

December 2019

CARES REGIONAL HMIS NEWSLETTER



CARES of NY, Inc. December Holiday Schedule

Our office will be closed on the following days in the month of December:

Thursday December 19th - Closing at 12:30 pm

Tuesday December 24th

Wednesday December 25th

Tuesday December 31st

Wednesday January 1st

UPDATES



WE'RE HIRING

Do you or someone you know LOVE HMIS? Are you passionate about helping community agencies achieve great data quality? Do you want to work with the most amazing team in the history of ever? If so, then please check out [our ad](#) for the Data Associate position that we would like to fill in February. You can apply directly through the above link or email your resume to athiessen@caresny.org

UPDATED CRHMIS ADMINISTRATION MANUAL



If you haven't had the chance yet, please head over to our website caresny.org or [CLICK HERE](#) to take a look at our updated Administration Manual. In an effort to conserve paper and save the trees, we ask that you download this document to your desktop for easy reference. If you have any questions about the manual please don't hesitate to reach out to me kclark@caresny.org

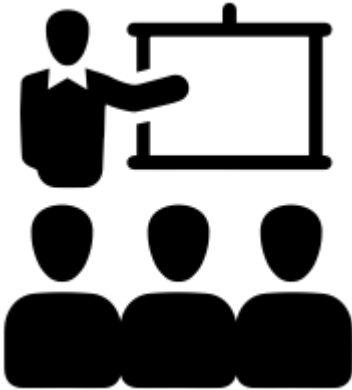


AGENCY AND USER AGREEMENTS

All HMIS agency and user agreements are being sent out this month. We are asking that each staff person that has access to HMIS complete and sign an updated agreement. If a staff person just took the new user training in November or even December, we are still asking that they complete an updated agreement. All agreements (both agency and user) must be returned to Kelli no later than Friday February 7th.

ANNUAL USER REVIEW

Every person with access to HMIS is required to complete an annual review (regardless of how long they have had access). This year a recorded review session will be sent to all users in January and must be completed no later than Friday February 7th. I (Kelli Clark) promise that this review will take no longer than 15 minutes to complete.



LOOKING AHEAD

Keep your eyes peeled for January's newsletter, where we will reveal all of the wonderful plans the CARES Regional HMIS Team has in store for the new year!



From the CARES Regional HMIS Family to Yours,

We sincerely wish that each and every one of you have a happy, healthy, and love filled holiday season. Everything that you do each and everyday helps to make this world this world a better place, and for that we are eternally grateful!

CARES

 OF NY, INC

ENDING HOMELESSNESS

Follow Us



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