

2023 Long Island Homeless Management Information System (HMIS) Upload Agency Agreement

This agreement is enacted between the **Long Island Coalition for the Homeless (LICH)** and the
(HMIS Upload Agency): _____

The parties mutually agree as follows:

- _____ *Initial*

1. HMIS Participating Agency agrees to support and participate in the development and implementation of the Long Island Homeless Management Information System (HMIS).
- _____ *Initial*

2. HMIS Participating Agency has identified a need to upload data to the HMIS. HMIS Participating Agency shall obtain unique AWARDS user IDs for all HMIS Participating Agency employees who will have access to AWARDS and shall ensure that all named users are appropriately trained to use AWARDS.
- _____ *Initial*

3. HMIS Participating Agency understands that sharing of AWARDS usernames and passwords is expressly forbidden and agrees to monitor HMIS usage to ensure the protection of this information. Unauthorized release of this information is a serious violation of confidentiality and privacy protections and, in certain instances, may be a violation of law.
- _____ *Initial*

4. The LI HMIS System Administrator (LICH) will have read-only access to the uploaded data to review data quality and produce reports on behalf of the Nassau-Suffolk Continuum of Care.
- _____ *Initial*

5. HMIS Participating Agency shall immediately discontinue access to AWARDS for any employee separated from the HMIS Participating Agency for any reason.
- _____ *Initial*

6. HMIS Participating Agency assumes all responsibility in assuring compliance with all HMIS policies and procedures and any Federal and State regulations relating to HMIS Participating Agency's contribution to the HMIS.
- _____ *Initial*

7. HMIS Participating Agency is responsible for adhering to the measures set out in the LI HMIS Data Quality Plan, including timely upload of data and participation in monthly data quality reviews and additional data reviews related to the CoC's preparation of the LSA (Longitudinal System Analysis) and SPM (System Performance Measures).
- _____ *Initial*

8. This Agreement shall remain in effect until the HMIS Participating Agency's upload privileges to the HMIS are terminated or until one year from the date of this agreement's execution by the HMIS Participating Agency, whichever occurs first.
- _____ *Initial*

9. Failure to adhere to this Agreement may result in the suspension or termination of the HMIS Participating Agency's upload privileges to the HMIS. Suspension and termination of upload privileges are at the sole discretion of LICH.
- _____ *Initial*

10. HMIS Participating Agency may be required to participate in limited data sharing with other participating agencies to facilitate the implementation and effectiveness of the Coordinated Entry System. If so, a separate data sharing agreement will be executed with the participating agency.

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The undersigned have read this Agreement and understand and agree to abide by the terms and conditions contained herein.

HMIS PARTICIPATING UPLOAD AGENCY

Name

Address

City, State, Zip

Phone

*E-mail of Executive Director or CEO

LONG ISLAND COALITION FOR THE HOMELESS

600 Albany Ave., Suite 2
Amityville, NY 11701

(631) 464-4314 – phone

(631) 464-4319 – fax

Printed Name and Title of HMIS Participating Upload Agency
Executive Director or CEO

Greta Guarton, LMSW

Printed Name of LICH Executive Director

Signature of HMIS Participating Upload Agency
Executive Director or CEO

Signature of LICH Executive Director

Date

Date

**Complete and sign two originals of this document.
One original will be returned to the HMIS Participating Agency after LICH
signature.**

Send both original documents to:

Long Island Coalition for the Homeless
Attn: HMIS Agreements
600 Albany Ave, Suite 2
Amityville, New York 11701