

STEP 2: Institute for Community Alliances (ICA) HMIS Training Process

Any individual requiring access to HMIS (Homeless Management Information System) for Mo BoS CoC Coordinated Entry data entry must meet all required training, including HMIS specific training.

New HMIS Users Entering Data

The process below applies to new End Users that will enter data for service/housing projects, such as: financial assistance, emergency shelter, rapid rehousing, etc. **AND** their agency's MO BoS CoC CES project.

1. An Authorized Representative for the agency must submit the User Access Request form on behalf of the End User that needs HMIS training. This form is available on the ICA website at www.icalliances.org/missouri-forms
NOTE: The User Access Request form should be noted as “**New User Request**” and list all projects for which the End User will enter data for this agency. MO BoS CoC CES will **not** be an option at this point.
2. After the UAR is approved, the new End User will receive notification from ICA HelpDesk to:
 - a. Submit a User Policy and Responsibilities form,
 - b. Complete the Security & Privacy Awareness training, and
 - c. Complete the Data Standards Training.
3. Upon completion of this process, the End User is now classified as a **Current HMIS User**, contact your Region's

ICA Contact for further direction.

ICA Contacts

Region 1, 6,7,8,9: Leah Woods leah.woods@icalliances.org
Region 2,3,5 Amanda Ritchie amanda.ritchie@icalliances.org
Region 4,10 Krystal Searcy krystal.searcy@icalliances.org

STEP 3: NEXT STEPS FOR NON HMIS USERS

- 1) Email your Regional Lead to let them know that you have completed your Coordinated Entry training in Litmos
- 2) Agencies who are not HMIS users but have Coordinated Entry intakes/client data that needs entered into HMIS will need to sign an MOA for a data partnership with an agency who can enter data into HMIS on their behalf
- 3) For client data to be added to HMIS, staff need to send data to their HMIS data partner ASAP so that data can be entered into HMIS within the 3 business-day time frame. Each data partner will work out best practices for how data should be sent – ex: via secure email, fax, in person, etc.

If you have questions, please contact your MO BoS CoC CE Regional Lead or you can contact:

support@moboscoc.org

coordinatedentry@moboscoc.org