

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 Physical Address:** (Please print complete address including City, State, and Zip Code.) Business Email Address: (Only Business Email Addresses will be Use for Password Recovery) **Trained By:** DHHS Date: Agency Date: _____ 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 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 M	Ianual.
I understand that I must take all reasonable means to protect personal information that is a but not limited to, reports, data entry forms, and signed consent forms.	n hard copy format, including,
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 prope	rly destroyed to maintain Confidentiality.
I understand that I must take all reasonable means to protect personal information that is sincluding, but not limited to, a network, desktop, laptop, and external storage drive.	stored within the application,
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 share	d with any other user.
I understand that the only individuals who can view HMIS information are authorized use pertains.	ers and the clients to whom the information
I understand that I may only view, obtain, disclose, or use the database information that is	s necessary in performing my job.
I understand that these rules apply to all users of the DHHS HMIS whatever their work ro	erstand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job. erstand 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.	S HMIS Administrator.
I understand and agree to the above statements.	
Employee Signature:	Date:
Supervisor's Signature:	Date:
To be completed by the HMIS Administrator:	
 Verified user was HIPAA trained. [] Yes [] No Verified user was Agency or DHHS application trained. [] Yes [] No Added user's business email to the HMIS Outlook distribution list. [] Yes Submitted Helpdesk Ticket to create County ID. [] Yes [] No [] N/A contractor. 	Yes [] No
User ID (Assigned by MCDHHS):	

HMIS Admin Signature: Date:

SERVICEPOINT ENTER DATA AS PROJECT LIST

If a new Project is not listed, write it in at the bottom and email the HMIS Team to have the form updated. Pace and "X" in the EDA Access Needed column for all Projects to which the User needs access.

Agency Name	
Montgomery County Coordinated Entry System (CES) AG	ENCY
ontgomery County Coordinated Entry System (CES) AGENCY(286	6)
ontgomery County Coordinated Entry System (CES) AGENCY(286	6)
Bethesda Cares AGENCY (BC)	
ethesda Cares AGENCY (BC)(69)	
Catholic Charities Services, Inc. AGENCY (CC)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
atholic Charities Services, Inc. AGENCY (CC)(3)	
City of Gaithersburg AGENCY (COG)	
ity of Gaithersburg AGENCY (COG)(4)	
Community Reach of Montgomery County AGENCY (CF	RM)
ommunity Reach of Montgomery County AGENCY (CRM)(5)	
ommunity Reach of Montgomery County AGENCY (CRM)(5)	
ommunity Reach of Montgomery County AGENCY (CRM)(5)	
Cornerstone Montgomery AGENCY (CMA)	
ornerstone Montgomery AGENCY (CMA)(255)	

HMIS Project Name	
Agency Admin ONLY	
MC CoC Coordinated Entry Project (CES-All)	
MC CoC Diversion Project SSO-Ind	
Agency Admin ONLY	
Bethesda Cares (BC) SO-Ind	
Critical Care Intervention (BC) SSO-Ind	
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	
Agency Admin ONLY	
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	
Agency Admin ONLY	
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	
Agency Admin ONLY	
Jefferson House (CRM) PH-Ind	
Mansfield Kaseman Health Clinic	
Rockland House (CRM) PH-Ind	
Agency Admin ONLY	
Assertive Community Treatment (CMA) SSO-IND	

EDA Access
Needed
No EDA
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No EDA
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No EDA

Agency Name
Cornerstone Montgomery AGENCY (CMA)(255)
Department of Correction and Rehabilitation (DOCR) AGENCY
Department of Correction and Rehabilitation (DOCR) AGENCY(361)
Department of Correction and Rehabilitation (DOCR) AGENCY(361)
Department of Health Human Services (DHHS)
Department of Health Human Services (DHHS)(8)

HMIS Project Name	
HIP-Individual (Cornerstone) PH-Ind	
Agency Admin ONLY	
Detainee Case Management (DOCR) SSO-Ind	
Reentry Case Management (DOCR) SSO-Ind	
Agency Admin ONLY	
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	
Health Care for the Homeless - Hospital Discharge Planning (DHHS) SSO-All	
Health Care for the Homeless - Hospital Outreach (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	

