



## HMIS Access Checklist

All forms and more information about HMIS are available on our website at [www.vfcch.org](http://www.vfcch.org). Completed forms should be submitted to Carolyn Dodge, HMIS Administrator at [cdodge@vfcch.org](mailto:cdodge@vfcch.org).

<b>Paperwork</b>		
	<b>Completed</b>	<b>Notes</b>
Download, complete, and submit HMIS Participating Agency Agreement Form. <i>(For new agencies)</i>	<input type="checkbox"/>	
Download, complete, and submit HMIS Provider Form. <i>(For new projects)</i>	<input type="checkbox"/>	
Complete Level II background screening <i>(For each user who will access the system)</i>	<input type="checkbox"/>	
Download, complete, and submit License Account Request Form with Level II verification. <i>(For new users)</i>	<input type="checkbox"/>	
<b>Payments</b>		
Submit payment to VFCCH*	<input type="checkbox"/>	
<b>Follow-Up &amp; Training</b>		
	<b>Completed</b>	<b>Notes</b>
Schedule new user training	<input type="checkbox"/>	
Attend new user training	<input type="checkbox"/>	
Complete HMIS User Agreement Form. <i>(To be completed at the beginning of training)</i>	<input type="checkbox"/>	

\*Please make checks out to the Volusia-Flagler Coalition for the Homeless, FEID 16-1649078 and mail to:

Volusia-Flagler County Coalition for the Homeless, Inc.  
P. O. Box 309  
Daytona Beach, FL 32115-0309