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Agency Partnership Agreement

This agreement is entered into on the _____th day of _____, 20__ between the Housing and Homeless Coalition of Central New York acting as the designated HMIS Lead Agency for the Housing and Homeless Coalition of Central New York (hereinafter “HMIS Lead Agency”) and _____ (agency name) (hereinafter "Provider Agency") regarding access and use of the Ithaca/Tompkins Homeless Management Information System (hereinafter “CNY HMIS”).

I. Introduction

The CNY HMIS, a shared homeless database, allows authorized personnel at Provider Agencies throughout the geographic area of Ithaca/Tompkins County to input, use, and receive information concerning their own clients and to share information on common clients subject to the following agreement and in accordance with CNY HMIS Policy.

Required CNY HMIS Goals include:

- a) Improved coordinated care for and services to people experiencing homelessness.
- b) Minimally impacting automated systems of current providers.
- c) Meeting reporting requirements including U.S. Department of Housing and Urban Development (HUD) and non-HUD reports.
- d) Complying with all state and federal requirements regarding client/consumer confidentiality and data security (HIPAA, etc.).

Goals participating agencies:

- a) The opportunity for people experiencing homelessness to access services through self-referral and self-education.
- b) Automated processes to replace manual processes (when practical).
- c) Delivering timely, credible, quality data about services and homeless people to the community.
- d) Expansion to include new providers that serve those experiencing homelessness or who are at risk of homelessness.

- e) HMIS Participation by all projects that serve those experiencing homelessness or who are at risk of homelessness in the Ithaca/Tompkins County geographic area.
- f) Systematically utilizing the Coordinated Entry System, which includes sending and receiving referrals via the HMIS, and following the Coordinated Entry policy for prioritization.

The HMIS Lead Agency administers the CNY HMIS, contracts with WellSky, which was previously known as Mediware Information Services into house the HMIS database central server and limits Provider Agencies access to the HMIS database. Utilizing a variety of methods¹, HMIS Lead Agency intends to protect, to the utmost of its ability, the CNY HMIS data from accidental or intentional unauthorized modification, disclosure, or destruction.

Designed to benefit multiple stakeholders², the CNY HMIS, when used correctly and faithfully, will improve knowledge about people experiencing homelessness or at-risk of homelessness - their services and service needs, and may result in a more effective and efficient service delivery system.

II. Confidentiality

A. The Provider Agency will uphold relevant federal and state confidentiality regulations and laws that protect client records and will only release confidential client records with written consent by the client³ or the client's legal guardian⁴, unless otherwise provided for in regulations or laws.

1. The Provider Agency will abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2, regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Provider Agency understands the federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

2. The Provider Agency will abide specifically, when applicable, with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and corresponding regulations passed by the Federal Department of Health and Human Services. In general, the regulations provide consumers with new

¹ See WellSky ServicePoint manual for further information.

² Provider agencies, people experiencing homelessness, HUD, the Ithaca/Tompkins CoC and its members, fund providers and the community.

³ Anyone who receives services from an agency.

rights to control the release of medical information, including the right: to give advance consent prior to disclosures of health information; to see a copy of health records; to request a correction to health records; to obtain documentation of disclosures of health information; to obtain an explanation of privacy rights and to be informed about how information may be used or disclosed. The current regulation provides protection for paper, oral and electronic information.

3. The Provider Agency will abide by NYS State Laws and Federal Laws related to confidentiality and security of medical, mental health and substance abuse information and other relevant statutes, rules and regulations.

4. The Provider Agency will provide a verbal explanation of the CNY HMIS and arrange, when possible, for a qualified interpreter or translator for an individual not literate in English or having difficulty understanding the consent form(s). The Provider Agency shall always provide an ASL interpreter when needed and shall provide any other reasonable accommodations required (in accordance with the ADA) required to assist a person with a disability in understanding the nature of the CNY HMIS and the effect of the consent to disclosure of information.

5. The Provider Agency will not solicit or input information from clients into the CNY HMIS unless specific information proves essential to provide services, to develop reports and provide data, and/or to conduct evaluations and research. Evaluation and research will only use de-identified client data except in the case when the Provider Agency evaluates and researches its own clients. In all cases, the Provider Agency shall maintain compliance with all state and federal laws regarding research, evaluation, and confidentiality of individual client identities.

