NorCal CoC HMIS

How to Request an HMIS License

What is HMIS?

The Homeless Management Information System (HMIS) is a secure, web-based data system used by the NorCal Continuum of Care (CoC) to collect client-level data on people experiencing homelessness. TEACH, Inc. serves as the HMIS Lead and NorCal CoC Administrative Entity; Pathways-MISI serves as the HMIS System Administrator. An HMIS license is required to enter client data and to participate in CES meetings and Data Performance Work Groups.

Who Needs an HMIS License?

An active HMIS license is required to:

- Enter or access client-level data in the HMIS system
- Participate in CES (Coordinated Entry System) meetings
- Participate in Data Performance Work Groups

Note: HMIS Committee meetings are open to anyone and do not require a license.

Steps to Obtain an HMIS License

1

Ensure Your Agency Has a Signed HMIS Agency Participation Agreement (HAPA)

Your organization must have a fully executed HAPA on file with TEACH, Inc. before any individual licenses can be issued. If your agency does not have one, contact TEACH, Inc. at jnorthrup@teachinc.org to request the agreement form.

2

Request an HMIS License

To request access, contact TEACH, Inc. at jnorthrup@teachinc.org. Include the names and email addresses of all staff who will need licenses, as well as a list of the HMIS projects they will need access to. TEACH will coordinate with the HMIS System Administrator to begin the setup process.

3

Complete the Privacy & Security Training

The HMIS System Administrator will send you a training link. You must complete the HMIS Privacy and Security training before receiving a license. This training is mandatory for all new users.

4

Sign the HMIS User Responsibility Agreement

After completing training, the HMIS System Administrator will send an HMIS User Responsibility Form to review and sign. The user signs first; the form is then forwarded to the user's Executive Director (or equivalent) for a secondary signature.

5

License Activated

Once training is confirmed and the fully signed User Responsibility Agreement is on file, the HMIS System Administrator will activate your license. You will receive confirmation when your account is ready.

Contact Us

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NorCal CoC Administrative Entity & HMIS Lead
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Cost

HMIS licenses and system administration are currently grant funded. There is no cost to users or agencies at this time.

Note: Future pricing is under development. Agencies will be notified in advance of any changes.