

# REQUEST FOR HELP

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8	AM	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	<b>UNAVAILABLE ALL DAY</b>  our staff will generally not be available on Fridays, as we are handling secretarial, financial, and technical work all day.
9	AM	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	
10	AM	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	<input type="radio"/> HOUSING SEARCH HELP	<input type="radio"/> HMIS BASIC TRAINING	
11	AM	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP			
12	PM					
1	PM					
2	PM	<input type="radio"/> HMIS BASIC TRAINING	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	<input type="radio"/> HMIS HELP	
3	PM					
4	PM	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	<input type="radio"/> WAITLIST HELP	

**PRINT:**

1. Your full name: \_\_\_\_\_
2. What agency or office you work in: \_\_\_\_\_
3. Telephone (write neatly): \_\_\_\_\_
4. Your email (write neatly): \_\_\_\_\_
5. Check one of the four checkboxes (just below) to indicate the kind of help you want
6. What date do you want for this session? mm/dd/yyyy \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
7. In the calendar at the top of this page, fill in the appropriate circle  =  so we know what time you want.
8. Fax this form to **617-536-8561**

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| <input type="checkbox"/> <b>HMIS BASIC TRAINING</b>               | - for staff who use <a href="http://hmis.housingworks.net">hmis.housingworks.net</a> to enter HMIS data on their clients.           |
| <input type="checkbox"/> <b>HMIS DATA QUALITY / REPORTS</b>       | - <u>for supervisors only</u> needing to check the HMIS work performed by their staff, or to run reports.                           |
| <input type="checkbox"/> <b>HOUSING SEARCH HELP (ADVOCATES)</b>   | - for Housing Advocates who use <a href="http://www.housingworks.net">www.housingworks.net</a> to search and apply for housing.     |
| <input type="checkbox"/> <b>HOUSING WAITLIST HELP (PROVIDERS)</b> | - for Housing Providers who use <a href="http://www.housingworks.net">www.housingworks.net</a> to maintain waitlists of applicants. |