

HMIS Agency Administrator Webinar Links

04/30/26

Getting Set-Up as an Agency Administrator	1
Best Practices for Submitting Tickets	1
Data Quality Report Cards	1

Getting Set-Up as an Agency Administrator

- OC HMIS Ticketing Portal:
<https://ochmis-211oc.happyfox.com/new/>
- Creating A HappyFox Account KB Article:
<https://ochmis-211oc.happyfox.com/kb/article/73-creating-a-help-desk-account/>
- Creating A Dropbox Account KB Article:
<https://ochmis-211oc.happyfox.com/kb/article/229-how-to-create-a-dropbox-account-for-the-2020-hic-and-pit-document-submission/>
- Accessing Dropbox KB Article:
<https://ochmis-211oc.happyfox.com/kb/article/279-how-to-access-your-agency-s-dropbox-folder/>

Best Practices for Submitting Tickets

- Client Identifying Information KB Article:
<https://ochmis-211oc.happyfox.com/kb/article/91-sending-client-information-to-the-hmis-help-desk/>
- Common Project Forms:
 - [Agency/Project Set Up Form](#)
 - [Agency/Project Deactivation Form](#)
 - [Request to Update Bed Inventory Form](#)
 - [Request to Update or Add Funding to Existing Project Form](#)

Data Quality Report Cards

- Useful Reporting Tools:
 - [HMIS Participating Agencies Schedule](#)
 - [Data Quality Report Cards](#)