

REQUEST FOR TRAINING OR DEMO

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

Block print is easy to read *but flowery writing is hard to read.*

1. Full Name: _____ ➡ 2. Username or ID (jsmith@aol.com, 1804): _____
3. Your Agency and Program Name: _____
4. Tel: _____ - _____ - _____ ➡ 5. Fax: _____ - _____ - _____
6. Email: _____ @ _____
7. Indicate the kind of help you want by checking the appropriate box:
 HMIS TRAINING HMIS FOLLOW-UP HMIS DATA QUALITY HMIS REPORTS DATA UPLOAD
 - If asking for a **session**, fill in a time and day above, then tell us what date you want for this session? ____ / ____ / ____
 - If asking for a **report/data**, what is the date range for this report? ____ / ____ / ____ to ____ / ____ / ____
 - If asking for a **report/data**, what report do you need? APR, CAPER, AHAR, SSVF csv upload. Etc. _____
9. Go to the calendar and fill in the appropriate circle ○ = ● so we know what time you want.
10. Fax this form to 617-536-8561.

You can download more copies from www.housingworks.net/static/Help_Schedule_HMIS.pdf