

## SOLANO CoC HMIS PARTNER AGENCY LEAD (PAL)

The Solano CoC Homeless Management Information System is a shared database and software application which confidentially collects, uses, and shares client-level information related to homelessness in Solano County. On behalf of the Solano County Continuum of Care ("CoC"), Solano HMIS is administered by the County of Solano ("County") and Bitfocus, Inc. ("Bitfocus") is a software application called Clarity Human Services ("Clarity").

Clients must consent to the collection, use, and release of their information, which helps the CoC to provide quality housing and services to homeless and low-income people.

Client information is collected in Solano HMIS and released to housing and services providers (each, a "Partner Agency," and collectively, the "Partner Agencies"), which includes community-based organizations and government agencies.

Partner Agencies use the information in Solano HMIS: to improve housing and services quality; to identify patterns and monitor trends over time; to conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; to enhance inter-agency coordination; and to monitor and report on the delivery, impact, and quality of housing and services.

Pursuant to the Solano HMIS Policies and Procedures, each HMIS Partner Agency must designate a Partner Agency Lead to fulfill the responsibilities enumerated below.

### **A Partner Agency is required to identify a Partner Agency Lead as defined in the HMIS Partner Agency MOU.**

#### **Duties of the Partner Agency Lead include**

1. Liaise between the Partner Agency staff, HMIS System administrator, and the CAP Solano JPA.
2. Update System Administrator of all employee separations or role changes within 24 hours.
3. Ensure new End Users are granted access to the HMIS by providing user access roles to HMIS System Administrator.
4. Provide privacy, data sharing, and data quality oversight.
5. Ensure effective communication between End Users and HMIS System Administrator.
6. Accept and process any HMIS related grievance procedures.
7. Represent Partner Agency at HMIS Subcommittee.
8. Ensure the Partner Agency maintains compliance with the HMIS Partner Agency MOU and all other documents, agreements, and policies surrounding the administration of the HMIS.

<b>Name</b>	
<b>Partner Agency Lead (PAL) Full Name</b>	
<b>HMIS User's Email Address</b>	
<b>On behalf of the Partner Agency, I will be fulfilling the role of</b>	Partner Agency Lead (PAL)
<b>By signing, I agree to fulfill all the responsibilities enumerated above for my role.</b>	
<b>Date this agreement is being signed</b>	
<b>Partner Agency Executive Director Signature</b>	
<b>Partner Agency Executive Director Printed Full Name</b>	