

Your Way Home Montgomery County Data Systems

User Agreement

Agency Name: _____ Staff Name: _____

Your Way Home Montgomery County Data Systems, Clarity Human Services, under the ownership of the Montgomery County Office of Housing and Community Development, allows for client-level information storage and tracking to coordinate services between YWH partner agencies.

YWH Data Systems users (“Users”) have an ethical and a legal obligation to ensure that the data is being collected, stored, accessed and used appropriately. It is also the responsibility of each User to ensure that client data is only used for the purposes for which it was collected. Proper user training, compliance with the terms and conditions as stated in the Montgomery County HMIS Partnership Agreement and the Your Way Home Data Systems Policy and Procedure Manual, and a clear understanding of client confidentiality are vital to achieving these goals.

Relevant points regarding client confidentiality include:

- A Release of Information form must be signed or verbal consent recorded for each client whose data is entered into the YWH Data Systems.
- No client may be denied services for failure to provide consent for data sharing in the YWH Data Systems.
- Clients have a right to inspect, receive a copy and request changes to their YWH Data Systems records.
- Users will maintain data within YWH Data Systems in such a way as to protect the identity of clients from nonparticipating agencies, individuals or entities.
- Any User failing to protect client confidentiality as set forth in this User Agreement, the Montgomery County HMIS Partnership Agreement, or the Your Way Home Data Systems Policy and Procedure Manual, may be denied access to YWH Data Systems.

I have received and read a copy of the Montgomery County HMIS Partnership Agreement and the Your Way Home Data Systems Policy and Procedure Manual and affirm the following:

1. I have received YWH Data System Privacy and Security Training.
2. I have read and will abide by the terms of the Montgomery County HMIS Partnership Agreement and the Your Way Home Data Systems Policy and Procedure Manual.
3. I will maintain the confidentiality of client data in YWH Data Systems as outlined above and as outlined in the Montgomery County HMIS Partnership Agreement and the Your Way Home Data Systems Policy and Procedure Manual.
4. I will only collect, enter, and extract data in YWH Data Systems relevant to the delivery of services to homeless, at risk of becoming homeless, and formerly homeless people experiencing a crisis in our community.
5. I have registered as a member with YWH at <https://www.surveymonkey.com/r/ywhmembership>

Staff signature

Date