

## **New Provider in HMIS Process**

This is the process for new providers joining the HMIS system or new projects that need to be added to the system.

1. New agencies joining HMIS or currently active agencies adding a project will need to complete the New Provider Form. Agencies receiving funding will need to make sure that they complete the form with the grant number associated with the project. The agency can name the project in HMIS to a name that will help them find the project easiest. This form should be returned to the Louisville HMIS System Admin at [hmis@louhomeless.org](mailto:hmis@louhomeless.org) along with the subject line specifying "New HMIS Project Requested".
2. New agencies joining HMIS may request a meeting with the HMIS Admin for adding additional questions to their HMIS assessment questions.
3. Before a New Agency can be put into the HMIS system the agency must have at least one employee that has completed the HMIS training. Again, contact the Louisville HMIS System Admin ([hmis@louhomeless.org](mailto:hmis@louhomeless.org)) for details and questions. Once the user has completed all training and homework the New Project and Agency will be put into HMIS.
4. Payment for any new HMIS licenses are due prior to the license being activated. Cost of the license will be pro-rated.  
Checks can be mailed to:

Coalition for the Homeless  
ATTN: William King  
1300 S. 4th St  
Suite 250  
Louisville, KY 40208