



**NW Social Service Connections' HMIS/CMIS
Inter-Agency Data Sharing Agreement for Agencies in Multnomah County**

Agency Name: _____ (Agency)

Background Information:

NW Social Service Connections' Homeless/Client Management Information System (NWSSC HMIS/CMIS) is a computer system that is used to collect and share information on homelessness and other challenges in Portland and throughout Multnomah County. The information gathered by NWSSC HMIS/CMIS, in addition to creating an unduplicated count of the homeless and other populations, and producing aggregate information that will assist in developing policies to end homelessness and other issues, helps agencies plan and deliver services that help people in need. By sharing information with each other, agencies are able to streamline service delivery by tracking services and referrals provided to the persons they serve.

Agreement:

Agency agrees to share client data among participating agencies via the NWSSC HMIS/CMIS for the purposes outlined below. This process can benefit clients by eliminating duplicate intakes. Intake and exit interviews can be shared, with client consent, between participating agencies. Each participating agency must complete and comply with the Agency Participation Agreement and Policies and Procedures. Each individual HMIS/CMIS User must complete and comply with the HMIS/CMIS User Agreement and Policies and Procedures. These documents are available upon request or on the website <http://www.portlandoregon.gov/phb/HMIS>

Uses of HMIS/CMIS Data:

- Coordinate services for families and individuals experiencing homelessness or other challenges in Multnomah County
- Understand the extent and the nature of homelessness and other issues in Multnomah County
- Evaluate performance and progress toward community benchmarks
- Improve the programs and services available to Multnomah County residents experiencing homelessness or other challenges
- Improve access to services for all Multnomah County homeless and other populations in need
- Reduce inefficiencies and duplication of services within our community
- Ensure that services are targeted to those most in need, including "hard to serve" populations
- Ensure that clients receive the amount and type of services that "best fits" their needs and preferences
- Pursue additional resources for ending homelessness and other challenges
- Advocate for policies and legislation that will support efforts to end homelessness and other community problems in Multnomah County

Client Protection:

- Informed consent must be given by clients in order for their information to be shared among participating agencies in the NWSSC HMIS/CMIS
- Identifying client information will only be shared among agencies that have signed a data sharing agreement. At the time of informed consent, and at any point after, the client has the right to see a current list of the participating agencies.

*Participating agency list available upon request.



- Additional agencies may join the NWSSC HMIS/CMIS and will be added to the list of HMIS/CMIS participating agencies*. As part of the informed consent process, clients must be informed that additional agencies may join the collaborative at any time and may have access to their information.
- HMIS/CMIS Users will maintain HMIS/CMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals, or entities
- Clients may not be denied services based on their choice to withhold their consent
- Information will not be used to harm or deny any services to a client
- Clients have the right to request information about who has viewed or updated their record
- In transmitting, receiving, storing, processing or otherwise dealing with any consumer protected information, HMIS/CMIS Users will comply with all applicable state and federal laws.
- Agencies agree to notify the NWSSC HMIS/CMIS administrators, within one business day, of any breach, use, or disclosure of the protected information not provided for by this agreement
- Agencies agree to resist, through judicial proceedings, any judicial or quasi-judicial effort to obtain access to protected information pertaining to consumers, unless expressly provided for in state and/or federal regulations

Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Agency shall defend, indemnify, and hold all other parties harmless from any and all claims arising out of Agency’s negligent performance of this agreement. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of a NWSSC HMIS/CMIS user while acting within the scope of their authority under this Agreement shall be borne by that Agency exclusively

Agency enters into this Inter-Agency Data Sharing Agreement so that Multnomah County participating agencies* will have the ability to share client level information electronically through the NWSSC HMIS/CMIS. This agreement does not pertain to client level information that has not been entered into the NWSSC HMIS/CMIS. This electronic sharing capability provides a tool to share client level information. This tool will only be used when a client provides consent to have his/her information shared. Participating agencies also have Agency Participation Agreement with NWSSC HMIS/CMIS and have completed security procedures regarding the protection and sharing of client data.

By signing this form, on behalf of my agency, I authorize the NWSSC HMIS/CMIS to allow us to share information between other participating agencies*. We do hereby agree to follow all of the NWSSC HMIS/CMIS policies to share information between participating agencies

Agreed to and signed by the following agency representative:

Printed Name

Agency Name

Title

Signature

Date

*Participating agency list available upon request.