

CARES REGIONAL HMIS USER ACCESS REQUEST

This form must be completed and signed to request/remove End User access to the CR-HMIS. In addition, the signed User Agreement and New User Training Completion quiz results must be submitted before a user ID and Password will be assigned. Submit all completed documentation for user license setup and/or modification via email, or fax to: Kelli Clark Email: kclark@caresny.org Fax: 518-489-2237

STAFF INFORMATION		
AGENCY NAME	STAFF FIRST NAME	STAFF LAST NAME
STAFF EMAIL ADDRESS	SUPERVISOR NAME	SUPERVISOR EMAIL ADDRESS

NEW CRHMIS USER ACCESS	
NEW USER START DATE	PLEASE LIST ALL CRHMIS PROJECTS USER WILL HAVE CHART ACCESS TO
___/___/___	<input type="checkbox"/> User will have access to all agency projects

USER ACCESS LEVEL	
<input type="checkbox"/> Direct Care Staff – User has access to all modules in awards. Can add and/or modify client information <input type="checkbox"/> Read Only User Client Level Data – User can only view information, cannot add or modify any information <input type="checkbox"/> Read Only User Aggregate Data – User can only view aggregate data, cannot view any personal identifying information	
ADDITIONAL PERMISSIONS Please select the following additional permissions (if any) User may have	
<input type="checkbox"/> HMIS Annual Update Reminder <input type="checkbox"/> HMIS Youth Aging into Adulthood <input type="checkbox"/> Create Residence Units (will require additional training) <input type="checkbox"/> Display Fiscal Buttons <input type="checkbox"/> Unlock Progress Notes <input type="checkbox"/> HMIS Export (SSVF RHY agencies) <input type="checkbox"/> External Email Notifications (an email will be sent indicating user has a new message in the CRHMIS Database)	

EXISTING USER ACCESS	
EFFECTIVE DATE	INDICATE ADDITIONAL/REMOVAL CHART ACCESS
___/___/___	<input type="checkbox"/> Allow user to have chart access to all agency projects <input type="checkbox"/> Allow user to have chart access to additional projects (List all additional agency projects) <input type="checkbox"/> Remove user chart access from the following projects (List all projects to remove chart access) <input type="checkbox"/> Remove all user access to the CRHMIS (User log in will be deactivated)

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Staff Signature

Date

Supervisor Signature

Date