



CRHMIS User Account Request

Use this form to request HMIS User permissions edits, to remove a User, or to add a new User.

INSTRUCTIONS: Submit completed form via email (to wrobson@caresny.org) or fax (to 518-489-2237 with ATTN: HMIS). **NOTE FOR NEW USER REQUESTS:** All documentation must be submitted at once (New User Quiz results, signed User Agreement, and this form).

AGENCY:	
FULL NAME of User:	EMAIL Address of User:

REMOVE USER (NO ACCESS TO HMIS)
<input type="checkbox"/> REMOVE USER ACCESS TO HMIS
EFFECTIVE DATE: ____/____/____
REASON
<input type="checkbox"/> Termination of employment at Agency <input type="checkbox"/> Job duties no longer require HMIS access <input type="checkbox"/> Violation of Agency or CRHMIS policies <input type="checkbox"/> Other
ADD OR MODIFY USER (CREATE DESIRED SETTINGS FOR A USER)
<input type="checkbox"/> ADD NEW USER TO HMIS
<input type="checkbox"/> MODIFY EXISTING USER IN HMIS
EFFECTIVE DATE: ____/____/____
USER CLASSIFICATION
<input type="checkbox"/> Direct Care Staff – Can view, add, and/or modify client information <input type="checkbox"/> Read-Only User (Client Data) – Can only view client information (cannot add or modify) <input type="checkbox"/> Read-Only User (Aggregate Data) – Can only view aggregate data (cannot view, add, or modify any client information)
AGENCY PROJECT ACCESS
<input type="checkbox"/> FULL access to agency projects <input type="checkbox"/> PARTIAL access to agency projects → LIST ALL PROJECTS USER SHOULD HAVE ACCESS TO BELOW:
ADDITIONAL PERMISSIONS – SELECT ADDITIONAL PERMISSIONS <u>NECESSARY</u> FOR USER TO HAVE, OR SELECT ‘NONE’
<input type="checkbox"/> None <input type="checkbox"/> External Email Notifications (message sent to external email address when user receives an AWARDS message) <input type="checkbox"/> Reminders – HMIS Annual Update <input type="checkbox"/> Reminders – HMIS Youth Aging into Adulthood <input type="checkbox"/> Display Fiscal Buttons <input type="checkbox"/> Create Residence Units – Requires additional training <input type="checkbox"/> Unlock Progress Notes <input type="checkbox"/> HMIS Export (SSVF & RHY agencies only) <input type="checkbox"/> Referral permissions (Central Intake programs only)

Acknowledgement:

The CRHMIS is not responsible for monitoring the number of active users an Agency has. Agency Administrators are responsible for monitoring and ensuring that their Agency does not exceed the per-Agency limit of 15 active users. The Agency, and not the CRHMIS, will be responsible for any additional fees incurred from the HMIS software vendor due to greater than 15 active users at the agency.

Authorization:

****By signing below, I confirm my acknowledgement of, and agreement with, the above statements and I authorize the User Account actions described within this form:**

SIGNATURE OF AGENCY ADMINISTRATOR	PRINTED NAME OF AGENCY ADMINISTRATOR	Date
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