

# Steps for NJ HMIS registration and creating a Housing Supports project

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