



NYC HMIS - Data Upload for AWARDS Users

AWARDS Instruction Sheet

The New York City Coalition on the Continuum of Care (NYC CCoC) has determined that providers will be uploading data to the New York City Coalition on the Continuum of Care (NYC CCoC) Report Server. The data to be uploaded is the HUD-HMIS-CSV file. Data should be uploaded for all programs required to report to the New York City Homeless Management Information System (NYC HMIS).

This instruction sheet provides step-by-step instructions for current AWARDS users on how to upload data from their AWARDS database to the NYC CCoC Report Server.

Designating Programs as NYC HMIS Programs

Before an upload file can be generated, programs required to report to the NYC HMIS must be designated as such in AWARDS so they will be included in the data file. This data entry, which need only be completed once, must be done for each program that will be included in the NYC HMIS file.

To designate programs as reporting to NYC HMIS, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed.
2. Click **Agency Program Information**. The *Agency Programs Update Menu* page is displayed.

3. Click **Add/Edit Entire Program**. The *Add/Edit Programs* page is displayed.

Add / Edit Programs	
Select From the Following List of Programs	Report/Data Entry
Training Program	Data Entry
OR	
Add New Program	
CONTINUE	Jump Back
Opening Menu	1 New Messages
Help Menu	Log Out

4. Click the **Program** drop-down arrow and select the program that will report to the NYC HMIS.

5. Click the **Report/Data Entry** drop-down arrow and select "Data Entry."

6. Click **CONTINUE**. The *Agency Program Information* page is displayed. The "Optional Settings" are located in the center of this page.

Optional Settings	
Submits HUD APR	<input checked="" type="checkbox"/>
Submits to NYC HMIS	<input checked="" type="checkbox"/>

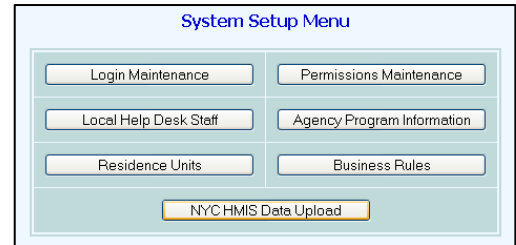
7. Check off the 'Submits to NYC HMIS' checkbox.
8. If the 'Submits HUD APR' checkbox is not already checked, check this off now.
9. Click **CONTINUE**. An "Are You Sure?" confirmation page is displayed.
10. Click **APPLY UPDATE** to confirm that the changes made should be saved. An *Information has been updated!* dialog box is displayed.
11. Click **OK**.

The process of designating a program to submit to the NYC HMIS is now complete. Repeat this process for as many programs as necessary.

Uploading Data to the NYC CCoC Report Server

To upload data to the NYC CCoC Report Server, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed.
2. Click the **NYC HMIS Data Upload** button. The *Export to NYC HMIS* page is displayed.
3. The *Export to NYC HMIS* page displays a table showing the programs set to submit to the NYC HMIS, along with the number of program participation records to be exported for each program. If the information displayed is correct, click **Export to NYC HMIS**. The *Export Running* page is displayed.
4. The *Export Running* page notes that an export report will be sent via the *AWARDS Messages* module once the export is complete. Once the export is complete, a message labeled *NYCHMIS IMPORT* will appear in the *Inbox*. This message will contain information regarding the status of the completed upload.



Programs	Program Participation Records
Program C	64
Program D	131
Program A	16
Program B	12

Export to NYC HMIS

The process of uploading data to the NYC CCoC Report Server is now complete.