

BAS-Net Roles and Responsibilities

<p>Bowman Systems</p>	<p>Responsible for the delivery of Internet-based client assessments and reporting features.</p> <p>Bowman Systems will provide secure, on-going access to its ServicePoint, ShelterPoint, and ResourcePoint applications via the Internet. Bowman Systems will also provide information about any system modifications and/or upgrades.</p>
<p>Homeless Alliance of Western New York (HAWNY)</p>	<p>Responsible for the administration and staffing of BAS-Net.</p> <p>HAWNY will secure funding for the BAS-Net system and provide organizational oversight through its Board of Directors and the BAS-Net Coordinator. HAWNY will provide regular staffing for the project and training.</p>
<p>HAWNY Board of Directors</p>	<p>Responsible for providing organizational oversight for the BAS-Net system through review of policy and procedures identified by the BAS-Net Coordinator.</p>
<p>BAS-Net Coordinator</p>	<p>Responsible for the implementation and coordination of the local HMIS. The Coordinator will be the primary contact for HAWNY and BAS-Net site contacts (agency administrators).</p> <p><i>Responsibilities include:</i></p> <ul style="list-style-type: none"> • Orienting prospective BAS-Net participants to the system; • Maintaining a list of agency contacts and BAS-Net participants; • Providing oversight on all contractual agreements; • Assessing agency readiness for HMIS; • Providing regular and mandatory once yearly trainings; • Authorizing access to the BAS-Net system; • Developing client assessment tools not already included; • Providing basic technical assistance to participating agencies; • Facilitating access to hardware/other technical support; • Documenting database and policy/procedure changes; • Developing and evaluating performance objectives; • Updating “Standard Operating Procedures Manual;” • Auditing BAS-Net usage system-wide; • Developing reports and queries for Continuum of Care; • Presenting research findings to community stakeholders; • Coordinating quarterly user-group meetings; • Publishing the quarterly BAS-Net Bulletin; and; • Communicating with participating agencies/larger community.

<p>BAS-Net Agency Administrator</p>	<p>Responsible for serving as the main agency contact for BAS-Net and will facilitate access to the HMIS at an organizational level.</p> <p>Each agency must designate a primary BAS-Net Agency Administrator to increase effectiveness of communication both between HAWNY and said agency, and within agencies.</p> <p><i>Responsibilities include:</i></p> <ul style="list-style-type: none"> • Adhering to the Agency Administrator Agreement; • Adhering to the Data Quality Reports Policy; • Participating in HMIS readiness assessment; • Identifying BAS-Net users and facilitating access to training through HAWNY BAS-Net staff members; • Granting BAS-Net access only to authorized staff members that have received the mandatory training from HAWNY BAS-Net staff members and demonstrated proficiency in application use and understanding policies and procedures; • Monitoring staff compliance with standards of client confidentiality and ethical data collection, entry, cleaning, and enforcing established misuse policy; • Enforcing business controls and practices to ensure organizational adherences to policies and procedures including detecting and responding to violations; • Ensuring stability in the agency internet connecting either directly in community with a technician; and • Notifying users about interruptions in service.
<p>BAS-Net Agency Users</p>	<p>BAS-Net Agency Users are responsible for entering client data into the BAS-Net system, as well as identifying needs and concerns regarding HMIS to their Agency Administrator.</p> <p>Agency Users are responsible for their own actions or any actions undertaken with their usernames and passwords.</p> <p><i>Responsibilities include:</i></p> <ul style="list-style-type: none"> • Adhering to the User Policy, Responsibility Statement, and Code of Ethics Form; • Entering client data within the 72 hour time parameters • Being aware of the confidential nature of data and taking appropriate measures to prevent any unauthorized disclosure of client information; • Complying with all local HMIS policies and procedures; and • Reporting security violations for their BAS-Net Agency Administrator.