

2. Which HMIS form(s) should you use?

Make sure you use the desired form and have placed it in the *Favorites* menu of your web browser, so that you have a current, blank copy at your disposal whenever you need one.

- ❑ The *standard* HMIS form sends all the data exactly as you type it. It can be programmed to collect personal information, but not to transmit it. There is also a “no third party” version, which can be used safely by any domestic violence agency, because the information never leaves the walls of the agency.

This form helps you to record every single HMIS data element requested by HUD, lets you ignore some of those elements if time or circumstances dictate, and also lets you record numbers or dates of all service events.

This form also contains directions and instructions that help staff know what to answer.

- ❑ The *Bed register* HMIS form allows you to check in clients very quickly, to perform a “lookup” to see which of the universal elements is missing and to report the number of beds.
- ❑ There is also a **training form that speaks aloud**, explaining to new staff how to use the form and how to answer HMIS questions. It lets them practice on as many ‘made up’ clients as they wish before tackling the real form. You will need to have Windows Narrator on your computer, or perhaps Apple’s Speaking software. These usually come as part of the standard software on a computer. You may also need a particular version of Acrobat Reader for this to work.
- ❑ Finally, there is a **paper or printable** HMIS form, that lets you collect data from clients when you don’t want or have access to a computer.