

DocuSign Instructions Updated Policies and Procedures Agreements AUGUST 2023



How Do We Sign?

- 1. Via the DocuSign link that was sent to CHO HMIS Administrators (or HMIS primary contacts) on Monday, 8/21.
- 2. By completing the PDF forms however is easiest for your organization (Adobe, print/sign/scan, etc.) and returning to <u>DSSHMIS@dss.nyc.gov</u>



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- 1. One individual (the CHO HMIS Administrator) should open the link and enter the name and email address for individuals in each role.
 - The only optional role is the 2nd End User. If one individual has multiple roles, please list their name and email twice.



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ocusign.net/d63545d1-7c8d-41e0-a3e9-56e074f2bce9?env=na4&acct=c62dcdd5-fac6-4119-bca4-eb92f0d9358... 🗚

Your Name: *	
Caroline Prichard	
Your Email: *	
prichardcar@dss.nyc.gov	
Please provide information for any other	
signers needed for this document.	
CHO Executing Officer	
Name:	
Leah Robinson	
Email:	



Department of

Social Services

2. Click "begin signing" and you will be routed through all fields required of the CHO HMIS Administrator. Then select "Finished signing" and the form will be sent to the individual in the next role to complete their designated fields.





Participating Organization Agreement Participating Organization Agreement

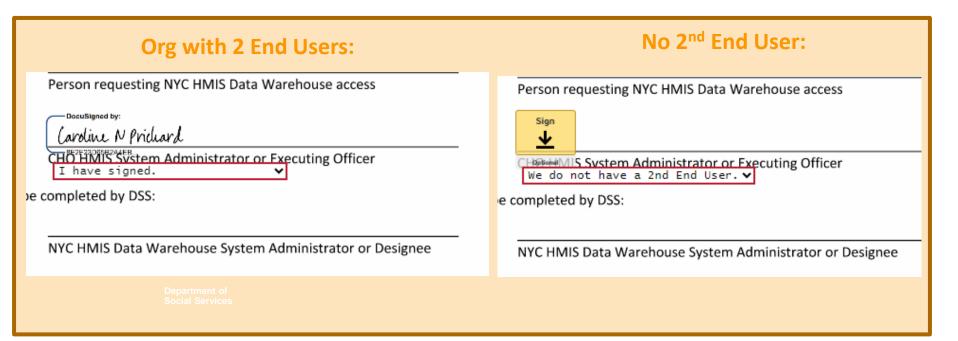
THIS HOMELESS MANAGEMENT INFORMATION SYSTEM PARTICIPATING ORGANIZATION				
AGREEMENT (the "Organization Agreement" or "Agreement") is made by and between the New				
York City Department of Social Services, as the primary entity for the New York City Continuum				
of Care Homeless Management Information System (hereinafter "DSS"),				
and, a nonprofit corporation or				
organization, or contributing HMIS organization located at				
4 World Trade, New York NY (hereinafter "CHO").				
Whereas, the NYC HMIS is a data warehouse that operates in accordance with				
Thereasy the first of a data wateriouse that operates in accordance with				

the U.S. Department of Housing and Urban Development (HUD) standards; and



NEXT

3. CHO HMIS ADMINS: For the 2nd End User form, if you do not have a 2nd End User, select "We do not have a 2nd End User." For organizations with only 1 NYC Data Warehouse End User, no signature is required on this page.



4. As individuals complete the fields designated for their role, it goes to the next person on the list. People in multiple roles will receive an email from DocuSign inviting them to sign multiple times. You will only be able to fill in the fields designated for your role.

- If the next person on your list hasn't received an email, let us know and we can re-send the form to them.



COMPLETED					
1	Caroline N Prichard prichardcar@dss.nyc.gov	COMPLETED	<u>"</u>	Signed on 8/24/2023 04:02:56 pm Signed in location	
2	Leah Robinson robinsonlea@dss.nyc.gov	CURRENT	L	Needs to Sign Sent on 8/24/2023 04:02:58 pm	
		WAITING	4		
3	Caroline N Prichard prichardcar@dss.nyc.gov		<u>/</u>	Needs to Sign	
4	Caroline N Prichard		<u>_</u>	Needs to Sign	
		Caroline (the CHO HMIS Admin) has signed, and it has now been emailed to CHO Executing Officer Leah			

Signers will receive an automatic email when it is there turn to sign— it might be a good idea to let these individuals know that they should be expecting an email from DocuSign.

[EXTERNAL] Complete with DocuSign: CHO Participation Agreements



DocuSign NA4 System <dse_NA4@docusign.net> To O DSSHMIS



5. Jayme, representing HMIS/DSS, will be the last person to sign all agreements. Once everyone has signed, all signers will receive the final, complete document.

At this point, we have your organizations agreements and nothing else is needed. If you have a new End User or need to update your organization agreements, you can do so at any time. However, there is no annual requirement.



As an alternative to DocuSign, agreements can also be completed in PDF form and returned to us at <u>DSSHMIS@dss.nyc.gov</u>.





Questions? Concerns? DocuSign Issues? Need forms re-sent?

DSSHMIS@dss.nyc.gov

Join our NYC HMIS Transition office hours, Fridays 3pm – 4pm!

Data Warehouse Transition - CCOC (nyc.gov)