6. If a Human Subjects Review Committee or similar committee exists within the Provider Agency, then the Provider Agency, wishing to conduct evaluation or research, must submit its request and be approved by that committee prior to conducting the evaluation or research.

7. The Provider Agency shall not divulge any confidential information received from the CNY HMIS to any organization or individual without proper written consent by the client (or guardian where appropriate) unless otherwise permitted by relevant regulations or laws.

8. The Provider Agency shall ensure that every person, before being issued a User Identification and Password to the CNY HMIS, does the following:

- a. Reads and agrees to abide by this Partnership Agreement.

- b. Obtains, reads, and agrees to abide by the CNY HMIS User Guide⁵;
- c. Reads and signs a consent form stating an understanding of, and agreement to comply with CNY HMIS confidentiality practices⁶;
- d. Reads and signs the HMIS Code of Ethics form⁷;
- e. Creates a unique User I.D. and password; and
- f. Understands and agrees that they shall not share or reveal that information to anyone by written or verbal means.

9. The Provider Agency will work with the System Administrator to assign the security protocols for each of its providers based on restrictions necessary to meet New York State Law.

10. The Provider Agency understands that individuals granted Agency Administrator access within each agency must become a Designated CNY HMIS Agency Administrator through specific training provided by the HMIS Lead Agency/WellSky. and agrees to attend or send a representative to the CNY HMIS Data Administrator Committee meetings.

11. The Provider Agency understands that all client information will be encrypted ⁸ on a file server physically located in a locked office with controlled access, at the offices of WellSky located at 333 Texas Street, Suite 300, Shreveport, Louisiana 71101.

12. Each provider agency must designate a security officer responsible for ensuring compliance with applicable security standards.

B. The Provider Agency agrees to document, via a signed CNY HMIS Client Release form, a client's (or guardian's when appropriate) understanding and consent to share client information across a central database and the reasons for this. (COMP HMIS is exempt from the participation in the CNYHMIS Release) Furthermore,

1. An individual client over the age of 18 (or guardian) must give informed client consent by understanding and signing the Release form at the Provider Agency prior to the Provider Agency sharing any client information to another agency.

⁵ One copy of the original HMIS manual and updates are provided by the HMIS LEAD AGENCY. This manual will include information on how to use the CNY HMIS as well as basic steps to ensure confidentiality.

⁶The Provider Agency will be responsible for managing any of its own requirements that individual employees comply with CNY HMIS confidentiality practices, such as having employee's sign ethics form provided by the HMIS LEAD AGENCY.

⁷ See Code of Ethics form

⁸ See WellSky ServicePoint Manual for encryption specifications

2. A Parent/guardian of children under the age of 18 years of age, is permitted to provide consent to share the child(ren) data by signing the Release of Information.
3. All clients in a single household that are over the age of 18, including adult children must sign their own Release of Information. For children who are active in a project and turn 18, they must sign their own Release of Information separate from their parent/guardian.
4. The completed Release form provides:
 - a. Informed client consent regarding basic identifying client data that is entered into a shared database.
 - b. Release of service transaction information to be shared for report purposes; and
 - c. Client release authorizing the sharing of basic client identifying information among CNY HMIS Provider Agencies.
5. Two scenarios may occur if a client denies authorization to share basic identifying information and service data via the CNY HMIS. Each allows only the entering Provider Agency access to client information and precludes the ability to share information. **Either:**
 - a. A Client Profile section within ServicePoint will be marked restricted. **OR**
 - b. A client will be entered with an alias
6. The Provider Agency will incorporate a CNY HMIS clause into existing Provider Agency Authorization for Release of Information form(s) if the Provider Agency intends to share confidential client data within the CNY HMIS. The Provider Agency's modified Authorization for Release of Information form(s) will be used when offering a client, the opportunity to input and share information with the CNY HMIS beyond basic identifying data and service information. The Provider Agency will communicate to the client what information, beyond basic identifying data and services will be shared if client consent is given. The Provider Agency will communicate to the client that while the Provider Agency can restrict information to be shared with select agencies, other agencies will have access to the information and are expected to use the information professionally and to adhere to the terms of the CNY HMIS Partnership Agreement. Agencies with whom information is shared are each responsible for obtaining appropriate consent before allowing further sharing of client records.
7. Each Provider Agency is responsible for ensuring that its staff and users comply with the requirements for informed consent and client

confidentiality. The HMIS Lead Agency⁹ will ensure and conduct periodic monitoring and reviews with Provider Agencies to enforce informed consent standards, including:

- a. Appropriate documentation indicating client awareness and consent of data being entered into central database; and
- b. Consent to release certain information.