EDA Access Needed

No EDA

Agency Name
Department of Health Human Services (DHHS)(8)
Department of Health Human Services (DHHS)(8)
Department of Health Human Services (DHHS)(8)
Dwelling Place, Inc. (DP)
Dwelling Place, Inc. (DP)(9)
Dwelling Place, Inc. (DP)(9)
EveryMind AGENCY (EM)
EveryMind AGENCY (EM)(12)
Family Services, Inc. AGENCY (FS)
Family Services, Inc. AGENCY (FS)(176)
Family Services, Inc. AGENCY (FS)(176)
House of Divine Guidance – Agency (HDG)
House of Divine Guidance – Agency (HDG)(229)
House of Divine Guidance – Agency (HDG)(229)
Housing Opportunities Commission AGENCY (HOC)
Housing Opportunities Commission AGENCY (HOC)(10)

HMIS Project Name	
MC Mental Health Court (DHHS) SO-Ind	
Red Roof COVID Response Shelter/Hotel ES-Ind	
Travelodge COVID Response Shelter/Hotel (HCHP) ES-IND	
Agency Admin ONLY	
Dwelling Place (DP) (HUD) PH-Fam	
HIP-Family (Dwelling Place) PH-Fam	
Agency Admin ONLY	
HIP - Individual (EveryMind) PH-Ind	
Homeless Outreach - All County PATH (EM) SO-IND	
Places for People 1 (Former)	
Places for People 1 (MHA) TH-Ind	
Agency Admin ONLY	
HIP - Family (Family Services) PH-Fam	
HIP - Individual (Family Services) PH-Ind	
Agency Admin ONLY	
The Winter Haven HDG ES-Fam	
The Winter Haven HDG ES-Ind	
Agency Admin ONLY	
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	

EDA Access Needed

No EDA

No EDA

No EDA

No EDA

	Agency Name
Inte	erfaith Works AGENCY (IW)
Interfaith Works AGENCY	(IW)(6)
Montgomery County	Coalition for the Homeless AGENCY (MCCH)
Montgomery County Coalit	ion for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalit	ion for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalit	ion for the Homeless AGENCY (MCCH)(14)
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Montgomery County Coalit	ion for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalit	ion for the Homeless AGENCY (MCCH)(14)

HMIS Project Name
Agency Admin ONLY
Becky's House (IW) PSH-Ind
Coffield COVID Response Shelter - Women (IW) ES-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 Overflow Shelter (IW) ES-Ind
IW Residences (IW) PH-IND
Progress Place COVID Response Shelter (IW) ES-Ind
Watkins Mill House (IW) PH-Ind
Women's Year-Round Emergency Shelter (IW) ES-IND
Agency Admin ONLY
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

EDA Access Needed No EDA

Agency Name
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
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Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
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Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Coalition for the Homeless AGENCY (MCCH)(14)
Montgomery County Hospital Network (DHHS) - AGENCY
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
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Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Montgomery County Hospital Network (DHHS) - AGENCY(320)
Mount Calvary Baptist Church (MCBC) Agency
Mount Calvary Baptist Church (MCBC) Agency(16)
National Center for Children and Families AGENCY (NCCF)
National Center for Children and Families AGENCY (NCCF)(17)
National Center for Children and Families AGENCY (NCCF)(17)

HMIS Project Name	
ope Housing-Twinbrook (MCCH) PH-Ind	
ope Housing-Van Buren (MCCH) PH-Ind	
eys First - Family (MCCH) PH-Fam	
eys First - Individual (MCCH) PH-Ind	
ong Branch COVID Response Shelter - Men (MCCH) ES-IND	
len's Emergency Shelter - Overflow (MCCH) ES-IND	
len's Emergency Shelter - Year Round (MCCH) ES-IND	
peration Homecoming (MCCH) PH-Fam	
peration Homecoming (MCCH) PH-Ind	
PH 1-Family (MCCH) PH-Fam	
PH 1-Individual (MCCH) PH-Ind	
PH 2-Family (MCCH) PH-Fam	
PH 2-Individual (MCCH) PH-Ind	
eneca Heights Apartments Family Housing (MCCH) PH-Fam	
eneca Heights Private Living Quarters (PLQ) (MCCH) HUD PH-Ind	
eneca Heights Private Living Quarters (PLQ) (MCCH) PH-Ind	
eteran Safe Havens (MCCH) SH-Ind	
ulnerability Initiative Program (MCCH) PH-Ind	
Agency Admin ONLY	
dventist Behavioral Health SSO-All	
dventist HealthCare Shady Grove Medical Center SSO-All	
oly Cross Hospital - Germantown SSO-All	
oly Cross Hospital - Silver Spring SSO-All	
ledStar Montgomery Medical Center SSO-All	
lobile Integrated Health - EMIHS SSO-All	
lontgomery County Fire Rescue Service SSO-All	
exus Montgomery Behavioral Health SSO-All	
uburban Hospital, (Johns Hopkins Medicine) SSO-All	
/ashington Adventist Hospital SSO-All	
Agency Admin ONLY	
elping Hands Center MCBC ES-Fam	
Agency Admin ONLY	
amily Stabalization Program (NCCF) PH-Fam	
amily Stabilization Program - Arise House (NCCF) TH-Fam	

