

Homeless Management Information System

Agency Partner Agreement



The Homeless Management Information System (hereinafter "HMIS") is a client information system that provides a standardized assessment of consumer needs, allows for the creation of individualized services plans and records the use of housing and services which communities can use to determine the utilization of services of participating Agencies, identifying gaps in the local service continuum and develop outcome measurements.

The HMIS implementation is administered by the Institute for Community Alliances (ICA), the designated HMIS Lead Agency. ICA has contracted with WellSky to maintain the file server and software which contains all Client information, including encrypted identifying information, entered into the HMIS.

The Agency Director must indicate agreement with the terms set forth below by signing this Agreement before an HMIS account can be established or maintained for the Agency.

1) General Understandings

In this Agency Partner Agreement (hereinafter "Agreement"),

- a) "Client" is a consumer of services;
- b) "Agency" is the Agency named in this Agreement;
- c) "Enter(ing)" or "entry" refers to the entry of any Client information into the HMIS;
- d) "Share(ing)" or "Information Share(ing)" refers to the sharing of information which has been entered into the HMIS with one or more Partner Agencies.
- e) "Partner Agencies" are all the Agencies participating in HMIS;
- f) "Protected Projects" are projects serving exclusively a specific protected Client population. Protected populations include: unaccompanied minors, Clients with HIV/AIDS, Clients with a current or former history of substance abuse, Clients with a current or former history of mental health problems, or Clients receiving legal services.
- g) "User" refers to any individual with access to the HMIS database at the Agency;
- h) "Agency Director" is the individual authorized to sign agreements and contracts on behalf of the Agency, and includes individuals with titles such as Executive Director, Chief Executive Officer, President of the Board of Directors, or equivalent positions. The Agency Director is the only individual authorized to sign the ICA Agency Partner Agreement and designate Authorized Representatives and Contacts for the Agency;
- i) A "Designated Authorized Representative" is an individual granted authority to act on behalf of the Agency Director for the purposes of directing ICA in day-to-day HMIS operational needs. ICA reserves the right to confirm any requests made by the Designated Authorized Representative with the Agency Director. If the Agency Director elects not to provide a Designated Authorized Representative, the Agency Director becomes the Designated Authorized Representative by default; and
- j) A "Designated Contact" is an individual the Agency Director has designated to receive official notifications from ICA including, but not limited to, notices of each upcoming site visit or desk monitoring, and any letters regarding Agency compliance. If the Agency Director elects not to provide a Designated Contact, the Designated Authorized Representative(s) become the Designated Contact by default.

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2) Confidentiality

- a) The Agency shall uphold relevant federal and state confidentiality regulations and laws that protect Client records, and the Agency shall only release Client HMIS records in accordance with this Agreement and HMIS Policies and Procedures.
 - i) The Agency shall abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2 regarding disclosure of alcohol and/or drug abuse records unless otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Agency understands that federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.
 - ii) The Agency shall abide specifically, when applicable, with the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and corresponding regulations passed by the Federal Department of Health and Human Services.
- b) The Agency shall not solicit or input information from Clients into the HMIS database unless it is essential to provide services, to develop reports and provide data, or to conduct evaluation or research. Furthermore,
 - i) The Agency shall provide its Clients a verbal explanation of the HMIS database and the terms of consent and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent form.
 - ii) The Agency agrees not to release any identifying individual Client information obtained from the HMIS to any organization or individual without written Client consent. Such written Client consent shall specify exactly what information the Client allows to be released; information that is not specified by the Client shall not be released. This includes HMIS-generated reports provided to funders and government entities.
- c) The Agency shall take the following additional steps to ensure the confidentiality of Client data:
 - i) The Agency will take reasonable safeguards when discussing client information. Every effort will be made to avoid discussing Confidential Client information with staff, Clients, or Clients' family members where it may be overheard by unauthorized persons.
 - ii) Visitors and Clients are appropriately escorted to ensure that they do not access staff areas, record storage areas, or other areas potentially containing Client information.
 - iii) Directors and other management or supervisory personnel are familiar with security and confidentiality policies and enforce such policies to ensure the security and confidentiality of the HMIS database and of Client information.
 - iv) The Agency staff shall be made to feel comfortable and obligated to report security breaches and misuse of the HMIS database. Users may report actual or suspected breaches of confidentiality directly to the ICA Missouri Helpdesk. In the event ICA is notified of an actual or suspected breach of confidentiality by a User, ICA will notify the Agency Director and Authorized Representatives in writing within 1 business day of receiving the notification. The Agency may not require that notifications of actual or suspected confidentiality breaches related to HMIS data be sent through Agency leadership.
 - v) The Agency shall encourage Clients to report any non-HMIS breaches of confidentiality that they observe in the Agency.

