



# END USER LICENSE AGREEMENT

## CLIENT MANAGEMENT INFORMATION SYSTEM



The Client Management Information System (CMIS) allows sharing of client information for the provision of services in Palm Beach County through a networked infrastructure that establishes electronic communication among Member Agencies. Participation in the CMIS enables the collection and sharing of unduplicated countywide aggregate data on homeless service delivery. The CMIS provides a standardized assessment of client needs, supports the creation of individualized service plans and records the use of housing and other related services.

This document outlines the role and responsibilities of End Users. All End Users have a vital role in ensuring the accuracy and quality of data entry.

**Member Agency:** \_\_\_\_\_

**User Information**

_____	_____
Name of User/ Position or Role	Location Name
_____	_____
Email Address	Work Phone
_____	
Location Address	

Above named user understands and agrees to adhere to all the responsibilities stated below:

- Read and be fully familiar with the CMIS Policies and Procedures Manual
- Sign an Affidavit of Good Moral Character and meet background requirements of my agency
- Meet basic computer competency/skills to adequately use and navigate CMIS
- Complete all CMIS training requirements
- Comply with all system security and confidentiality policies outlined in the CMIS Policies and Procedure Manual and in CMIS training (Section 11)
- Maintain the confidentiality of assigned User ID and password
- Maintain client confidentiality and uphold all client rights outlined in CMIS Policies and Procedures Manual (Section 10)
- Report suspect security breaches to my Agency Administrator
- Enter client data fully complying with HUD Universal Data Elements standards
- Enter client data in real-time adhering the CMIS Policies and Procedures Manual (Section 15)
- Comply with End User inactivity requirements as outlined in CMIS Policies and Procedures Manual (Section 11)
- Maintain high standards of professional conduct treating clients and other Member Agencies with respect and fairness

I understand that a failure to comply with the above responsibilities may result in the removal or suspension of my user license.

_____	_____
User Signature	Date

_____	_____
Agency Administrator Signature	Agency Administrator Printed Name



# AFFIDAVIT OF GOOD MORAL CHARACTER

## CLIENT MANAGEMENT INFORMATION SYSTEM



State of Florida - County of Palm Beach

\_\_\_\_\_  
(Applicant / Employee Name)

As an applicant requesting a user license for the CMIS system I affirm and attest under penalty of perjury that I meet the moral character requirements for laid out by the Palm Beach County COC in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section 782.04 murder
- Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section 782.071 vehicular homicide
- Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
- Chapter 748.048 cyberstalking
- Section 784.011 assault, if the victim of offense was a minor
- Section 784.03 battery, if the victim of offense was a minor
- Section 787.01 kidnapping
- Section 787.02 false imprisonment
- Section 787.025 luring or enticing a child
- Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section 790.115(2) (b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section 794.011 sexual battery
- Former Section 794.041 prohibited acts of persons in familial or custodial authority
- Section 794.05 unlawful sexual activity with certain minors
- Chapter 796 prostitution
- Section 798.02 lewd and lascivious behavior
- Chapter 800 lewdness and indecent exposure
- Section 806.01 arson
- Section 810.02 burglary
- Section 810.14 voyeurism, if the offense is a felony
- Section 810.145 video voyeurism, if the offense is a felony
- Chapter 812 theft and/or robbery and related crimes, if a felony offense
- Chapter 815 computer related crimes
- Chapter 815.06 offenses against computer users
- Chapter 815.034 Florida Communications Fraud Act
- Chapter 847.0135 computer pornography
- Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
- Section 817.568 criminal use of personal identification information
- Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
- Section 826.04 incest
- Section 827.03 child abuse, aggravated child abuse, or neglect of a child
- Section 827.04 contributing to the delinquency or dependency of a child
- Section 817.034 fraudulent acts through mail, wire, radio, electromagnetic, photo electronic, or photo optical systems

Section 817.568	criminal use of personal identification information
Section 817.60	obtaining a credit card through fraudulent means
Section 817.61	fraudulent use of credit cards, if the offense was a felony
Section 831.01	forgery
Section 831.02	uttering forged instruments
Section 831.07	forging bank bills, checks, drafts or promissory notes
Section 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	fraud in obtaining medicinal drugs
Section 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony.

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21; a career offender pursuant to s. 775.261; or a sexual offender pursuant to s. 943.0435, unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while using a CMIS license, if granted, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses.** I understand, under penalty of perjury, all users granted CMIS licenses shall attest to meeting these requirements and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses.

I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from being granted a CMIS user license.

SIGNATURE OF AFFIANT: \_\_\_\_\_

**-- Sign Above OR Below, DO NOT Sign Both Lines --**

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: \_\_\_\_\_



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## CLIENT MANAGEMENT INFORMATION SYSTEM



Additional CMIS User Access: Please Check all that apply

Workgroups:

- PBC - CoC Programs
- PBC - Community Action
- PBC - CSD SOFI
- PBC - Navigation
- PBC - Rapid Rehousing
- PBC - Outreach
- HMIS User\*

Level of CMIS System Access:

Basic User Level

- \*View Recycle Bin \*Write reports in Data Explorer \*Print Forms
- \*Print Reports \*Acuity List Entry - by agency request
- \*Data Export - by agency request

Supervisor User Level

- \*View Recycle Bin \*Edit Recycle Bin (Delete) - by agency request
- \*Write reports in Data Explorer \*Print Forms \*Print Reports
- \*Acuity List Entry - by agency request \*SPDAT Access - once trained
- \*Data Export \*Case Note Editing

Agency Administrator Level

- \*View Recycle Bin \*Edit Recycle Bin (Delete) \*Write reports in Data Explorer
- \*Print Forms \*Print Reports \*Acuity List Entry - by agency request
- \*SPDAT Access - once trained \*Data Export \*Case Note Editing
- \*Write Case Notes Templates \*Merge Organization Clients
- \*Password Changes

Special Access: Please list any special access the New User will need

\_\_\_\_\_  
Agency Administrator Signature

\_\_\_\_\_  
Agency Administrator Printed Name