

Site Name:						
Program Name:						
1	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					
2	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					
3	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					
4	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					
5	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					
6	TouchPoint Name:					
		View Own	Edit Own	Delete Own	View Others	Edit Others
	Staff:					
	Manager:					

- **TouchPoint Name** – this is the title of the TouchPoint
- **Staff View / Edit / Delete Own** – enables staff to View, Edit, or Delete his or her own work for the TouchPoint titled above.
- **Staff View / Edit / Delete Others** – enables staff to View, Edit, or Delete others TouchPoints titled above.
- **Manager View / Edit / Delete Own** – enables program managers to View, Edit, or Delete his or her own work for the TouchPoint titled above.
- **Manager View / Edit / Delete Others** – enables program managers to View, Edit, or Delete his or her own work for the TouchPoint titled above.
- **The option for staff to delete work is only available by special request.**
- **HMIS is meant to be a “once in, always in system,” however, the HMIS Office can delete TouchPoint responses by request.**