

## FL-504 Continuum of Care HMIS Fee Schedule and Required Documents to Access System

Participating Agency Costs	Description	Total Cost
<b>New User Fee/Annual User Fee</b>  *Annual user fee is prorated quarterly.	October-December (1 <sup>st</sup> quarter)	\$338.27*
	January – March (2 <sup>nd</sup> quarter)	\$253.71*
	April – June (3 <sup>rd</sup> quarter)	\$169.14*
	June -September (4 <sup>th</sup> quarter)	\$84.57*
<b>Training</b>  *Per Person.	New User Training	\$50.00*
	Refresher/Update Training Fee	\$50.00*
	Cancellation/No Show Fee	\$25.00*
	Advance Reporting Tool (ART) Report Access	\$170.00*

### Accessing HMIS

For an agency to participate in HMIS, the following must be completed:

1. Complete HMIS Participating Agency Agreement Form (For new agencies)
2. HMIS Provider Form (for new agencies and new projects)
3. License Account Request Form with Level II Background Screening (For new users)
4. Attend new user training
  - a. HMIS User Agreement Form (to be completed at the beginning of training).

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).

### Payments

For payment and billing questions, inquiries should be directed to Virginia Larrison, Finance/HR Coordinator at [vlarrison@vfcch.org](mailto:vlarrison@vfcch.org).

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

**Additional chargers may be incurred if contract changes during the year.**