8. The Provider Agency agrees to place all Client Authorization for Release of Information forms related to the CNY HMIS in a file to be located at the Provider Agency's business address and that such forms be made available to the CoC for periodic audits. The Provider Agency will retain these CNY HMIS-related Authorization for Release of Information forms for a period of five years upon expiration, after which time the forms will be discarded in a manner ensuring un-compromised client confidentiality.

9. The Provider Agency understands that to update, edit, or print a client's record, the Provider Agency must have on file current client authorization as evidenced by a completed standard CNY HMIS Authorization to Release form pertaining to basic identifying data, and/or a modified Provider Agency form with a CNY HMIS Clause pertaining to confidential information.

The Provider Agency agrees to enter the minimum data required in the CNY HMIS; however, this does NOT mean that a Provider agency is required to share client identifiable information. A client's information may be restricted from overall access when the client refuses to allow his/her name, social security number or other personally identifiable information to be shared in the database.

C. Each Provider Agency owns the client data they enter. However, as a partner in the CNYHMIS, each agency agrees to share data with other organizations, including organizations outside of CNY HMIS users, provided no client identifiers are shared. Unless restricted by New York State Law.

1. In the event the CNY HMIS ceases to exist, the HMIS Lead Agency will notify Provider Agencies and provide a six-month time period for the Provider Agencies to access and save agency specific client data, statistical data and frequency data from the entire system. Then, the centralized server database will be purged or stored. If the latter occurs, the data will remain in an encrypted and aggregated state.

⁹ The HMIS Lead Agency may conduct these reviews or may accept a similar review by another organization as evidence of Provider Agency compliance.

2. In the event the HMIS Lead Agency ceases to operate the CNY HMIS, another organization will administer and take custodianship of the data. The HMIS Lead Agency or its successor Agency will inform, in a timely manner, all Provider Agencies.
3. If the Provider Agency ceases to exist, it shall notify and work with the HMIS Lead Agency to determine the appropriate disposition of Provider Agency's data, including the transfer of the data to a successor agency.
4. If the Provider Agency chooses to withdraw from the CNY HMIS, the Provider Agency shall notify the HMIS Lead Agency of intended withdrawal date. The HMIS Lead Agency shall allow sixty days for the Provider Agency to access and save agency specific client data, statistical data and frequency data from the entire system. The Provider Agency is financially responsible for extracting its data.
5. In the event WellSky ceases to exist, the HMIS Lead Agency will notify Provider Agencies in a timely manner of the expected result of this event.

II. Data Entry and/or Regular Use

- A. User Identification and Passwords **are not** permitted to be shared among users.
- B. If a Provider Agency has access to a client's basic identifying information, non-confidential service transactions and confidential information and service records, it will be generally understood that a client gave consent for such access. However, before a Provider Agency can update, edit, or print such information, it must have informed client consent, evidenced by a current standard CNY HMIS Authorization to Release form in writing pertaining to basic identifying data and/or a Provider Agency modified form with a CNY HMIS Clause pertaining to confidential information.
- C. If a client has previously given permission to multiple agencies for them to have access to her/his information, beyond basic identifying information and service transactions, and then chooses to eliminate one or more of these agencies, the Provider Agency where the request is made will then either close the entire record, or simply restrict portions of the record to the other agency or agencies.
- D. In the event that a client would like to lock all visibility of the record in the CNY HMIS completely, the Provider Agency at which her/his desire is expressed will work with the client to complete a Visibility Request Form¹⁰, which will be sent to the System Administrator to lock down

¹⁰ Visibility Request Form provided by the HMIS Lead Agency.

visibility of the whole client or parts of a client record. Information about a client whose record has been “hidden” will remain in the central database for a period as required by law or the agency policy and will remain accessible by the Provider Agency, which provided services to the client for reporting purposes. This record will, however, be restricted for use or viewing by other HMIS participating agencies apart from System Administrators and Agency Administrators with higher access to the system. Clients can revisit and open visibility back up at any time. Providers working with the client will revisit this with the client in 30, 60, 90, 180 or 365 days after the visibility was changed.