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- d) The Agency is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law as amended and the Parties agree to maintain the confidentiality of information which is not subject to public disclosure under the Sunshine Law as set forth in this Agreement.

3) Display of Notice

Pursuant to the notice published by the Department of Housing and Urban Development ("HUD") on July 30, 2004, the Agency will prominently display at each intake desk (or comparable location) the HMIS Consumer Notice provided by ICA that explains generally the reasons for collecting identified information in the HMIS and the Client rights associated with providing Agency staff with identified data. The Agency will ensure Clients have an opportunity to review the notice and ask any questions they may have to assure Clients are aware of their rights. The current form of the HMIS Consumer Notice, which may be modified from time to time at the HMIS Advisory Committee's discretion, is available from ICA on its website, www.icalliances.org/missouri.

4) Posting of HMIS Privacy Practices

Pursuant to the 2004 HUD HMIS Data and Technical Standards Final Notice, the Agency, if it has a public website, will post the HMIS Privacy Practices on its website. In addition, the Agency shall make the HMIS Privacy Practices document readily available upon Client request. In the event that an update regulation is released by HUD, the Agency agrees to follow the updated regulations. The current edition of the HMIS Privacy Policies document, which may be modified from time to time at the HMIS Advisory Committee's discretion, is available from ICA on its website, www.icalliances.org/missouri.

5) Information Sharing

Prior to entering information into the database that will be shared with Partner Agencies, Agency will obtain the informed consent of the Client using the HMIS Release of Information form designated by the applicable Continuum of Care (CoC). If the Client does not consent to sharing data, the information must still be entered into the HMIS, but may not be shared with other Agencies. It is the responsibility of the Agency to ensure that the information being entered is or is not being shared. If the Agency is unsure if the appropriate sharing settings are in place, the Agency must contact the ICA Missouri Helpdesk **before** entering data.

- a) Protected Projects may (but are not required to) gather the HMIS Release of Information form designated by the applicable CoC. In the event a Client in a Protected Project signs the HMIS Release of Information form, the Agency is responsible for ensuring that the Client's data is appropriately shared within the system.
- b) Protected Projects shall have access to all identifying and service data for Clients it serves and enters into HMIS. No other Agency will have access to information regarding services provided by a Protected Project or the aggregate statistical data of the Protected Project, except in the instance that individual Clients served by Protected Projects may consent to the sharing of their data in the HMIS. Should a Client who is currently in the HMIS present for service, the Protected Project will have access to basic identifying information regardless of the entering Agency. However, a Protected Project will not have access to detailed Client information (i.e., special needs), services provided, or statistical data entered by other Protected Projects.
- c) The Agency is responsible for ensuring that competent consent is provided for the Client.
- d) If a Client withdraws or revokes consent for release of information, the Agency is responsible for immediately contacting the ICA Missouri Helpdesk to ensure that new information entered into the system about the Client is not shared from that date forward.

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- e) The Agency will keep copies of release forms signed by Clients for a period of seven years from the date of expiration. Release forms may be kept in a secured hardcopy file or may be scanned and uploaded to the ROI tab within the HMIS.
- f) The Agency may not condition any services upon or decline to provide any services to a Client based upon a Client's refusal to share information with Partner Agencies unless a program funder requires the sharing of information in the HMIS to deliver services.
- g) The Agency agrees not to release any Client identifying information received from the HMIS to any other person or organization without a proper release of information form or as required by law.

6) Client Inspection and Correction of Records

The Agency will allow a Client to inspect and obtain a copy of his/her own personal information except for information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding, or where another exception applies under law. The Agency will also allow the Client to request the correction of information which is inaccurate or incomplete, and the Agency may refuse the Client's request to change the data if the Agency deems the record accurate and complete.

