



USER POLICY, RESPONSIBILITY STATEMENT, & CODE OF ETHICS

USER POLICY

Partner Agencies will share information for provision of services to homeless persons through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies will at all times have rights to the data pertaining to their Clients that were created or entered by them in BAS-Net. Partner Agencies shall be bound by all restrictions imposed by Clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into BAS-Net shall be shared and with which Partner Agencies. The BAS-Net Client Consent and Release of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum data entry on each consenting Client will be:

- Completing the Additional Profile Page
- Completing the HUD 40118 Worksheet
- Each shelter bed reservation and use

Data necessary for the development of aggregate reports of homeless services, including services needed, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

BAS-Net is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff should use the Client information in BAS-Net system to target services to the Client's needs.

USER RESPONSIBILITY

Your User ID and Password gives you access to BAS-Net. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from BAS-Net.

_____ My User ID and Password are for my use only and must not be shared with anyone.

_____ I must take all reasonable means to keep my Password physically secure.

_____ I understand that the only individuals who can view information in BAS-Net are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use information necessary to perform my job.

_____ If I am logged into BAS-Net and must leave the work area where the computer is located, I **must log-off** of BAS-Net before leaving the work area.

_____ A computer that has BAS-Net “open and running” shall never be left unattended.

_____ Failure to log off BAS-Net appropriately may result in a breach in Client confidentiality and system security.

_____ I understand that I must use BAS-Net regularly. Failure to use BAS-Net for two (2) months will result in the suspension of my license.

_____ Hard copies of BAS-Net information must be kept in a secure file.

_____ When hard copies of BAS-Net information are no longer needed, they must be properly destroyed to maintain confidentiality.

_____ If I notice or suspect a security breach, I must immediately notify my BAS-Net Site Contact or BAS-Net Administrator.

_____ I understand that I must attend a mandated refresher training one (1) time per year. Trainings may be scheduled on a one-to-one basis or in groups of no more than three (3) to four (4) people.

_____ I understand that if I take a leave of absence for any reason (maternity/paternity leave, medical leave, etc.) I must notify the BAS-Net Administrator immediately so my license can be temporarily de-activated. Upon my return, I may contact the BAS-Net Administrator to re-activate my account. Contingent upon the length of my leave, I may be subject to attending a refresher training before I can regain access.

_____ I understand that when I terminate employment with current agency, I must contact the Agency Administrator immediately so my access to BAS-Net can be de-activated.

USER CODE OF ETHICS

- A. BAS-Net Users must treat Partner Agencies with respect, fairness and good faith.
- B. Each BAS-Net User should maintain high standards of professional conduct in the capacity as a BAS-Net User.
- C. The BAS-Net User has primary responsibility for his/her Client(s).
- D. BAS-Net Users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.
- E. BAS-Net Users may not, under any circumstance, train other staff members on the use of BAS-Net, nor may they share BAS-Net related information with staff members who do not hold a BAS-Net License.

I understand and agree to comply with all the statements listed above.

BAS-Net User Print Date

BAS-Net User Signature Date

BAS-Net Agency Administrator Date

*NOTE: The BAS-Net Site Contact must sign all User Policy forms for the agency's BAS-Net Users.
Homeless Alliance of Western New York staff will sign the User Policy forms for Site Contacts.*