

OVERVIEW OF NC HMIS PARTICIPATION CHECKLIST

revised May 5, 2015

TO FORMALLY PARTICIPATE ON THE NC HMIS SYSTEM, AGENCIES MUST COMPLETE OR HAVE EACH OF THE FOLLOWING LISTED BELOW:

- Sign the Interim Memorandum of Understanding (CoC/CoC Leadership only)
- Complete Privacy and Confidentiality Training (Agency Leadership/Supervisors/All Users).
- Complete Securing Client Records Training (All Users)
- Sign a Participation Agreement (all agencies and organizations participating in the NC HMIS).
- Sign a Data Use Agreement (Administrative QSOBAA - all agencies and organizations participating in the NC HMIS).
- If sharing information, sign Sharing QSOBAAs based on negotiations between programs (all agencies / organizations sharing information through NC HMIS).
- Sign User Agreements (all individuals given user access to NC HMIS).
- Post HUD Public Notices in Intake Rooms/Waiting Areas
- Agency Leadership develop a Privacy Script which provides a standardized explanation of client rights to be used by staff. (Script examples available from www.nchmis.org)
- Provide each client a Privacy Notice that includes issues related to NC HMIS.
- Complete NCHMIS Release of Information (all clients entered into the system).
- All participating Agencies must have a Board Approved Confidentiality Policy and the NC HMIS must be integrated into their ongoing Grievance Policies. A copy of any grievance related to NC HMIS with a description of the program response must be forwarded to MCAH.
- Attend routine User Meetings at the CoC. Issues are documented in Minutes. Completed Forms are forwarded to leadership (if not in attendance) and MCAH to guide Project Performance Improvement activities.

All NC HMIS documentation must be kept in an HMIS document binder which is available for review by funders, CoC Leadership and NC HMIS staff.