- E. The Provider Agency shall enter information in the CNY HMIS about individuals for whom they complete an intake.
- F. Provider Agency shall not enter any fictitious or misleading client data on an individual or family in the CNY HMIS.
- G. The Provider Agency shall not misrepresent the number of clients served or the type of services / beds provided in the CNY HMIS by entering known, inaccurate information (i.e., Provider Agency will not purposefully enter inaccurate information on a new record or to override information entered by another agency).
- H. The Provider Agency shall enter information into the CNY HMIS according to agency and CNY HMIS adopted standards and will strive for real-time, or close to real-time, data entry. Real-time or close to real-time is defined by either immediate data entry upon seeing a client, or data entry into the CNY HMIS within one business day. This assumes that the Provider Agency has sufficient computers available for all staff performing data entry into the CNY HMIS.
- I. The Provider Agency understands that with a current standard CNY HMIS Authorization for Release form on file, it can update, edit, and print a client's basic identifying information.
- J. The Provider Agency understands that a modified agency Authorization to Release Information form, with the added CNY HMIS Clause, permits it to share confidential client information with select agencies.
- K. The Provider Agency understands that only the individual who created the assessment screens, or an authorized person¹¹ by originating agency can edit assessment screens. The Provider Agency will create a separate assessment, as needed, to indicate a change in a client's status, updates, and to edit incorrect information.

¹¹ Individual is employed or authorized to change information by originating agency.

- L. Discriminatory comments by an employee, volunteer, or other person acting on behalf of the Provider Agency based on race, color, religion, national origin, ancestry, handicap, age, sex, gender identity and sexual orientation are not permitted in the CNY HMIS. Offensive language and profanity are not permitted in the CNY HMIS. This does not apply to the input of direct quotes by a client **IF** the Provider Agency believes that it is essential to enter these comments for assessment, service and treatment purposes.
- M. The Provider Agency will utilize the CNY HMIS for business purposes only.
- N. The Provider Agency understands the HMIS Lead Agency will provide initial training and periodic updates to that training to assigned Provider Agency staff about the use of the CNY HMIS. This information is to then be communicated to additional staff using the CNY HMIS within the Provider Agency.
- O. The Provider Agency understands the HMIS Lead Agency will provide a help desk with technical support according to the following:

Support telephone numbers and email addresses will be provided to Provider Agencies upon signing this Agreement. HMIS Lead Agency will ensure that any support calls are responded to according to the Severity Code Response Time below, provided that all available numbers and e-mail addresses have been accessed.

In the event of non-response, the Provider Agency should notify the System Administrator at the HMIS Lead Agency.

Severity Code Response Times

Severity	Description	System Administrator (SA) Response
1	Major system or component is inoperative which is critical to the Agency's business.	Contact WellSky within 15 minutes and notify HMIS LEAD AGENCY of action plan and resolution within 1 hour.
2	Agency is impacted by service delay but is still able to maintain business function.	During normal business hours, the HHC will initiate problem resolution within four hours and notify Agency of action plan and resolution within 6 hours.
3	The problem has a reasonable circumvention and agency can continue	During normal business hours, initiate problem resolution within eight hours and notify Agency of action plan within 24 hours.

	with little loss of efficiency.	
4	The call requires minor action or is for informational purposes only.	Response time within 48-72 hours.

- P. The Provider Agency will keep updated virus protection software on agency computers that access the CNY HMIS.¹²
- Q. Transmission of material in violation of any United States federal or state law or regulation is prohibited and includes, but is not limited to copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secret.
- R. The Provider Agency will not use the CNY HMIS with intent to defraud the federal, state or local government or an individual entity, or to conduct any illegal activity.
- S. The Provider Agency recognizes the CNY HMIS Data Administrators Group will serve as a discussion center regarding the CNY HMIS, including CNY HMIS process updates, policy and practice guidelines, data analysis, and software/hardware upgrades. The Provider Agency will designate an Agency staff member to attend CNY HMIS Data Administrator Committee meetings regularly and understands that the HMIS Lead Agency will continue to be responsible for coordinating the CNYHMIS Administrators Committee activities.
- T. The Provider Agency acknowledges that other agencies will periodically have access to de-identified data on the central database. To ensure the information generated by or through the CNY HMIS presents an accurate picture of homelessness and services to people experiencing homeless in the Ithaca/Tompkins County region, the Provider Agency will enter data in a timely and accurate manner.
- U. Each Provider Agency assumes responsibility for its staff and users' compliance regarding requirements for data entry and use of the CNY HMIS. To assess the quality of data and reports generated by the system, the HMIS Lead Agency¹³ will conduct periodic monitoring and reviews on data. These include and are not limited to the following:
 1. Quality of data entered by Provider Agencies, including

