

HMIS ACCESS

This document outlines the HMIS boarding process for the Kansas Balance of State Continuum of Care. These steps must be followed to gain access to our HMIS system, Clarity Human Services. Click **green** items for documents or links.

1

AGENCY AGREEMENT

This document must be signed by the agency's Executive Director or CEO and sent to **HMIS@kshomeless.com** before the agency is added Clarity.

2

USER LICENSE

This document must be signed by each member of an agency who wishes to gain Clarity access and sent to **HMIS@kshomeless.com**.

3

HMIS TRAINING

Before HMIS access, users need to pass the Kansas Clarity Human Services General Training and 2021 HMIS Annual Refresher training. Users will then receive their log-in via email.

• CLARITY GENERAL TRAINING

• ANNUAL REFRESHER TRAINING

4

COORDINATED ENTRY TRAINING

For users who will be enrolling clients into programs (excluding Homeless Prevention), it is required that they complete the Coordinated Entry training.

