Furlong (MCCH) PH-Fam |  |
| Hope Housing-Grandin (MCCH) PH-Ind |  |
| Hope Housing-Highstream (MCCH) PH-Fam |  |
| Hope Housing-Pier (MCCH) PH-Ind |  |
| Hope Housing-PlyersMill(MCCH) PH-Ind |  |
| Hope Housing-Rolling (MCCH) PH-Ind |  |
| Hope Housing-Shea (MCCH) PH-Ind |  |
| Hope Housing-Twinbrook (MCCH) PH-Ind |  |
| Hope Housing-Van Buren (MCCH) PH-Ind |  |
| Keys First - Family (MCCH) PH-Fam |  |
| Keys First - Individual (MCCH) PH-Ind |  |
| MCCH Rapid Rehousing (RRH-IND) |  |
| Nebel Street Men’s Shelter (MCCH) ES-IND |  |
| Operation Homecoming (MCCH) PH-Fam |  |
| Operation Homecoming (MCCH) PH-Ind |  |
| PPH 1-Family (MCCH) PH-Fam |  |
| PPH 1-Individual (MCCH) PH-Ind |  |
| PPH 2-Family (MCCH) PH-Fam |  |
| PPH 2-Individual (MCCH) PH-Ind |  |
| Seneca Heights Apartments Family Housing (MCCH) PH-Fam |  |
| Seneca Heights Private Living Quarters (PLQ) (MCCH) HUD PH-Ind |  |
| Seneca Heights Private Living Quarters (PLQ) (MCCH) PH-Ind |  |
| Veteran Safe Havens (MCCH) SH-Ind |  |
| Vulnerability Initiative Program (MCCH) PH-Ind |  |
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| Montgomery County Coordinated Entry System (CES) AGENCY(286) |  |
| MC CoC Coordinated Entry Project (CES-All) |  |
| MC CoC Diversion Project SSO-Ind |  |
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| Montgomery County Collaboration Council (382) |  |
| MoCoReconnect |  |
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| Montgomery County Hospital Network (DHHS) - AGENCY(320) |  |
| Adventist Behavioral Health SSO-All |  |
| Adventist HealthCare Shady Grove Medical Center SSO-All |  |
| Holy Cross Hospital - Germantown SSO-All |  |
| Holy Cross Hospital - Silver Spring SSO-All |  |
| MedStar Montgomery Medical Center SSO-All |  |
| Mobile Integrated Health - EMIHS SSO-All |  |
| Montgomery County Fire Rescue Service SSO-All |  |
| Nexus Montgomery Behavioral Health SSO-All |  |
| Suburban Hospital, (Johns Hopkins Medicine) SSO-All |  |
| Washington Adventist Hospital SSO-All |  |
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| Mount Calvary Baptist Church (MCBC) Agency(16) |  |
| Helping Hands Center MCBC ES-Fam |  |
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| National Center for Children and Families AGENCY (NCCF)(17) |  |
| Betty's House I and I Families TH-Fam |  |
| Family Stabilization Program - Arise House (NCCF) TH-Fam |  |
| Family Stabilization Program (NCCF) PH-Fam |  |
| Future Bound (Youth) (NCCF) TH-IND |  |
| Greentree Shelter NCCF ES-Fam |  |
| Rapid Re-Housing I (RRH) NCCF RRH-Fam |  |
| Supportive Housing Program (NCCF) TH-Fam |  |
| Young Adult Rapid Re-Housing NCCF RRH-Fam |  |
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| Pathways to Housing DC AGENCY (PTH)(279) |  |
| Housing Case Management (PTH) SSO-Ind |  |
| Pathways Street Outreach (PTH) SO-Ind |  |
| Project Home (HUD) (PTH) PSH-Ind |  |
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| People Encouraging People (PEP) Agency(183) |  |
| Assertive Community Treatment (PEP) SSO-Ind |  |
| Forensic Assertive Community Treatment (PEP) SSO-Ind |  |
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| Quest, Inc. Agency (Quest)(153) |  |
| HIP -Family (Quest) PH-Fam |  |
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| Rainbow Place AGENCY (RPA)(18) |  |
| Rainbow Place (RPA) ES-Ind |  |
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| Shepherd's Table Agency (STA)(19) |  |
| Shepherd's Table STA SSO-All |  |
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| Stepping Stones AGENCY (SSA)(21) |  |
| HIP - Family (Stepping Stones) PH-Fam |  |
| Stepping Stones Shelter SSA ES-Fam |  |
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| The Coordinating Center AGENCY (CCA)(151) |  |
| HIP -Individual (Coordinating Center) PH-Ind |  |
| HIP - Medical (Coordinating Center) PH-Ind |  |
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| Veterans Affairs Medical Center (VA)(226) |  |
| VA Community Resource and Referral Center VA SSO-All |  |
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