

In all the processes outlined below, the entering of a correct and valid email address is essential to receiving confirmation messages and additional information. Always double check the email address entered in the form fields before submitting the forms.

All the online forms described below are found on the CARES website. If you have any questions, please contact your CoC Planning Lead.

## Process Benefits

A centralized location on the CARES website with standard forms for agencies to complete provides streamlined process to provide accurate data while minimizing email communication therefore reducing the chance of lost or missed communication. This user-friendly system and enhances the administration of the Rank and Review process.

For the Domestic Violence Program Data Submission Form and Combined HMIS Program Submission Form, if a user submits incomplete data or data that needs to be amended, the user must submit the form once again in its entirety. Only the latest/most recent submission will be used and all previous submissions by the user for the agency will be deleted and not included Rank and Review process. Any submissions or requests for amendments by email, phone, or other communication methods will not be accepted or included in the Rank and Review process. The only valid submission method is through the forms accessible on CARES' website.

## Domestic Violence Program Data Submission Form

1. The user will [access the form](#) available on the CARES website.
2. The user will enter their name, email address, CoC, and agency name into the form fields.
3. The user will enter their data into the form fields.
4. The user will submit the form and receive a confirmation email that the data was submitted.
  - a. Note: If the email address entered is incorrect, an email will not be received by the user.

If the user needs to send amended data, they should complete the form again in its entirety with complete data. The previous submission will be deleted and only the latest submission by the user for the agency will be used in the Rank and Review process.

## Combined HMIS Programs Submission Form

1. The user will [access the form](#) available on the CARES website.
2. The user will enter their name, email address, CoC, and agency name into the form fields.
3. The user will enter the names of their programs that they want to be combined for the agency in the form field. The names of programs entered in the form must match the names of the programs in HMIS.
4. The user will submit the form and receive a confirmation email that the data was submitted.
  - a. Note: If the email address entered is incorrect, an email will not be received by the user.

If the user needs to send amended data, they should complete the form again in its entirety with complete data. The previous submission will be deleted and only the latest submission by the user for the agency will be used in the Rank and Review process.

## Rank and Review Data Attachments Process Confirmation

1. The user will [access the form](#) available on the CARES website.
2. The user will enter their name, email address, CoC, and agency name into the form fields.
3. The user will confirm that they reviewed their Part I tool data and submit the form.
4. The user will submit the form and receive a confirmation email that the data was submitted.
  - a. Note: If the email address entered is incorrect, an email will not be received by the user.