



PA HMIS User Authorization Form

The following individuals are authorized to utilize the PA HMIS system and access all general client information at the following Agency. Once a user has been given access to the Agency named below by DCED, all responsibility for specific Program and Site access under that Agency falls to the Agency’s Management Staff on a per user basis.

Once completed, please email this form to: ra-pahmis@pa.gov

Note: If an Agency Manager does not yet exist for your Agency or is unavailable for signature, the Executive Director’s signature is required instead.

Agency Name: _____

*Agency Association: Primary Agency Secondary Agency

Agency Manager (Print Name): _____

Agency Manager Signature: _____

Date of Authorization: _____

* Determines the relationship to the authorizing Agency for all users listed below; select Primary to denote the Agency is their principal place of employment, volunteer or contracting affiliation. When authorizing multiple users with differing Agency associations please use separate forms.

Name of User (Last, First)	Privilege Level	Email Address
<hr/> <p align="center">Last, First</p>	<input type="checkbox"/> Remove Access <input type="checkbox"/> Manage Clients <input type="checkbox"/> Manage Programs <input type="checkbox"/> Manage Users <small>(Assist Agency Manager)</small> <input type="checkbox"/> Grant Manager <small>(Only one per agency)</small>	<hr/> <p align="center">Email Address</p>
<hr/> <p align="center">Last, First</p>	<input type="checkbox"/> Remove Access <input type="checkbox"/> Manage Clients <input type="checkbox"/> Manage Programs <input type="checkbox"/> Manage Users <small>(Assist Agency Manager)</small> <input type="checkbox"/> Grant Manager <small>(Only one per agency)</small>	<hr/> <p align="center">Email Address</p>
<hr/> <p align="center">Last, First</p>	<input type="checkbox"/> Remove Access <input type="checkbox"/> Manage Clients <input type="checkbox"/> Manage Programs <input type="checkbox"/> Manage Users <small>(Assist Agency Manager)</small> <input type="checkbox"/> Grant Manager <small>(Only one per agency)</small>	<hr/> <p align="center">Email Address</p>

 **pennsylvania**
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT
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User Access/ Privilege Levels

Manage Clients - The ability to create and edit client records and enroll clients in programs



Manage Programs - The same privileges as “Manage clients” with the addition of the ability to edit relevant program profile information



Manage Users - The same privileges as “Manage Programs” with the addition of the ability to manage user access and permission to programs. Can Perform most client and user-related Agency Manager duties (assistant Agency Manager).



Manage Agency - The same privileges as “Manage Users” with the addition of the ability to edit Agency information and create/ manage sites. Full access to agency setup and information. Only one Manager permitted per Agency.



For DCED Staff Use Only

HMIS Lead – A rarely used “super user” privilege level used by DCED staff to allow “Manage Agency” access to multiple agencies (a service area). In jurisdictions that have an HMIS lead, certain System Administration duties, such as enforcement of policies and procedures may be assumed by this individual on behalf of the System Administrator.



System Administrator - Full access to PA HMIS - PA HMIS System Administrator, Help Desk, and programmers only