

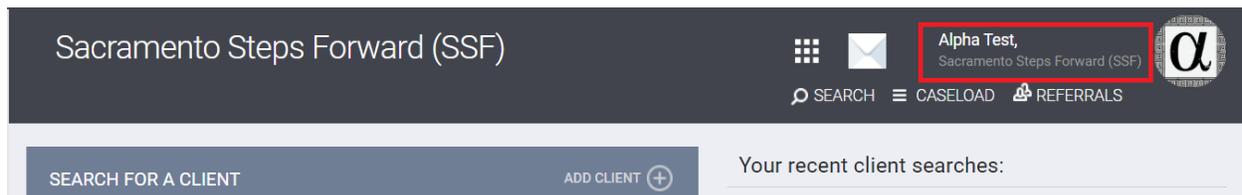
Moving Between Agencies in HMIS

Switching to the correct agency in HMIS is important as it ensures the accuracy of client data. Each agency may have its own set of programs, services, and clients, and working under the wrong agency can lead to data mix-ups and diminish the quality of data in HMIS. It also helps in tracking client progress, identifying trends, and generating accurate reports for funding purposes.

Navigate to the HMIS Home Screen

Please follow these steps to login to your HMIS Account and ensure you are on the home page:

1. Access the HMIS login page.
2. Enter your credentials to log in.
3. Once logged in, verify that you are on the home page.
4. To confirm you are on the correct page, locate the search feature on the upper right-hand corner.



Switch Agencies

In the image below, you can see the user is switching between the Sacramento CoC Coordinated Entry agency and the Sacramento Steps Forward (SSF) agency.

1. Click the carrot symbol next to the agency name in the upper right corner of the window.
2. Click the name of the agency you want to use.