7) Security

The Agency shall maintain the security and confidentiality of the HMIS information and is responsible for the actions of its Users and for their training and supervision. The Agency must designate a member of their staff to serve as an HMIS privacy officer to oversee the implementation of the steps below in accordance with the 2004 HUD Data and Technical Standards. Among the steps ICA and the Agency will take to maintain security and confidentiality are:

- a) **Access.** The Agency will only request HMIS user credentials for paid employees, supervised volunteers or interns who need access to the HMIS for legitimate business purposes. Legitimate business purposes include but are not limited to: provision of services to the Client, to administer or conduct evaluation of programs, or to comply with regulatory requirements.
 - i) The Agency will limit the access of such employees, volunteers and interns to only those records and projects required for work assignments.
 - ii) The Agency will not access identifying information for any individual for whom services are neither sought nor provided by the Agency (except to the extent that the Agency views names and other basic identifying information from a non-Client in order to avoid the duplication of Client records).
 - iii) The Agency will notify the ICA Missouri Helpdesk (mohmis@icalliances.org) within three (3) business days when a registered User is no longer an employee or does not require access to the HMIS, so the issued User ID and password can be made inactive. The Agency may notify the ICA Missouri Helpdesk in advance if a registered User is transferring positions or leaving the Agency.
 - iv) The Agency shall have access to all Client data entered by the Agency. The Agency shall diligently record in the HMIS all required data pertaining to individual Clients served by the Agency. The Agency shall not knowingly enter false, misleading or biased data, including any data that would unfairly prejudice a Client's ability to obtain services, under any circumstances.
 - v) The Agency shall have access to identifying and data on all Clients in the HMIS database unless access to the Client record has been restricted by the client or in accordance with applicable rules and regulations.

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- vi) The Agency shall utilize the HMIS for business purposes only.
- vii) The Agency shall use Client information in the HMIS database, as provided to the Agency or Partner Agencies, to assist the Agency in providing adequate and appropriate services to the Client.
- b) **User Policy.** Prior to allowing any individual to access the HMIS, ICA shall require the receipt of complete User Access Request form, a User Policy and Responsibility form, and documentation of necessary trainings.
 - i) The Agency is responsible for ensuring that all Users follow the User Policy and Responsibility form and other applicable requirements. The Agency must notify ICA in the event a User breaches the agreement or any other rules. The Agreement must be re-signed at least once each year in order to maintain access to the HMIS, but if the form is revised, Users may be required to sign the agreement more than one time each year.
- c) **Computers and other devices.** The Agency shall permit access to the HMIS only from computers or devices which are physically present on the Agency's premises or are a remote workstation approved for HMIS access by the Agency. Any device utilized to access the HMIS must meet the following standards:
 - i) Devices utilized to access the HMIS will be protected from viruses by a commercially available and effective antivirus software. The antivirus software must have automatic updates, regularly scheduled scanning, and must either remove or quarantine viruses without User intervention.
 - ii) The screen(s) of a workstation or device used to access HMIS will be positioned to prevent unauthorized persons from viewing HMIS data.
 - iii) Computer workstations or other devices used to access HMIS will never be left unattended when the HMIS database is open.
 - iv) Photocopiers, printers and fax machines utilized to print, copy, or fax information from the HMIS are located so as to minimize access by visitors and unauthorized persons.
 - v) Computers or other devices utilized to access the HMIS must have an automatic lock function enabled that locks the computer or device within a short period of inactivity.
 - vi) All devices (including, but not limited to: computers, tablets, printers, copiers and fax machines) used to access HMIS or to print HMIS data and which will no longer be used to access HMIS will have their hard drives reformatted multiple times.
 - vii) All devices (including, but not limited to: computers, tablets, printers, copiers and fax machines) used to access HMIS or to print HMIS data which is no longer functional will have their hard drives pulled, destroyed, and disposed of in a secure manner.
 - viii) In the event that devices (including, but not limited to: computers, tablets, printers, copiers and fax machines) which will be used to access HMIS or to print HMIS data is leased, the lease agreement shall include provisions for either the leasing company or the Agency to (1) reformat the hard drive multiple times or (2) destroy the hard drive.
- d) **Username and Passwords.** The Agency will ensure that Users do not share their username or password for the HMIS with any other individuals, including supervisors or ICA representatives. The Agency will not permit Users to post their username or password in an area where it may be accessible to unauthorized individuals.

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The Agency will not permit HMIS Users to save their username or password for the HMIS within an internet browser. Users must physically enter their username and password each time they log into the HMIS.