¹² Provider Agency assumes financial responsibility for virus protection software.

¹³ The HMIS Lead Agency, may conduct these reviews or may accept a similar review by another organization as evidence of compliance by the Provider Agency.

- a. Inappropriate and/or duplicate records,
 - b. Untimely and/or inaccurate information, and
 - c. Missing required data elements.
 - 2. Operation of the software; and
 - 3. Reporting functionality.

- V. Provider Agencies must notify HMIS Lead Agency in writing of any changes to User ID including, but not limited to, new personnel, and released or terminated personnel.

- W. Provider Agency will receive security awareness training prior to being given access to HMIS and annually, that reflects the policies of the CoC and requirements of the HMIS Security Standards.

- IV. Reports
 - A. The Provider Agency understands that it will retain access to all identifying and statistical data on the clients it serves.

 - B. The Provider Agency understands that it may have access to personally identifiable client information even if the Provider Agency has not served the client or obtained a client's Consent to Release Information form. The Provider Agency agrees to **not report or release** any identifiable client information on clients that the Provider Agency has not served or obtained a signed Consent to Release Information form.

 - C. The Provider Agency understands that before non-identifying system-wide aggregate information collected by the CNY HMIS is disseminated to non-CNY HMIS Member Agencies, including funders, the Data Administrator Committee and/or the CoC shall agree to it¹⁴.

- V. Proprietary Rights and Database Integrity
 - A. The Provider Agency shall not give, or share assigned user identification and passwords to access the CNY HMIS with any other organization, governmental entity, business, or individual.

 - B. The Provider Agency shall not cause in any manner, or way, corruption of the CNY HMIS. Any unauthorized access or unauthorized modification to computer system information or interference with normal system operations, whether on the equipment housed by the HMIS Lead Agency or any computer system or network related to the CNY HMIS will result in immediate suspension of services and the HMIS Lead Agency will pursue all appropriate legal action.

- VI. Hold Harmless

¹⁴ The CNY HMIS Administrators Group will serve in part to protect the confidentiality of clients and the integrity of the data by requiring certain methods of data analysis be utilized.

- A. The HMIS Lead Agency makes no warranties, expressed or implied. The Provider Agency, at all times, will indemnify and hold the HMIS Lead Agency harmless from any damages, liabilities, claims, and expenses that may be claimed against HMIS Lead Agency or the Provider Agency, or for injuries or damages to HMIS Lead Agency or the Provider Agency or another party arising from participation in the CNY HMIS, or arising from any acts, omissions, neglect or fault of the Provider Agency or its agents, employees, licensees, or clients, or arising from the Provider Agency's failure to comply with laws, statutes, ordinances or regulations applicable to it or the conduct of its business. This Provider Agency will also hold the HMIS Lead Agency harmless for negative repercussions resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by the Provider Agency's negligence, errors, or omissions, as well as natural disasters, technological difficulties, and/or acts of God. The HMIS Lead Agency shall not be liable to the Provider Agency for damages, losses, or injuries to the Provider Agency or another party unless such is the result of negligence or willful misconduct of the HMIS Lead Agency or its agents, employees, licensees, or clients.
- B. The Provider Agency makes no warranties, expressed or implied. The HMIS Lead Agency, at all times, will indemnify and hold the Provider Agency harmless from any damages, liabilities, claims, and expenses that may be claimed against the HMIS Lead Agency or Provider Agency, or for injuries or damages to the HMIS Lead Agency, the Provider Agency, or another party arising from participation in the CNY HMIS, or arising from any acts, omissions, neglect, or fault of the HMIS Lead Agency or its agents, employees, licensees, or clients, or arising from the HMIS Lead Agency's failure to comply with laws, statutes, ordinances or regulations applicable to it or the conduct of its business. The HMIS Lead Agency will also hold the Provider Agency harmless for negative repercussions resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by the HMIS Lead Agency or a Provider Agency's negligence, errors, or omissions, as well as natural disasters, technological difficulties, and/or acts of God. The Provider Agency shall not be liable to the HMIS Lead Agency for damages, losses, or injuries to the HMIS Lead Agency or another party unless such is the result of negligence or willful misconduct of the Provider Agency or its agents, employees, licensees, or clients.
- C. The Provider Agency agrees to keep in force a comprehensive general liability insurance policy with combined single limit coverage of not less than five hundred thousand dollars (\$500,000). Said insurance policy shall include coverage for theft or damage of the Provider Agency's CNY HMIS-related hardware and software, as well as coverage of Provider Agency's indemnification obligations under this Agreement.

