

HMIS CLARITY LANGUAGE GUIDE



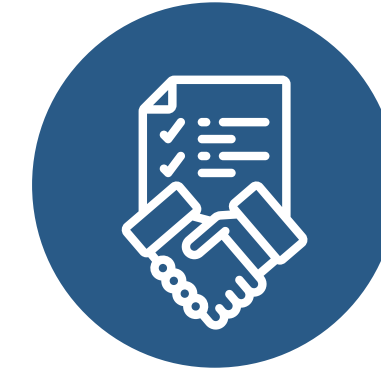
AGENCIES

Community organizations - called Agencies - sign contracts to access our HMIS.



PROGRAMS OR PROJECTS

Once in the system, they set up Programs or Projects (these words are used interchangeably within Clarity). These programs/projects are created under a specific agency and are generally only accessible to employees of that agency.



PARTNERSHIP AGENCY

If an agency is partnering with another agency on a specific program, they may have a Partnership Agency, where a joint program is created that employees from both agencies can access.

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HMIS END USERS

To grant access for individual HMIS End Users, a participating agency must request system access for their employees.



ACCESS LEVELS

The agency will determine which Access Level they need based on the kind of work they are doing in the system and their level of responsibility in the agency.



ADDITIONAL AGENCY ACCESS

If the agency is collaborating on a project in a partnership agency, they may ask for their employee to be granted Additional Agency Access, so they can log into multiple agencies to complete their work.

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USERS ENTER CLIENTS INTO HMIS



Users enter *Services* into client profiles to document service.



Users *enroll* clients into their agency's programs.



Users *Exit* Clients from Programs.



Users complete *Assessments*, and send *Referrals* for their clients.



USERS RUN REPORTS

Depending on their level of access, users may be able to run Reports that provide insight into the activity happening in their program.