

Steps for NJ HMIS registration and creating a Housing Supports project

Steps	Sub-step	Process owner	Description of responsibilities
1 Register for NJ HMIS (if not already registered)	1A Initiate registration	Provider site administrator	Email Candy Brewster (cbrewster@njhmfa.gov) to begin registration (provide agency details in email)
	1B Complete registration requirements	Provider site administrator (contact HMFA if assistance is needed)	Sign documents <ul style="list-style-type: none"> Agency Participation Agreement (APA) Additional documents (e.g., site admin agreement, ethics agreement) Assign and train staff <ul style="list-style-type: none"> Designate a site administrator Create staff log-ins Enroll staff in general HMIS training¹ Pay dues: As defined in APA Fulfill CoC expectations: Inform appropriate CoC of HMIS use
2 Create a Housing Supports MCO-specific project	2A Request project creation	Provider site administrator	Email Candy Brewster (cbrewster@njhmfa.gov) w/ evidence of one of the following: <ol style="list-style-type: none"> Contract with 1+ MCO Authorization for out-of-network services A Single Case Agreement
	2B Complete training	HMFA schedules, provider attends	Complete Housing Supports-specific HMIS training (HMFA will schedule)
3 Adding a new MCO project		Provider	Repeat step 2A for each new MCO project created (i.e., you will need to create 5 projects if contracted with all NJ MCOs)

1. General user training occurs third Thursday of every other month Source: [NJHMIS Website](#)