

Appendix Q – Sample HMIS Criminal Background Check Certification

The Program Management Information System of the Southeast (“PromisSE”) contains a wide range of personal and private information on individuals, and all such information must be treated carefully, confidentially, and professionally by those who have the ability to access it. As such, an Agency’s employees, volunteers, and any persons requesting access to the PromisSE must comply with the PromisSE License Agreement & Statement of Confidentiality ([Appendix F](#)) and the requirements set forth in the PromisSE Policies and Procedures, including the successful clearance of a national criminal background check, which must be certified by the Agency Administrator and Executive Director of the agency. **This form must be submitted to the Continuum-designated HMIS Lead Agency before access is granted in HMIS.**

It is noted the HMIS Lead Agency may request an updated criminal background check on any end user suspected of violating any standard or requirement outlined in the PromisSE Policies and Procedures and the PromisSE License Agreement & Statement of Confidentiality ([Appendix F](#)).

Prospective HMIS End User Name

Today’s Date

I affirm the Prospective HMIS End User referenced above has successfully cleared a national criminal background completed check that was within 30 days of the PromisSE Training request.

Training Request Date

Background Check Complete Date

I affirm the background check for the Prospective HMIS End User referenced above successfully cleared the following parameters, as set by the PromisSE Implementation. (Initial each parameter to signify certification).

Prospective HMIS End User **DOES HAVE / DOES NOT HAVE** (circle appropriate answer) any prior convictions of either embezzlement or identity theft.

Prospective HMIS End User **HAS/ HAS NOT** (circle appropriate answer) been convicted of domestic violence, fraud offense, or any other crime of a predatory nature **within the past seven (7) years** of today’s date.

Note: If a Prospective End User with a history of any of these offenses requests access to the system, a written statement from the Local CoC must be submitted to the PromisSE HMIS Vendor Contract-Holding Agency Executive Director. As of December 6, 2017, that person is Michelle Farley. Written statements of explanation and this attached document should be submitted via email to michelle@oneroofonline.org.

Agency/ Program Name

Agency Administrator Name

Executive Director Name

Agency Administrator Signature

Executive Director Signature

Today’s Date

Today’s Date