

SSVF INTER-AGENCY DATA SHARING AGREEMENT – 2023

The Long Island Coalition for the Homeless (LICH), on behalf of the Nassau-Suffolk Continuum of Care (NSCOC), administers a computerized Homeless Management Information System (HMIS) that captures information about people experiencing homelessness, including their service needs. The system, known as AWARDS, enables programs to electronically share information about clients who have been entered into the system. Client-level information is only shared among agencies that are currently listed in this Inter-Agency Sharing Agreement and have received consent from particular clients agreeing to share their personal information with another agency. The agency receiving consent has the ability to “share” this client information electronically through the system with a collaborating agency. This process helps improve coordination of services among the SSVF agencies serving veterans who are homeless or in danger of becoming homeless on Long Island.

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

(HMIS Participating SSVF Agency): _____

In accordance with this agreement your agency agrees to share all or some the following HMIS data elements and assessments with the follow organizations:

Data Elements	SSVF Participating Organizations
Name DOB SSN Gender Race/Ethnicity Veteran Status Disability Status and Type Income: Sources and Amounts Non-Cash Benefits Services and where they are accessed TFA allocated	Services for the Underserved (SUS) Economic Opportunity Council (EOC)

The agencies also agree to allow client- and program-level data access to certain Long Island Coalition for the Homeless staff for data support purposes. That allowance is covered under separate agreement.

Participants in the sharing of data and/or the nature of the data shared could change from time to time. New agreements or addendums may be required should the data to be shared or the organizations with whom data will be shared changes. Each individual HMIS user will be expected to comply with all required data confidentiality protocols as established by the LI COC for participation in the HMIS. Agency Administrators will be notified via email of any changes in the participating agencies or the data to be shared.

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By executing this agreement, the undersigned understands and agrees with the following terms of use and data sharing:

1. System information in either paper or electronic form will never be shared outside of the originating agency without the client's consent.
2. Agency Administrator or clients have the right to request information about who has viewed or updated their records in AWARDS.
3. Clients have the right to see their HMIS record, ask for changes, and to have a copy of their HMIS record from your agency upon written request.
4. All agency staff participating in the HMIS have a signed HMIS User Agreement and have been trained in the proper use of the AWARDS system.

By establishing this Inter-Agency Data Sharing Agreement, our SSVF agencies will have the ability to share client-level information electronically. This electronic sharing capability does not pertain to client-level information that has not been entered into the AWARDS system.

By signing this agreement on behalf of our agency, I agree to share client-level data in HMIS/AWARDS with the agencies indicated above and agree to adhere to all of the above policies.

AGENCY NAME

Printed Name of Executive Director or CEO

Signature of Executive Director or CEO

DATE