



## Ventura County Homeless Management Information System

### New HMIS User/ HMIS User Modification Request Form

*(Intended use of this form is to create or modify a user account)*

Date: \_\_\_\_\_

Submit this form if you know your employee will need access to HMIS. Accounts are normally created after we have confirmed there is an allocation, an invoice is sent and training has been completed.

#### Agency Information

Agency Name: \_\_\_\_\_ Agency Director: \_\_\_\_\_

#### HMIS User Information

Staff Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

What projects will the user be entering into?

Name(s) of agency's HMIS projects that user needs access to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### License and Training Information

Is this a net new license or will the user be taking an existing license?

Net New License  
*(\$330 license fee and  
\$250 set up fee)*

##### License Type

Basic User license

Advanced Reporting Tool (ART)  
*(Requires Manager Approval)*

##### Training

Will attend next VCHMIS monthly  
training *(access will be granted after)*

Replace an existing user license

Past user name: \_\_\_\_\_

***Did you contact HMIS to deactivate the past users  
account?***  yes  no

Please submit this form to HMIS Support at [HMIS-support@ventura.org](mailto:HMIS-support@ventura.org). For questions contact us at (805)477-5156.