- e) **Training and Technical Assistance.** ICA, as the HMIS Lead Agency, is responsible for providing all HMIS-related training and technical assistance.
 - i) Online training will be made available to all HMIS End Users. ICA will also provide opportunities for in-person trainings when reasonably possible.
 - ii) The Agency is required to demonstrate their knowledge of all information shared through ICA's various communication channels including, but not limited to, HMIS User Meetings, HMIS Newsletters, and HMIS Knowledge Base. This information is designed to ensure the security of the HMIS database, the security and confidentiality of Client data, and to stay current with any modification to HMIS policies, procedures, and guidelines.
 - iii) The Agency Director, Designated Authorized Representatives, Designated Contacts and all Users are expected to read the MoHMIS Newsletter and any News Alerts issued via email. Any information issued via the MoHMIS Newsletter or any News Alerts is assumed read and Agencies and Users will be held accountable for information contained therein.
 - iv) ICA shall provide supplemental training regularly to accommodate changes in Agency staff, changes in data collection requirements, or changes to the database software.
 - v) ICA will not issue a username and password for the HMIS to any individuals who have not completed the minimum required training as determined by ICA in consultation with the CoCs within the implementation.
 - vi) ICA may temporarily disable a User account and require a User complete additional training if they have not accessed the database in 60 days, if the data quality for the User is poor, or if there is any reason to believe the User does not understand or follow HMIS requirements.
 - vii) ICA shall be reasonably available during normal weekday business hours to provide technical assistance via the ICA Missouri Helpdesk (mohmis@icalliances.org).
- f) **Recordkeeping Requirements.**
 - i) Printed copies of HMIS information not included in the Client's file will be destroyed.
 - ii) Client records that are retained as hard copy are stored in locking filing cabinets or in rooms that can be locked when unattended.
 - iii) Once a report containing confidential Client information is downloaded from the HMIS, it is the responsibility of the Agency to protect all confidential information.
- g) **Privacy and Security Breach Policy.** In the event of a breach of system security or Client confidentiality, the Agency shall notify the ICA Missouri Helpdesk within 24 hours of knowledge of such breach (mohmis@icalliances.org). Any Agency that fails to email or call and/or is found to have had breaches of system security and/or Client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the Agency prevent further breaches. Probation shall remain in effect until the HMIS Lead has evaluated the Agency's security and confidentiality measures and found them

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compliant with the policies stated in this Agreement and the User Policy and Responsibilities form.

Subsequent violations of system security may result in suspension from the system.

8) Data Entry Standards

- a) Information entered into the HMIS by the Agency will be truthful, accurate, and complete to the best of the Agency's knowledge.
- b) The Agency will enter information into the HMIS database promptly upon receipt and will enter all information in accordance with current data entry standards and practices established in the HMIS Policies and Procedures Manual.
- c) The Agency shall only enter individuals into the HMIS database that exist as Clients under the Agency's jurisdiction. The Agency shall not misrepresent its Client base in the HMIS database by knowingly entering inaccurate information.
- d) The Agency will not alter information in the HMIS database that is entered by another Agency with inaccurate information (i.e., the Agency will not purposefully enter inaccurate information to over-ride information entered by another Agency).
- e) The Agency shall not include profanity or offensive language in the HMIS database. This does not apply to direct quotes by the Client if the Agency believes it is essential to enter these comments for assessment, service and treatment purposes.
- f) The Agency may establish a Memorandum of Understanding with another Partner Agency so that a licensed User at the Partner Agency may enter data on its behalf. The MOU must be approved by ICA and signed by the executive directors or the immediate supervisors of the employees responsible for the HMIS activities at both Agencies, and the licensed User who will have privileges to access the Partner Agency's data. An Agency may not establish an MOU with an individual contracting with their Agency.
- g) The Agency shall begin data entry within no more than 30 days of enrollment.

9) Compliance and Sanctions

- a) Any User or Partner Agency found to be out of compliance with any HMIS operational policy or procedure found in the HMIS Policy and Procedure Manual, the MoHMIS User Policy and Responsibilities form, or this Agreement will be subject to immediate access revocation pending a formal review by the HMIS Lead Agency of the violation.

Repercussions for any violation will be assessed in a tiered manner as described below. Each User or Partner Agency violation will face successive consequences. Violations do not need to be of the same type in order to be considered second or third violations. User violations do not expire and are tied to the individual. This means that historical violations will follow the User in the event they transfer to another HMIS Participating Agency or have access to the HMIS for more than one participating Agency at a time. No regard is given to the duration of time that occurs between successive violations of the HMIS operation policies and procedures as it relates to corrective action.

- i) **First violation.** The User and Partner Agency shall be notified of the violation in writing by ICA. The User's license will be suspended until the Agency has notified ICA of actions taken to remedy the violation. ICA will provide necessary training to the User and/or Partner Agency to ensure the violation does not

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continue or reoccur. ICA will notify the applicable HMIS Advisory Committee(s) of the violation and actions taken to remedy the violation at the next scheduled advisory committee meeting.

