



Getting Started with HMIS

THN HMIS New Agency Application

- The first step is to fill out an **HMIS Agency Application**. This form helps the HMIS team understand exactly how you'll be using the system so that your programs can be correctly set up in the system. Also included in this form is the Agency Agreement which explains all of your responsibilities as a participating agency.

HMIS Training Request Form

- Once your agency's application has been approved by the HMIS team, you will receive a link to the **HMIS Training Request Form**. This form must be submitted for EACH person that will need to use HMIS. This is the starting point for HMIS training. Shortly after this form is submitted, the trainee will receive instructions on how to begin HMIS training. Moving forward, complete this form for any new users needing HMIS training.

HMIS User Agreement

- Each prospective HMIS user will need to submit this **HMIS User Agreement**. This must be submitted before a user can receive their HMIS login information. Read through this agreement carefully before signing to make sure you understand all of THN's expectations.

HMIS Administrator

- Every agency in HMIS must have one person dedicated as the HMIS Administrator for that agency. That person must be an active HMIS user. Their primary role is to be the main point of contact between their agency and the HMIS team. To become your agency's HMIS Admin, you must complete an hour long training and submit this **HMIS Administrator Agreement form**.

Further Reading

- [Data Quality Plan](#)
- [Client Privacy Notice](#)
- [Policies and Procedures](#)
- [Privacy Policy](#)

Questions? Email us at hmis@thn.org

Source: <https://www.thn.org/texas-balance-state-continuum-care/hmis/hmis-start-kit/>