

Greater Kansas City Coalition to End Homelessness

3200 Wayne Avenue, Suite 202 Kansas City, MO 64109

> Phone: (816) 924-7997 Fax: (816) 924-7994

> > www.gkcceh.org

Are you a provider and want to get your organization setup in HMIS?

There are two google forms to fill out with information about your organization and program. Once your request is reviewed, MO-604 staff will respond to the request within two weeks. You will then receive an email detailing organization set up specifications as well as information in regards to membership and user fees.

Step 1: Fill out the following google form with organization specific information.

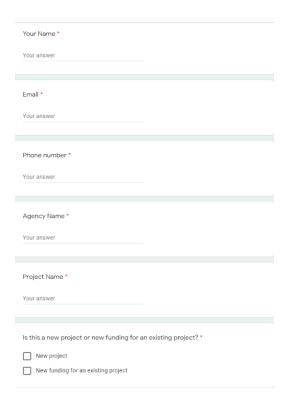
 $\frac{https://docs.google.com/forms/d/e/1FAlpQLSfFOdE7LohCSrHxgoQAsAbMoYWkaifvMb8TVQTHWlpQXW4RhQ}{/viewform}$



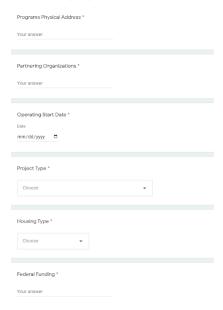
Step 2: Fill out the following google form with program specific information.

https://docs.google.com/forms/d/e/1FAlpQLSfWmp7Fhk3GlmnMYRzXLt_mNwcNPsYDPwU2Lbc3iRJGkB22Ug/viewform

1. Enter your name, email address, phone number, agency name and the name of the new project.

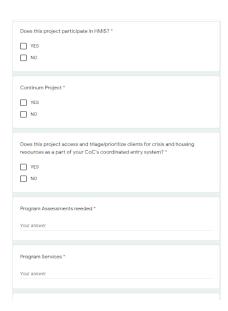


- 2. Enter the physical address, any partnering organizations and the operating start date.
- 3. Enter the project type (Homeless prevention, Rapid Rehousing, Emergency Shelter, etc.), housing type (Site based, Tenant based, etc.) and if the project receives federal funding.

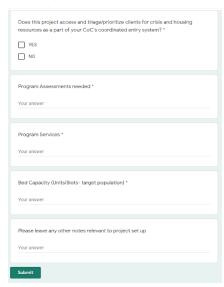


4. Select if the project participates in HMIS, if it's a Continuum Project, or if it is a part of the CoC's coordinated entry system.

5. Include all program assessments needed (basic four include HUD Universal, HUD Program, HUD Financial Assessment, HUD Health Insurance Assessment) and any services for the program (Rent, Utility, Medical, etc.)



- 6. Enter bed capacity or N/A.
- 7. Leave any other notes or relevant information that MO-604 staff should know when setting up the program.



 $Both\ google\ sheets\ need\ to\ be\ completed\ before\ the\ program\ and\ organization\ can\ be\ added\ to\ HMIS.$