- ii) **Second violation.** The User and Partner Agency will be notified of the violation in writing by ICA. The User's license will be suspended for 30 days. The User and/or Partner Agency must take action to remedy the violation; however, this action will not shorten the length of the license suspension. If the violation has not been remedied by the end of the 30-day suspension, the suspension will continue until the Agency notifies ICA of the action(s) taken to remedy the violation. ICA will notify the applicable HMIS Advisory Committee(s) of the violation and actions taken to remedy the violation at the next scheduled advisory committee meeting.
 - iii) **Third violation.** The User and Partner Agency will be notified of the violation in writing by ICA. ICA will convene a review panel made up of HMIS Advisory Committee members who will determine if a User's license should be terminated. The User's license will be suspended for a minimum of 30 days, or until the advisory committee notifies ICA of their determination, whichever occurs later. If the advisory committee determines the User should retain their license, ICA will provide necessary training to the User and/or Agency to ensure the violation does not continue or reoccur.
 - iv) **Fourth and consecutive violations.** If the User is allowed to regain access after the third violation, any violations after the third will be handled in the same manner as a third violation.
 - v) **Violations of local, state, or federal law.** Any violation of local, state, or federal law by a User or the Agency will immediately be subject to the consequences listed under the third violation above.
- b) ICA shall conduct a minimum of one Technical Assistance Assessment (TAA) with each Partner Agency each year. This Technical Assistance Assessment may be completed on-site or through a desk monitoring at the discretion of ICA. The TAAs will be conducted to determine if the Agency requires additional technical assistance in order to be in compliance with this Agreement, the HMIS Policies and Procedures Manual, and any CoC-specific requirements. ICA shall issue a letter stating that the Agency is or is not in compliance within 10 business days of conducting the TAA and shall distribute the letter as noted in 9(f) below.
- i) If the Agency is determined to be out of compliance, the letter will contain the steps required for the Agency to come into compliance and the timeframe in which the Agency must come into compliance. If the Agency does not come into compliance within the designated timeframe, ICA will write another letter explaining that the Agency has not taken the steps prescribed to come into compliance and shall distribute the letter as noted in 9(f) below.
- c) ICA may rule an Agency out of compliance at any time if the Agency is found to be out of compliance with the terms of this Agreement, the HMIS Policies and Procedures Manual, or other HMIS-related regulations or requirements established by HUD, the CoC, or other project funders. ICA may also choose to conduct additional TAAs with the Agency each year if ICA has reason to believe the Agency is out of compliance.
- d) ICA may issue notification of required data cleanup or catch-up to an Agency or project. The notification of required data cleanup or catch-up will include a timeframe by which the data cleanup or catch-up must be complete. ICA shall determine the timeframe based upon the amount of data cleanup or catch-up required and the capacity of the Agency to complete the data cleanup or catch-up. If the Agency does not complete the cleanup or catch-up within the designated timeframe, ICA will issue a letter of non-compliance. At this

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point, the Agency shall have 30 days to complete the data cleanup or catch-up before project funders and the HMIS Advisory Committee are notified.

- e) Letters regarding non-compliance shall specify if the Agency as a whole was determined to be out of compliance, or if specific project(s) have been determined to be out of compliance. If only specific projects have been deemed to be out of compliance, the letter shall explicitly state that only those projects have been found out of compliance.
- f) Letters regarding compliance will be sent to the Agency Director, all designated authorized representatives, designated contacts, any funders who mandate HMIS participation, and the appropriate HMIS Advisory Committee(s).

10) Reports

- a) Agency level reports present identifying and statistical information only for Clients served by that Agency. The Agency may not report on information entered by a Partner Agency.
- b) The Agency shall retain access to identifying and statistical data on the Clients it serves.
- c) The Agency may make aggregate data regarding their services available to other entities outside of the system for funding or planning purposes pertaining to providing services to people experiencing homelessness. However, such aggregate data shall not directly identify individual Clients.
- d) ICA and/or the CoC shall use only unidentified, aggregate HMIS data for policy and planning activities, in preparing federal, state or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization in the implementation.
- e) Any additional use of data will be pursuant to the CoC's Privacy and Security Policy and the CoC's data request policy.

