

**HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)
PARTICIPATION AGREEMENT BETWEEN THE CITY OF OCALA
AND**

HMIS Participating Agency: Estelle Byrd Whitman Wellness

This agreement is entered into by and between the **CITY OF OCALA** (hereafter known as the "HMIS Lead Agency") and **Estelle Byrd Whitman Wellness** (hereafter known as "Participating Agency") regarding access and use of the Homeless Management Information System database (hereafter known as "HMIS/Charity Tracker").

I. Introduction

HMIS/Charity Tracker, a shared human services database, allows authorized personnel at homeless and human service provider agencies throughout Marion County to enter, track and report on information concerning their own clients and to share information, subject to appropriate inter-agency agreements, regarding common clients.

HMIS/Charity Tracker goals are to:

- Improve coordinated care for housing assistance programs and services to persons experiencing or at risk of experiencing homelessness in Marion County;
- Provide a user-friendly centralized intake records system that expedites client intake procedures;
- Improve referral accuracy, and support the collection of quality information that can be used for program improvement and service planning, and
- Meet the reporting requirements of the U.S. Department of Housing and Urban Development ("HUD") and other funders, as needed.

In compliance with state and federal requirements regarding client confidentiality and data security, HMIS/Charity Tracker is designed to collect and deliver timely, credible, quality data about services and homeless persons or persons at risk of homelessness. The City of Ocala is the lead agency chosen by the Continuum of Care (CoC) to administer and oversee HMIS/Charity Tracker. HMIS/Charity Tracker is administered in accordance with HUD guidelines.

II. HMIS and Lead Agency Responsibilities

1. HMIS Lead Agency will provide Participating Agency 24-hour access to the HMIS/Charity Tracker data-gathering system, via internet connection, subject to outages due to maintenance or resulting from factors outside of HMIS Lead Agency's reasonable control, such as interruptions in service from third-party providers.

HMIS Participating Agency understands that the following fully executed documents will be kept on file and available for review.

- ☐ Agency Full Privacy Notice
- ☐ Fully executed Client Release of Information Forms (maintained for period specified by grant funders up to seven years).
- ☐ Certification of Completion of required training (on current HMIS platform) for HMIS agents.
- ☐ HMIS Policies and Procedure Manual on current HMIS platform.

ATTEST:

CITY OF OCALA

Angel B. Jacobs
City Clerk

Sandra Wilson
City Manager

Approved as to form and legality:

Estella Byrd Whitman Wellness

Robert W. Batsel, Jr.
City Attorney

Carolyn Adams, AENP, CEO
(Signature)

Carolyn Adams
(Printed Name)

CEO
(Title)