

# USER AGREEMENT & CODE OF ETHICS

### USER POLICY

Agencies will share information for provision of services to homeless persons through a networked infrastructure that establishes electronic communication among organizations serving the homeless.

Agencies will at all times have rights to the data pertaining to their Clients that were created or entered by them in BAS-Net. Agencies shall be bound by all restrictions imposed by Clients pertaining to the use and sharing of their personal data.

It is a Client's decision about which information, if any, entered into BAS-Net shall be shared and with which Partner Agencies. The BAS-Net Client Consent and Release of Information must be signed (or verbal) if the Client agrees to have their data entered into BAS-Net.

Minimum data entry on each consenting Client consists of all October 2015 HUD Data Standards. This is done by completing:

* ROI Tab
* Completing the Profile Page
* Completing the HUD & CoC Entry and Exit assessment

Data necessary for the development of aggregate reports of homeless services, including Agency based assessments, Self-Sufficiency Outcome Matrix, services needed, services provided, referrals and Client goals, case plan and outcomes should be entered to the greatest extent possible.

BAS-Net is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff should use the Client information in BAS-Net system to target services to the Client’s needs.

#### **USER RESPONSIBILITY**

Your User ID and Password gives you access to BAS-Net. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from BAS-Net. Please initial next to each line item.

\_\_\_\_\_ My User ID and Password are for my use only and must not be shared with anyone.

\_\_\_\_\_ I must take all reasonable means to keep my Password physically secure.

\_\_\_\_\_ I understand that the only individuals who can view information in BAS-Net are the Clients to whom the information pertains and authorized users at my organization/program, or at those with whom we have signed Interagency Data Sharing Agreements.

\_\_\_\_\_ I may only view, obtain, disclose, or use information necessary to perform my job.

\_\_\_\_\_ If I am logged into BAS-Net and must leave the work area where the computer is located, I **must log-off** of BAS-Net before leaving the work area. Failure to log off BAS-Net appropriately may result in a breach in Client confidentiality and system security.

\_\_\_\_\_ I understand that I must use BAS-Net regularly. Failure to use BAS-Net regularly may result in the in-activation of my license.

\_\_\_\_\_ Hard copies of BAS-Net information must be kept in a secure file. When hard copies of BAS-Net information are no longer needed, they must be properly destroyed to maintain confidentiality.

\_\_\_\_\_ If I notice or suspect a security breach, I must immediately notify my Agency Administrator or BAS-Net System Administrator.

\_\_\_\_\_I understand that I must attend a mandated refresher training one (1) time per year.

\_\_\_\_\_I understand that if I take a leave of absence for any reason (maternity/paternity leave, medical leave, etc.) I must notify the BAS-Net Administrator immediately so my license can be temporarily de-activated. Upon my return, I may contact the BAS-Net Administrator to re-activate my account. Contingent upon the length of my leave, I may be subject to attending a refresher training before I can regain access.

\_\_\_\_\_I understand that when I terminate employment with current agency, I must contact the Agency Administrator immediately so my access to BAS-Net can be de-activated.

\_\_\_\_\_I will ensure that I am not purposely creating a duplicate client record by checking first and last names, SSN, and DOB before creating a new client and will always using an existing client record if there is one.

\_\_\_\_\_I understand that I am responsible for entering **accurate and timely** (within 72 hours) data on each client and understand that I am responsible for all data I enter into BAS-Net.

\_\_\_\_\_ I understand that if I work remotely, I will maintain the same security/confidentiality standards as the workplace.

**USER CODE OF ETHICS**

1. BAS-Net Users must treat Partner Agencies with respect, fairness and good faith.
2. Each BAS-Net User should maintain high standards of professional conduct in the capacity as a BAS-Net User.
3. The BAS-Net User has primary responsibility for his/her Client(s).
4. BAS-Net Users may not, under any circumstance, train other staff members on the use of BAS-Net, nor may they share BAS-Net related information with staff members who do not hold a BAS-Net License.
5. The BAS-Net User will not misrepresent its client base in BAS-Net by knowingly entering inaccurate information or over-ride information entered by another agency).
6. The BAS-Net User may not make discriminatory comments based on race, color, religion, national origin, ancestry, handicap age, sex, and sexual orientation are not permitted in BAS-Net.
7. The BAS-Net User will not use BAS-Net with the intent to defraud federal, state, or local government or an individual entity; or to conduct any illegal activity.

I understand and agree to comply with all the statements listed above.

Agency Name (Print)

BAS-Net User (Print)

BAS-Net User Signature Date

Assigned Access Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (To Be Completed by HAWNY)