

Nashville-Davidson County HMIS: Primary Point of Contact Agreement



Agency Name:
Your Name and Title:
Your E-mail Address:

HMIS Participating Agencies should work with the HMIS Administrator to determine the most appropriate staff member to serve as the primary Point of Contact (POC). This agreement constitutes an understanding that the POC designated for the agency will abide by the following statements and responsibilities, which are published in detail in the Nashville-Davidson County Continuum of Care [HMIS Policies and Procedures Manual](#). Identified violations of this agreement will result in corrective action as outlined in Policy 3.2.

By executing this agreement, you affirm your understanding of and agree to abide by required POC responsibilities. **Please read and initial the following.**

	Enforce the HMIS Policies and Procedures in your agency.
	Attend an annual Primary Point of Contact Training held by the HMIS Lead Agency and required refresher trainings.
	Maintain current user license inventory by informing the HMIS Administrator of any changes in usership within five business days of the change.
	Notify the HMIS Administrator within 15 days of any change to the HMIS Security Officer.
	Ensure that end users are aware of any procedural changes and that end users attend any required trainings.
	Act as the liaison to the HMIS Administrator for technical support needs of end users at their agency.
	Enforce HMIS End User Agreements and inform the HMIS Administrator of any suspected violations within 24 hours.
	Ensure the HMIS Privacy Notice is posted in a visible area of the Agency and communicated in language understandable by clients.
	Enforce data collection, entry, and quality standards.
	Ensure that end users are using the correct HMIS-related forms and following the most current HMIS procedures and workflow.
	Authorize, and work with HMIS Administrator to schedule, HMIS end user trainings for agency staff.
	Inform HMIS staff of any project change, including new projects or projects ending, at least twenty-one business days prior to the anticipated change.
	Inform HMIS staff of any changes in bed or unit inventory (for residential projects), as described in Section 9: Data Collection of the HMIS Policies and Procedures Manual.

After receiving additional subject-specific trainings, the POC may also run agency-specific data quality reports, act as the first tier of technical support for end users at their agency, and participate in train-the-trainer opportunities.

Your signature below indicates your agreement to comply with this contract.
There is no expiration date of this agreement.

Primary Point of Contact's Signature:	Date:
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