

**Northlake HMIS Data Project, REGIONAL LSNDC LEAD AGENCY**  
SLU Box 10509, Hammond, LA 70402

**LSNDC SERVICEPOINT HMIS  
ACCOUNT REQUEST AND ACCESS STATEMENT**

All users on the LSNDC ServicePoint HMIS (Homeless Management Information System) must complete this form in its entirety. This form authorizes the Northlake HMIS Data Project to provide the individual you list below with a unique ServicePoint login and password to view, add, edit, delete and possibly share your agency's client data stored in the LSNDC database. By law, this user CANNOT SHARE their login and password with any other individual. Violation may result in a permanent ban from using the LSNDC system software. If you have any questions regarding this account request form, please contact your Regional LSNDC System Administrator at 985-549-5373. **After completion, fax and mail original to Regional LSNDC System Administrator, fax number: 985-549-2485, mailing address: SLU Box 10509, Hammond, LA 70402.**

**REQUEST FOR A LSNDC SERVICEPOINT USER ACCOUNT**

Account is for the following paid employee/student intern: \_\_\_\_\_

Employee's Phone Number: \_\_\_\_\_ Employee's Email Address: \_\_\_\_\_

Employee's Title: \_\_\_\_\_ Immediate Supervisor's Name: \_\_\_\_\_

**AUTHORIZE\*\* EMPLOYEE'S ACCESS TO CLIENT RECORD**

Name of your agency's program(s) that this user can access, allowing for them to add, edit, and delete client data:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- User has professional license for and is authorized to document ICD-9 codes in client files.  
(Additional costs related to ICD-9 code access may apply.)
- User has professional license for and is authorized to document CPT codes in client files.  
(Additional costs related to CPT code access may apply.)
- User has professional license for and is authorized to document DSM-IV-TR codes in client files.  
(Additional costs related to DSM-IV-TR code access may apply.)
- Allow user to change the security settings of client records. This feature lets the user "open" and "close" portions of current client data to other agencies.
- Allow User to "Back-Date" Releases of Information. This feature lets the user share past or "Back-Dated" client data with other agencies.

\*\*Please note that it is the responsibility of the Agency's Executive Director, or the above employee's immediate supervisor, to notify the Regional LSNDC System Administrator of the employee's termination from the agency, placement on disciplinary probation, or upon any change in duties not necessitating access to LSNDC System information within one business day of the occurrence. Failure to comply may result in the revocation of the Agency's use of the LSNDC System.

**Executive Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Regional LSNDC System Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_