



Homeless Management Information System

**MINER - STATE OF NEVADA HOMELESS MANAGEMENT INFORMATION SYSTEM
USER POLICY AND RESPONSIBILITY STATEMENT - CODE OF ETHICS**

Name

Email

Phone #

Section 1 – Authorization to attend training.

The agency must complete section 1 and the user must bring this signed copy with them to User Training and/or Privacy & Confidentiality Training.

The person listed above is an employee or volunteer in good standing with our agency, and is approved by our agency as an authorized user.

Agency Name

Agency Authorized Signature

Date

Section 2 – User Policy, Responsibility & Code of Ethics.

This section must be completed by the user and turned in to the system administrator to complete the creation of a user account.

User Policy

Participating agencies shall share information for provision of services to their clients through a networked infrastructure that establishes electronic communication among the participating agencies.

Participating agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in the Miner Homeless Management Information System (HMIS). Participating agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data.

It is a client's decision about whether or not to have his or her information entered into the Miner (HMIS) system and shared with participating agencies. The client must sign a release consenting to the sharing of information.

Subject to the foregoing, as an authorized user, I agree to enter the minimum data elements as outlined in the Provider Participation document provided by the Bitfocus, Inc.

Data necessary for the development of aggregate anonymous reports of homeless services, including services needed, services provided, referrals, client goals and outcomes should be entered to the greatest extent possible.

The Miner (HMIS) system is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff should use the client information in the Miner (HMIS) system to target services to their clients needs.

User Responsibility

Your User ID and Password give you access to the Miner (HMIS) system. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and Password. Failure to uphold the confidentiality standards set forth in the Miner (HMIS) Standard Operating Procedures is grounds for immediate termination from the Miner (HMIS) system.

FAX TO: (702) 666-9102 OR SCAN AND EMAIL TO: SUPPORT@BITFOCUS.COM



Homeless Management Information System

- _____ My User ID and Password are for my use only and must not be shared with anyone.
- _____ I must take all reasonable means to keep my Password physically secure.
- _____ I understand that the only individuals who have the right to review information in the Miner (HMIS) system are authorized users and the clients to whom the information pertains.
- _____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.
- _____ If I am logged into the Miner (HMIS) system and must leave the work area where the computer is located, I must log off the Miner (HMIS) system before leaving the work area.
- _____ A computer that has the Miner (HMIS) system "open and running" shall never be left unattended.
- _____ Failure to log off the Miner (HMIS) system appropriately may result in a breach in client confidentiality and system security.
- _____ Hardcopies of data from the Miner (HMIS) system must be kept in a secure file.
- _____ When hardcopies of data from the Miner (HMIS) system are no longer needed, they must be destroyed to maintain confidentiality.
- _____ If I notice or suspect a security breach, I must immediately notify the agency administrator or the system administrator.
- _____ I understand that I must complete confidentiality and privacy training on an annual basis. Failure to do so will result in the expiration of my User ID and Password.
- _____ I understand that I may be subject to disciplinary action in accordance with my agency's Policies & Procedures if I fail to comply with this User Agreement.

User Code of Ethics

- A. The Miner (HMIS) system users must treat participating agencies with respect, fairness, and good faith.
- B. Each Miner (HMIS) system user should maintain high standards of professional conduct in his or her capacity as a system user.
- C. Each Miner (HMIS) system user has a primary responsibility for his or her client(s).
- D. Each Miner (HMIS) system user has the responsibility to relate to the clients of other participating agencies with full professional consideration.

I understand and agree to comply with all the statements listed above.

Printed Name

Email Address / Phone #

User Signature

Date

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