

# 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](mailto: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](mailto:HMIS@kshomeless.com).

## 3 HMIS TRAINING

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

## 4 COORDINATED ENTRY

For users who will be enrolling clients into programs (excluding Homeless Prevention), it is required that they receive the following trainings for Coordinated Entry:

### • CES TRAINING

- Depending on your role, there are three CES trainings available. Most users will only complete Part One. Once the training is completed and the user completes the survey, they will gain access to Coordinated Entry in Clarity.

### • VI-SPDAT TRAINING

- VI-SPDAT trainings are held live via Zoom. Please check our calendar of events on [kshomeless.com](http://kshomeless.com) for the next available offering.