11) Proprietary Rights

- a) The Agency shall not give or share assigned usernames and passwords of the HMIS database with any other Agency, business or individual.
- b) The Agency shall not cause, in any manner or way, corruption of the HMIS database.
- c) The Agency shall ensure that all Users comply with the End User License Agreement of the HMIS software.

12) Terms and Conditions

- a) The transmission of material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secrets.
- b) The Agency shall not use the HMIS database with intent to defraud federal, state, or local governments, individuals or entities, or to conduct any illegal activity.
- c) If this Agreement is terminated, ICA and the remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Agency, subject to the guidelines specified in this Agreement, except to the extent a restriction is imposed by the Client or by law.
- d) Neither ICA nor the Agency shall transfer or assign any rights or obligations without the written consent of the other party.

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- e) This Agreement shall be in force, provided funding is available, until revoked in writing by either party with 30 days' notice.
- f) In the event that the terms of this agreement conflict with any federal, state, or local laws or regulations or guidance released by the U.S. Department of Housing and Urban Development or other government Agencies, the law, regulation or guidance shall prevail.

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Designation of Authorized Representatives

Note: The Agency Director may designate up to eight (8) Authorized Representatives. However, the designation of Authorized Representatives is not required.

Kari Utterback
Name of First Designated Authorized Representative

573-874-7352
Phone Number of First Designated Authorized Representative

Human Services Manager
Title of First Designated Authorized Representative

Kari.Utterback@como.gov
Email Address of First Designated Authorized Representative

Janie Ridgwell
Name of Second Designated Authorized Representative

573-874-7626
Phone Number of Second Designated Authorized Representative

Social Services Specialist
Title of Second Designated Authorized Representative

Janie.Ridgwell@como.gov
Email Address of Second Designated Authorized Representative

Carter Stephenson
Name of Third Designated Authorized Representative

573-874-6264
Phone Number of Third Designated Authorized Representative

Public Health Planner
Title of Third Designated Authorized Representative

Carter.Stephenson@como.gov
Email Address of Third Designated Authorized Representative

Name of Fourth Designated Authorized Representative

Phone Number of Fourth Designated Authorized Representative

Title of Fourth Designated Authorized Representative

Email Address of Fourth Designated Authorized Representative

Name of Fifth Designated Authorized Representative

Phone Number of Fifth Designated Authorized Representative

Title of Fifth Designated Authorized Representative

Email Address of Fifth Designated Authorized Representative

Name of Sixth Designated Authorized Representative

Phone Number of Sixth Designated Authorized Representative

Title of Sixth Designated Authorized Representative

Email Address of Sixth Designated Authorized Representative

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Designation of Authorized Representatives (continued)

Name of Seventh Designated Authorized Representative

Title of Seventh Designated Authorized Representative

Phone Number of Seventh Designated Authorized Representative

Email Address of Seventh Designated Authorized Representative

Name of Eighth Designated Authorized Representative

Title of Eighth Designated Authorized Representative

Phone Number of Eighth Designated Authorized Representative

Email Address of Eighth Designated Authorized Representative

Designation of Contacts

Note: All Designated Authorized Representatives are considered Designated Contacts. Only individuals who should receive information but are not authorized according to 1(i) above should be listed below.

Name of First Designated Contact

Title of First Designated Contact

Phone Number of First Designated Contact

Email Address of First Designated Contact

Name of Second Designated Contact

Title of Second Designated Contact

Phone Number of Second Designated Contact

Email Address of Second Designated Contact

Name of Third Designated Contact

Title of Third Designated Contact

Phone Number of Third Designated Contact

Email Address of Third Designated Contact

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Agency Information

The City of Columbia on Behalf of the Columbia/Boone County Public Health & Human Services Department

Agency's Legal Name

1005 West Worly St.

Agency's Physical Street Address

Columbia

City

, MO

65203

Zip Code

PO BOX 6015

Agency's Mailing Address (leave blank if same as street address)

Columbia

City

, MO

65205

Zip Code

Agency Director Information

De'Carlon Seewood

Name of Agency Director

City Manager

Title of Agency Director

573-874-2489

Phone Number of Agency Director

De'Carlon.Seewood@como.gov

Email Address of Agency Director

By signing this Agreement, I understand and agree with the terms within. I understand that individuals listed in the Designation of Authorized Representatives have the authority to carry out tasks on my behalf as described in 1(i) above. Furthermore, I understand that failure of any or all Users to comply may result in suspension or termination of access to the HMIS database.

RR

Signature of Agency Director

Date

Approved as to form:

Nancy Thompson, City Counselor