NC COALITION to end HOMELESSNESS

HMIS@NCCEH Launch Agency Checklist

Use this checklist to ensure your agency is ready for the launch of HMIS@NCCEH!

This order of tasks is intended to provide a logical flow to the work and is not sorted by deadlines. Data Entry into NC HMIS stops at June 6, 2019 at 11:59 PM. You'll need to have the new HMIS@NCCEH documents ready to go. It's ok to start using the forms anytime during the week of June 3, 2019.

	Task	Deadline
☐	**Ensure All Staff Understand New Privacy Policies**	**June 30**

It is essential to understand important changes to our privacy policies. We've streamlined documents and made updates to allow for coordination of services on the client's behalf outside of HMIS.

Users need to watch the training video and complete a quiz. Staff and volunteers who work with clients should watch the video, but don't need to take the quiz.

☐	**Post HMIS Privacy Signs**	**June 6**

Post copies of the HMIS Privacy Sign in location where clients can clear clearly see them, especially in places where assessments and other data gathering are done.

☐	**Implement New Privacy Notice**	**June 6**

Distribute and discuss the HMIS Privacy Notice. This notice should be available to clients upon request. You can use the template provided by NCCEH or customize it to include additional information.

If you choose to use the template, be sure to fill in your agency information in the blanks of this fillable pdf available for download here. If you customize it, be sure to view the Privacy Policy requirements in Section IIIA of the HMIS@NCCEH Operating Policies and Procedures.

☐	**Implement New Release of Information**	**June 6**

Prepare staff with copies of the new Release of Information. Be sure to fill in the blank for your agency name before printing after downloading here!

Ensure staff and volunteers can explain it to a client. Use this sample script to assist.

☐ **Roll Out Privacy + Assessment Changes** **June 6**
Ensure all staff have the new privacy and assessment documents and are ready to use them. Go ahead and recycle the blank NC HMIS forms to avoid confusion.

☐ **Ensure HMIS Users Are Ready** **June 30**
Support staff in completion of the [HMIS@NCCEH Launch User Checklist](). Key tasks must be completed in order to maintain an active user license after June 30. Don't get stuck with a reporting deadline and no active users!

☐ **Sign the Agency Participating Agreement** **June 30**
View a [sample of the agreement](). You'll notice some changes from the agreement your agency signed with MCAH for NC HMIS, but much remains the same. The staff we have on file as the signature authority for your agency will receive an email. See who we have on file [here](). Let us know if it is incorrect by emailing [hmis@ncceh.org]() In order to maintain access to HMIS, you'll need to complete this step by June 30, 2019.

☐ **Celebrate! It's FINALLY here!** **NOW**
Watch our [HMIS@NCCEH Theme Song]() on YouTube or listen to the [HMIS@NCCEH Launch Playlist]() on Spotify to join the fun.

In order for your agency to maintain access to HMIS, your agency rep will need to sign the Agency Participation Agreement by June 30, 2019. NCCEH staff will inactivate user licenses on July 1st for agencies who did not complete this step. Having trouble getting the document through legal? Email [hmis@ncceh.org]().

You can also view the full [HMIS@HMIS Operating Policies and Procedures](). They are a revised version of what we used under NC HMIS.