- VII. HMIS Lead Agency Responsibilities:
- A. Enter into a contract and maintain the services of the ServicePoint software according to the terms and conditions of the contract with the Software Provider.
 - B. Maintain a System Administrator who will provide training, implementation, help desk and support to the Provider Agencies.
 - C. Designate a security office to be responsible for ensuring compliance with applicable security standards.
- VIII. Dispute Resolution and Appeals
- A. If a Dispute arises out of this Agreement, the Provider Agency shall make every effort to address and resolve those issues with the Executive Director of the HHC.
 - B. If the Executive Director of the HHC and the Provider Agency are unable to reach a solution, either party may raise the issue to the Data Administrator Committee for a solution.
 - C. The Data Administrator Committee may recommend a solution or may request that the parties raise the issue to the NY-510 Governance Board.
 - D. The NY-510 Governance Board will make every effort to resolve the issue and shall recommend a process to reach resolution.
- IX. Terms and Conditions
- A. The parties hereto agree that this Agreement is the complete and exclusive statement of the agreement between parties and supersedes all prior proposals and understandings, oral and written, relating to the subject matter of this Agreement.
 - B. Neither party shall transfer or assign any rights or obligations without the written consent of the other party.
 - C. This Agreement shall remain in-force until revoked in writing by either party with 30 days advance written notice. The exception to this term is if allegations, or actual incidences, arise regarding possible, or actual, breeches of this agreement. Should such a situation arise, the HMIS Lead Agency may immediately suspend access to the CNY HMIS until the allegations are resolved in order to protect the integrity of the system.
 1. When the HMIS Lead Agency becomes aware of a possible or actual incident, it shall make a reasonable effort to address its concerns with the Executive Director of the Provider Agency prior to taking action.

2. If HMIS Lead Agency believes that the breach by a Provider Agency's such that it may damage the integrity of the central database and the information in the central database for the Provider Agency or any other Agency, it may take immediate steps to suspend the Provider Agency's access to the CNY HMIS prior to addressing the concerns with the Executive Director of the Provider Agency. The HMIS Lead Agency will then address the concern with the Executive Director of the Provider Agency to resolve the issue.
 3. If the concern is not resolved satisfactorily between the HMIS Lead Agency and the Executive Director of the Provider Agency, the HMIS Lead Agency shall consult with the NY-510 Governance Board prior to taking further action.
 4. Action with a Provider Agency may include the provision of training and technical assistance, suspension of access to the central database or other appropriate measures to ensure that the data integrity is maintained.
- D. If a Provider Agency believes that the action taken is not appropriate, or it cannot meet the conditions of the decision, it may appeal the action to the NY-510 Governance Board. Decisions by the Board are final; however, all parties will make every attempt to reach reasonable accommodation for the Provider Agency.
- E. This agreement may be modified or amended by written agreement executed by both parties with 30 days' advance written notice.

Use of the CNY HMIS constitutes acceptance of these Terms and Conditions, and to any and all updates that occur to future drafts of this document.

Executive Director Signature

Date (d/m/y)

Name and Address of Provider Agency

Printed Name of (Provider Agency) Executive Director

Date (d/m/y)

Primary Voting Agency Administrator Name

Date (d/m/y)

Secondary Voting Agency Administrator Name

Date (d/m/y)

Sarah Schutt
HMIS Lead Agency
HMS Director
Housing & Homeless Coalition of Central New York
580 South Salina Street
Syracuse, NY 13202

Date (d/m/y)