



## CMIS END USER LICENSE AGREEMENT

The Client Management Information System (CMIS) allows sharing of client information for the provision of services in Palm Beach County through a networked infrastructure that establishes electronic communication among Member Agencies. Participation in the CMIS enables the collection and sharing of unduplicated countywide aggregate data on homeless service delivery. The CMIS system provides a standardized assessment of client needs, supports the creation of individualized service plans and records the use of housing and other related services.

This document outlines the role and responsibilities of End Users. All End Users have a vital role in ensuring the accuracy and quality of data entry.

I, \_\_\_\_\_ understand and agree to adhere to all the responsibilities stated (End User Name / Member Agency) below.

- Read and be fully familiar with the CMIS Policies and Procedures Manual.
- Sign an Affidavit of Good Moral Character and meet background requirements of my agency.
- Meet basic computer competency/skills to adequately use and navigate CMIS.
- Complete all CMIS training requirements.
- Comply with all system security and confidentiality policies outlined in the CMIS Policies and Procedure Manual and in CMIS training (Section 11).
- Maintain the confidentiality of assigned User ID and password.
- Maintain client confidentiality and uphold all client rights outlined in CMIS Policies and Procedures Manual (Section 10)
- Report suspect security breaches to my Agency Administrator.
- Enter client data fully complying with HUD Universal Data Elements standards.
- Enter client data in real-time adhering the CMIS Policies and Procedures Manual (Section 15)
- Comply with End User inactivity requirements as outlined in CMIS Policies and Procedures Manual (Section 11).
- Maintain high standards of professional conduct treating clients and other Member Agencies with respect and fairness.

I understand that a failure to comply with the above responsibilities may result in the removal or suspension of my user license.

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End User Signature

Date

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Member Agency Administrator Signature

Date