

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

This agreement is enacted between the **Long Island Coalition for the Homeless (LICH)** and the

**(HMIS Participating 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.
- \_\_\_\_\_  
*Initial*

2. HMIS Participating Agency has identified a need to have access to the HMIS and shall obtain unique AWARDS user IDs for all HMIS Participating Agency employees who will have access to the HMIS and shall ensure that all named users attend the appropriate AWARDS training.
- \_\_\_\_\_  
*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. HMIS Participating Agency shall identify an AWARDS user, by name, to be the Participating Agency HMIS Administrator, whose position includes responsibility for HMIS activities at the HMIS Participating Agency. This individual will have the full authority to make decisions for the HMIS Participating Agency regarding HMIS implementation and operation.
- \_\_\_\_\_  
*Initial*

5. The LI HMIS System Administrator and Foothold Technology, the AWARDS software vendor, shall provide the Participating Agency HMIS Administrator with access to the HMIS upon receipt of an HMIS Agency Agreement executed by the Executive Director or CEO of the HMIS Participating Agency and upon the Participating Agency HMIS Administrator's successful completion of the appropriate AWARDS training.
- \_\_\_\_\_  
*Initial*

6. The LI HMIS System Administrator and Foothold Technology will have access to necessary data and permissions to provide assistance to HMIS users as outlined in the HMIS Data Access Agreement.
- \_\_\_\_\_  
*Initial*

7. HMIS Participating Agency shall immediately discontinue access to AWARDS, or notify the LI HMIS System Administrator to do so, for any employee separated from the HMIS Participating Agency for any reason.
- \_\_\_\_\_  
*Initial*

8. 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 use of the HMIS.
- \_\_\_\_\_  
*Initial*

9. LICH will bill each HMIS Participating Agency monthly according to the number of user logins for the HMIS Participating Agency. See the LI HMIS Resource Commitment for further information, limitations and instructions.
- \_\_\_\_\_  
*Initial*

10. HMIS Participating Agency is responsible for ensuring prompt payment in full to LICH upon receipt of the monthly invoice for user logins. Failure to remit payment to LICH for the expenses incurred on the Agency's behalf could result in the Agency's access to its data in the HMIS being disabled until full payment is received by LICH.

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- \_\_\_\_\_ *Initial*
11. This Agreement shall remain in effect until the HMIS Participating Agency's access to the HMIS is terminated or until one year from the date of this agreement's execution, whichever occurs first.
- \_\_\_\_\_ *Initial*
12. HMIS Participating Agency is responsible for adhering to the measures set out in the LI HMIS Data Quality Plan, including timely input of data, participation in monthly data quality reviews, and data reviews related to the preparation of the LSA (Longitudinal System Analysis) and SPM (System Performance Measures).
- \_\_\_\_\_ *Initial*
13. Failure to adhere to this Agreement may result in the suspension or termination of the HMIS Participating Agency's access to the HMIS. Suspension and termination of access privileges are at the sole discretion of LICH.
- \_\_\_\_\_ *Initial*
14. 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.

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

## HMIS PARTICIPATING AGENCY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
\*E-mail address of Executive Director or CEO

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

\_\_\_\_\_  
Signature of HMIS Participating Agency  
Executive Director or CEO

\_\_\_\_\_  
Date

## LONG ISLAND COALITION FOR THE HOMELESS

600 Albany Ave., Suite 2  
Amityville, NY 11701

(631) 464-4314 – phone

(631) 464-4319 – fax

\_\_\_\_\_  
Greta Guarton, LMSW  
Printed Name of LICH Executive Director

\_\_\_\_\_  
Signature of LICH Executive Director

\_\_\_\_\_  
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