

PromisSE Agency Security Officer Agreement

Name

Agency

All HMIS participating agencies must designate and staff one HMIS Security Officer. Security Officer requirements and responsibilities include, but are not limited to, the following:

- Ensures that all staff using the System complete annual privacy and security training. Training must be provided by the CoC designated trainers and be based on the CoC Privacy and Security standards.
- Conducts an annual security review of the agency that includes reviewing compliance with the Privacy and Security sections of the CoC Homeless Management Information System (HMIS) Operating Policy and Procedure. The Agency must document the findings of the review on the Privacy and Security Checklist and submit the findings to the local Lead HMIS System Administrator no later than December 31st of each year.
- Notifies the local Lead Agency System Administrator when a staff person leaves the organization or when revision of the user's access level is needed because of a change in job responsibilities. The notification must be made within 24 hours of the change, if not immediately. If a staff person is being terminated for cause, then notification to the Lead HMIS Agency must be made prior to termination.
- Reports any security or privacy incidents to the local Lead HMIS System Administrator for the CoC Jurisdiction. The System Administrator investigates the incident including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the head of the CoC. A Corrective Action Plan will be implemented. Components of the Plan must include, at a minimum, supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

The original Security Officer Agreement shall be kept on file at the Agency. Forms completed by individuals no longer employed by the Agency shall be kept on file for a minimum of five years.

The CoC makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold the CoC harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency; or for injuries or damages to the Agency or another party arising from participation in **PromisSE**; or arising from any acts, omissions, neglect, or fault of the Agency or its agents, employees, licensees, or clients; or arising from the Agency's failure to comply with laws, statutes, ordinances, or regulations applicable to it or the conduct of its business. This Agency will also hold the CoC harmless for loss or damage resulting in the loss of data due to delays, non-deliveries, misdeliveries, or service interruption caused by WellSky, by the Agency's or other member agency's negligence or errors or omissions, as well as natural disasters, technological difficulties, and/ or acts of God. The CoC shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of the CoC. The CoC agrees to hold the Agency harmless from any damages, liabilities, claims or expenses caused solely by the negligence or misconduct of the CoC.

This agreement is in effect for a period of one (1) year after the date of signing. Security Officers are required to complete HMIS End User Certification testing and documented Privacy & Security compliance monitoring annually, at which time a new agreement will be provided. Failure to participate in annual Certification, Privacy & Security monitoring, and/or maintain a current agreement may result in immediate termination or suspension of the user's PromisSE (HMIS) system license and access to the PromisSE (HMIS) system. Failure to comply with the provisions of this Security Officer Agreement is grounds for immediate termination. Your signature below indicates your agreement to comply with this Security Officer Agreement.

Employee Printed Name

Agency Official Printed Name

Employee Signature

Agency Official Signature

Date (mm/dd/yy)

Date (mm/dd/yy)

CoC Policies and Procedures Compliance Checklist

Agency Name: _____

- _____ (Int.) Agency has received a copy of the CoC Operating Policies and Procedures
- _____ (Int.) Agency has a fully executed Agency Participation Agreement
- _____ (Int.) Agency has a Board-approved Confidentiality Policy governing HMIS Privacy and Security Standards
- _____ (Int.) Agency has assigned an HMIS Agency Administrator with an executed agreement
- _____ (Int.) Agency has assigned an HMIS Security Officer with an executed agreement
- _____ (Int.) Agency has submitted all End User criminal background checks
- _____ (Int.) Agency has provided End Users with the HUD Data Elements
- _____ (Int.) Agency has provided End User with training on the HUD definition of homelessness and the priority of homelessness documentation
- _____ (Int.) Agency and End Users understand and will comply with the CoC Data Quality Plan

Agency Official Printed Name

CoC Official Printed Name

Agency Official Signature

CoC Official Signature

Date (mm/dd/yy)

Date (mm/dd/yy)