**Community Action Pioneer Valley Clarity HMIS**

**Three County Continuum of Care**

**User Account Request Form**

New User  Coordinated Entry Access  **Today’s Date:** \_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_

Delete User  Change User Access Role

**Access Level Requested:** Staff  Administrator  Manager

## HMIS User Information

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Background Check Statement

Pursuant to 24 CFR 580.35(d)(2) relating to the HMIS security standards, the user listed above has successfully passed a criminal background check conducted by the user organization and is eligible to access HMIS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature (CEO/Executive Director/Signatory) Printed Name Date

## Authorization & Confidentiality Statement

My agency agrees to maintain strict confidentiality of information obtained through HMIS. This information will be used only for the legitimate client services and administration of the above named organization/agency. I understand that it is the responsibility of the Partner Agency Executive Director, or authorized HMIS signatory, to notify the HMIS System Administrator of the user's termination from the agency, placement on disciplinary probation, or upon any change in duties not necessitating access to HMIS information within one business day of the occurrence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature (CEO/Executive Director/Signatory) Printed Name Date

***If requesting CES Access, this form requires additional signature from the CoC Coordinated Entry Specialist or Homeless Services Coordinator.***

User has completed necessary Coordinated Entry Assessor and HMIS training and is authorized to access the Coordinated Entry System program within HMIS

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Authorized Signature Printed Name Date

(CoC Coordinated Entry Specialist or Homeless Services Coordinator)

## **Access Level Descriptions**

**Staff: Can create and edit client records, program enrollments, assessments, services, notes, files, attendance, household management, location, contacts, and referrals. Can also access client history and run reports in the report library.**

**Administrator: Everything included in the staff level, plus the ability to delete services, enrollments, files, notes, location, contacts, assessments, and referrals. Also is able to restore deleted data.**

**Manager (No more than 1 per agency): Everything included in the Administrator level, plus the ability to access the ‘Manage’ screen which allows users to edit, add, or delete services, programs, sites, funding sources, and more. Also gives the ability to manage staff accounts and audit their HMIS usage. It is recommended that HMIS Managers check with the System Administrator before making changes to programs or services. Because of the higher cost of Manager level accounts, the CoC does not have enough to appoint a Manager to each Agency and will be distributed on a first come basis and a waitlist. If there are staff on the waitlist, Manager accounts which become inactive will be reassigned to the first person on the list at that time.**