

## Your Way Home Montgomery County Data Systems User Authorization Form

**Agency manager:** Please complete this form to authorize a new user to the Your Way Home Data Systems. Once completed, email the signed form to [HMISHelp@montgomerycountypa.gov](mailto:HMISHelp@montgomerycountypa.gov).

Agency Name: \_\_\_\_\_  
 Agency Manager Signature: \_\_\_\_\_  
 Date of Authorization: \_\_\_\_\_

The following individuals are authorized access to Clarity HS at the privilege level indicated.

*Housing Resource Center/ Call Center only:* Indicate if the user is also granted access to Dropbox files.

			Housing Resource Center/ Call Center Only:
User Name	Email	Clarity HS Privilege Level	YWH Dropbox

**Clarity Privilege Levels:**

- 1- Case worker: ability to create and edit client records, including referrals, and enroll clients in programs.
- 2- Agency manager: all abilities of case worker, plus ability to delete services and records at their agency.
- 3- Review only: view agency-level information and run reports.
- 4- Remove user: remove access from indicated databases.