



# Safe Harbors

## Safe Harbors User Certification

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\_\_\_\_\_ I have been trained on the use of the Safe Harbors Homeless Management Information System. I have attended the following trainings:

- Intro to Safe Harbors HMIS
- Snapshot Training
- Recording Services training
- HMIS ad-hoc reports
- HMIS management reports
- HUD Annual Progress Report
- Other: \_\_\_\_\_

\_\_\_\_\_ I understand how to receive additional assistance from the Safe Harbors team via the help desk phone number, email address and/or agency support staff assigned to my agency.

\_\_\_\_\_ I understand I must enter data according to the guidelines listed in the Standard Operating Policy & Procedures for the Safe Harbors HMIS.

\_\_\_\_\_ I understand that data quality will be reviewed monthly by the Safe Harbors team and Agency contract monitors and posted on the Safe Harbors website.

\_\_\_\_\_ I have completed and signed the required Safe Harbors HMIS "User Responsibility and Code of Ethics Agreement" and understand that each user within any Partner Agency is bound by various restrictions regarding client information. I agree to maintain the confidentiality of client information in HMIS.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_