Process for New Providers or New Projects to be added to KYHMIS.

Purpose:

To formally provide funded or non-funded agencies the opportunity to request for a provider or project to be added to KYHMIS.

New Provider: A new provider is an agency that does not already have an established project set up in KYHMIS.

New Project: A new project is for agencies that may already be established in KYHMIS, but that wish to add additional projects under their umbrella so that they can key and track data appropriately.

Both of these options are used for funded (CoC, ESG, HOPWA, HOME TBRA etc) or non-funded projects that they wish to be added to the system, so data can be tracked, and reports can be pulled etc.

New Providers:

1. In order for a new agency to be set up appropriately in KYHMIS, a New Provider or Project Set Up Form must be completed. This form will capture all necessary and required information for the provider to be set up correctly. Agencies or Providers that receive funding, whether it be from HUD, the VA or some other form of government or specialized funding, will need to make sure that they complete the form and include the grant number associated with the specific project(s) being set up.

Tip: The agency can request that the naming convention of the project be customized so that it will help users identify the project easier.

2. Once the agency has completed all necessary fields on the New Provider or Project Set Up Form it should be submitted to the HCA Help Desk.
3. New agencies or providers may also submit an HCA Help Desk ticket to request the required New User training access and information.
   a. Prior to being added to the KYHMIS, all new agencies/providers, must have at least one employee to complete the KYHMIS training and hands-on exercise. For more information regarding this process, please see the New HMIS User Process. to complete.
   b. Once the user has completed all training modules and hands-on learning exercises, then they will be granted access to KYHMIS and the New Agency/Provider and needed projects will be added into the KYHMIS system.
4. Billing for HMIS users will be completed on a quarterly basis, therefore if any new users that get added to the system during that time, will be billed during that next quarter billing cycle. Annual billing will be completed for all agencies and users in the system, typically done the first of July.

New Projects:

1. Established agencies or providers that wish to add a new project into KYHMIS, must also submit the [New Provider or Project Set Up Form](#) for **each** new project they wish to add into KYMIS. This form will provide all the necessary information needed to properly set up any new project(s) into the system.