

# OHCS OPUS Data Collection System

## OPUS System Administrator Agreement

Subgrantee Agency Name: \_\_\_\_\_

Subgrantee Agency Name

In order to meet the requirements of various Federal and State agencies; Oregon Housing and Community Services (OHCS) OPUS data collection system is a collaborative, statewide effort assisting agencies to document client-level needs and characteristics through a coordinated system that compiles common information at the agency, community, and state level. OPUS is a software tool that can assist agencies in focusing services and locating alternative resources to help low-income individuals.

- **"OPUS HelpDesk"**- OHCS staff providing information and support for OPUS database end users'
- **"End User"** – individuals who utilize and are granted access to the OPUS system

### OPUS LIMITATION OF LIABILITY

The Subgrantee Agency agrees that under no circumstances shall OHCS be liable for any direct, indirect, punitive, incidental, special, or consequential damages that result from the use of, or inability to use the OPUS site. This limitation applies whether the alleged liability is based on contract, tort, negligence, strict liability or any other basis, even if OHCS has been informed of the possibility of such damage.

### OPUS INDEMNIFICATION

Subject to applicable law, Subgrantee Agency agrees, and shall require its Subrecipients to agree, to defend, indemnify (consistent with ORS Chapter 180), and hold harmless OHCS and its employees, contractors, officers, and directors from all liabilities, claims, and expenses, including attorney fees that arise from use or misuse of this site. OHCS reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Subgrantee Agency, in which event Subgrantee Agency will cooperate with OHCS in asserting any available defenses.

The Subgrantee Agency OPUS System Administrator is the primary OPUS contact at the agency level. This individual will be responsible for:

- Providing a single point of contact between the Subgrantee Agency's end users and the OPUS HelpDesk at OHCS
- Work with Subgrantee Agency internal IT staff to ensure that Internet and Network connections are stable and secure
- Work with the Subgrantee Agency Program Managers and Staff to ensure that all end users receive appropriate OPUS application training before prior access and use to the system
- Ensure that the *OPUS User Policy, Responsibility, & Code of Ethics* form is signed by all Subgrantee Agency end users before they access the OPUS database, and that the form is reviewed, updated, and signed annually
- Ensure updated and approved *OPUS Privacy Posting* is properly displayed and visible for consumers of services to view
- Assist in monitoring compliance with standards of client confidentiality, ethical data collection, accurate data entry and data retrieval, and the consumer complaint process

- Assist in managing the Subgrantee Agency end users' accounts including immediate termination of access to OPUS for terminated Subgrantee Agency end users'

Each Subgrantee Agency participating in OPUS will designate an OPUS System Administrator to fulfill the duties described above.

Print Subgrantee Agency OPUS System Administrator Name	Subgrantee Agency OPUS System Administrator Signature	Date
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The following individuals are identified as Program Managers for specific modules contained in the system:

**Energy**

Module	Print Name, Program Manager	Program Manager Signature	Date
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**Weatherization**

Module	Print Name, Program Manager	Program Manager Signature	Date
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**E2C2**

Module	Print Name, Program Manager	Program Manager Signature	Date
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**Fiscal**

Module	Print Name, Program Manager	Program Manager Signature	Date
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Print Name, Executive Director	Executive Director Signature	Date
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By signing this document, it is acknowledged the Subgrantee Agency is bound by and will comply with all requirements, terms, and conditions contained in the OPUS System Administrator Agreement; MGA in regards to OPUS; OPUS User Policy, Responsibilities, & Code of Ethics; OPUS Privacy Posting, and the OPUS Privacy Notice to Recipients of Services.

OHCS OPUS HelpDesk	OHCS OPUS HelpDesk Signature	Date
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