

## ONBOARDING NEW AGENCIES/PROGRAMS TO HMIS

**Please complete and submit to HMIS four (4) weeks prior to program launch.**

To ensure timely set up in HMIS, please complete the below fields and submit to HMIS via email ([hmis@calgaryhomeless.com](mailto:hmis@calgaryhomeless.com)) at least 4 weeks prior to the official launch/opening of the new program.

Agency Name <i>(as it will be shown in HMIS):</i>
Program Name <i>(as it will be shown in HMIS):</i>
Sector:    Family    Youth    Single
Brief Description of the Program:
Program Launch Date:
Program Workflow (ie: Shelter vs Housing First. Please indicate if unknown.):
Is there a current program already in HMIS the new program configuration might look like?    Yes    No If 'Yes', what is the Program name already in HMIS?
Program Administrator: Name: _____ Title: _____ Work Phone: _____ Work Email: _____
Visibility Setups (which visibility groups will need access to new program):
Assessments (which assessments will the new program need access to):  Are there new assessments that need to be built in HMIS for the new program?
ShelterPoint List (ie: configuration of floors, rooms, beds etc.):