EDA Access Needed

No EDA

No EDA

Agency Name					
National Center for Children and Families AGENCY (NCCF)(17)					
National Center for Children and Families AGENCY (NCCF)(17)					
National Center for Children and Families AGENCY (NCCF)(17)					
National Center for Children and Families AGENCY (NCCF)(17)					
National Center for Children and Families AGENCY (NCCF)(17)					
National Center for Children and Families AGENCY (NCCF)(17)					
Pathways to Housing DC AGENCY (PTH)					
Pathways to Housing DC AGENCY (PTH)(279)					
Pathways to Housing DC AGENCY (PTH)(279)					
Pathways to Housing DC AGENCY (PTH)(279)					
People Encouraging People (PEP) Agency					
People Encouraging People (PEP) Agency(183)					
People Encouraging People (PEP) Agency(183)					
Quest, Inc. Agency (Quest)					
Quest, Inc. Agency (Quest)(153)					
Quest, Inc. Agency (Quest)(153)					
Rainbow Place AGENCY (RPA)					
Rainbow Place AGENCY (RPA)(18)					
Shepherd's Table Agency (STA)					
Shepherd's Table Agency (STA)(19)					
Stepping Stones AGENCY (SSA)					
Stepping Stones AGENCY (SSA)(21)					
Stepping Stones AGENCY (SSA)(21)					
The Coordinating Center AGENCY (CCA)					
The Coordinating Center AGENCY (CCA)(151)					
The Coordinating Center AGENCY (CCA)(151)					
Veterans Affairs Medical Center (VA)					
Veterans Affairs Medical Center (VA)(226)					
Agency Name (New Project - Not Listed)					

HMIS I	Project Name
Future Bound (Youth) (NCCF) TH-IND	
Greentree Shelter NCCF ES-Fam	
Rapid Re-Housing II (RRH) NCCF RRH-Fam	
Rapid Re-Housing I (RRH) NCCF RRH-Fam	
Supportive Housing Program (NCCF) TH-Far	n
Young Adult Rapid Re-Housing NCCF RRH-F	- am
Agenc	y Admin ONLY
Housing Case Management (PTH) SSO-Ind	
Pathways Street Outreach (PTH) SO-Ind	
Project Home (HUD) (PTH) PSH-Ind	
Agenc	y Admin ONLY
Assertive Community Treatment (PEP) SSO-	Ind
Forensic Assertive Community Treatment (PE	EP) SSO-Ind
Agenc	y Admin ONLY
HIP -Family (Quest) PH-Fam	
HIP - Individual (Quest) PH-Ind	
Agenc	y Admin ONLY
Rainbow Place (RPA) ES-Ind	
Agenc	y Admin ONLY
Shepherd's Table STA SSO-All	
Agenc	y Admin ONLY
HIP - Family (Stepping Stones) PH-Fam	
Stepping Stones Shelter SSA ES-Fam	
Agenc	y Admin ONLY
HIP -Individual (Coordinating Center) PH-Ind	
HIP - Medical (Coordinating Center) PH-Ind	
Agenc	y Admin ONLY
VA Community Resource and Referral Center	r VA SSO-All
Project Name (N	New Project - Not Listed)

EDA Access
Needed
No EDA
No EDA
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NO EDA
No EDA
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No EDA
N. 55.1
No EDA
N/A

Agency Name	HMIS Project Name	EDA Access Needed