Guide to Using

Homeless and Housing Alliance Membership Registration

By Palm Beach County, ISS
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HHA Membership Registration

Membership Registration Access
The HHA Membership Registration will allow you to sign up to serve on an Homeless and Housing Alliance Committee. After you have registered once you will be given access to the Community Services Portal and the HHA main application where you will maintain your registration and have access to reports and be able to RSVP for Events.

Open your IE Browser and copy the following link:

The Secure Single Sign On Internet Application will show only the secure internet applications that you have access to.

- https://secure.co.palm-beach.fl.us/csdhharegistration/registration.aspx

OR

Register for HHA Membership

Community Services Homeless and Housing Alliance Access
Open your IE Browser and copy the following link:

New Members

If you are new to the Homeless and Housing Alliance initiative and would like to become a committee participant:

- Click the "Register for HHA Membership" link

Register for HHA Membership

The Register for HHA Membership will allow you to create an application for membership. By default you will be given the "HHA Monthly Meeting" Committee and you may select additional Committees with your registration.
Required Fields

- First Name: Alphanumeric (31)
- Last Name: Alphanumeric (31)
- Email: Alphanumeric (200)
- Cell Phone: Formatted (nnn-nnn-nnnn)
- Title: Alphanumeric (50)

Optional Fields

- Middle Initial: Alphanumeric (1)
- Receive Email: Check Box
- Receive Text: Check Box
- Alternate Phone: Formatted (nnn-nnn-nnnn)
- Agency: Dropdown Selection Box
- Committees: Check Box
  - Discharge Planning
  - Executive Committee
  - HIC
  - HMIS Oversight
  - New Members Committee
  - PIT
  - Performance Measures Subcommittee
  - Standard Policies and Procedures
• Enter all required fields
• Select a notification method, one or both
• Enter any additional fields
• Select one or more committees
• Click the Register button

Note: If you are county employee please enter your official email address in the format xxxx@pbegov.org

- I would like to receive communications through email
- I would like to receive communications through text message

Cell Phone: 561-123-4567  Alt Phone: 561-765-4321
Agency: PBC Department of Health  Title: Director

- Discharge Planning
- Executive Committee
- HIC
- HMIS Oversight
- New Members Committee
- PIT
- Performance Measures Subcommittee

* Required information

Register
Already Registered? Click here to edit

Thank You

You have successfully registered. Please click here to edit. Use ktodd@gmail.com as userid and password first. An email will be sent to you with the login information

- Discharge Planning

• Click here to enter the Community Services Portal

New Member Email Notification

New HHA members to the Community Services Portal will be sent an email with their registration information and a link to the Portal.
Registration confirmation

Hello TIM BRANNEN,

You have been granted access to one or more Community Services Applications

To access our secured website, you could either click on the link below or type it in your browser: Webdev11/CommSvcLogin

Your UserID is: KBRANNEN53@GMAIL.COM
Your Temporary Password is: *FIRST

When you sign in using this Temporary Password you will be asked to answer Two Security Questions and will be asked to enter a New Password.

If you have any concerns regarding this registration or need further assistance, please contact the Community Services Administrator at 561-355-47nn.

If you are unable to reach the Community Services Administrator, you can call the Help Desk at 561-355-4357.

Thanks,
Community Services Administrator

Please Do Not Respond To This Email:

This email was sent from a notification-only address that cannot accept incoming emails.

New HHA members who have an existing CS Portal sign on will be sent an email with their registration information and a link to the Portal.
Returning Members

If you are a registered Homeless and Housing Alliance member and would like to manage your membership:

- Click the "HHA Members" link

This link will direct you to the Community Services Portal. The portal is your one-time login for accessing all Community Services applications that you have the security to use.

Community Services Portal

Single Sign on Access

Open your IE Browser and copy the following link:

The Secure Single Sign On Internet Application will show only the secure internet applications that you have access to.

- https://secure.co.palm-beach.fl.us/CommSvcLogin/

Login

In order to access the Community Services database, a user must login with given User Name and Password.

The following is an image of the Community Services Portal Login page:
External users' User ID is their registered email address (example: ktodd@gmail.com)
Initial Password will be first.

- Enter your User ID
- Enter your Password
- Click the Login button or press Enter

First Time Login
The first time the user uses their login, the user will be requested to set up 2 security questions. These security questions will be used if the user forgets his/her password.
- Select First Question
- Enter First Question Answer
- Select Second Question
- Enter Second Question Answer
- Click the Next button

- Click the HHA button
Change Password

It is highly recommended that you change your password initially and periodically to insure the highest security.

- Hover over the user name
- Click the Change Password link
- Enter your **Old Password**
- Enter your **New Password**
- Confirm your **New Password**

You should receive "Password Changes Successful" message
Application Navigation

Application Navigation Overview

Once you have logged in successfully, you will go to the Application Navigation screen. The Application Navigation screen will show you all of the applications that you have been granted access to use by the Community Services Administrator.

- Click the HHA button

HHA (Homeless and Housing Alliance)

HHA Overview

The Homeless and Housing Alliance (HHA) system is an internet web application for registration of community-based members for committees intended to help the homeless individuals and families in Palm Beach County. This system will have a user role where the registered members can manage their committees and events and view their individual attendance as well as the attendance of their associated agency members as a whole. This system will have an administrative role where an administrator can mark attendance for the committee meetings and events, send emails, manage the members roles and view individual attendance as well as the attendance of any agency as a whole.

HHA System Application provides the following:

1) HHA Membership Registration for Committees
2) User Role Functionality

2.1) Application List

2.2) Attendance Report

2.3) RSVP Events

Human Services HHA Background Information

The Homeless and Housing Alliance (HHA) of Palm Beach County (formerly the Continuum of Care) is intended to deliver a comprehensive and coordinated continuum of services for homeless individuals and families. The system’s fundamental components include homeless prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent housing, and permanent supportive housing. The HHA includes community-based membership with representatives from government, business, formerly homeless individuals, law enforcement, banking, housing service providers, faith groups, education, veterans, health care, and concerned individuals. Palm Beach County Division of Human Services (the Division) continues its role as the lead entity for the HHA which began in January 2006.

HHA User

When you register for HHA Membership, you are signing up as a member for one or more committees. You will be given the role of a User. The User Role will be able to edit an open application and view closed applications. You will be able view the attendance reports and RSVP for Events.

HHA users have the following options:

- Application List
- Attendance Report
- RSVP Event
Application List

The Application List shows all of the applications for the user. There can only be one active application at any given time. You may edit the active application and view all inactive applications.

View Committees

The View Committees will track the committee start and end date for the membership application committees.

Edit

The Edit allows the user to manage their membership application. You are not allowed to edit your Name or Email Address. You can Cancel this membership which will end all of the Committee activity for this application. You will be able to view this membership application and create a new membership now or later.
The Edit will allow the user to update the following information:

- Method of notifications
- Cell Phone
- Alternate Phone
- Agency
- Title
- Select Additional Committee/s

**Cancel Membership or Committee**

The User will also be able to Cancel this membership application in the Edit by entering a Cancel Date. Entering a Cancel Date will cancel all Committees and the Membership Application. You can Cancel a Committee by de-selection of the Committee. A canceled membership application can be viewed in the Application List.

**Cancel Committee**

From the Application List, select Edit and de-select the Committee you wish to cancel.
De-Select the Committee
Click the Save button
Click the Back to List button
Click the View Committees link

Committee has been canceled as noted by the End Date

**Cancel Membership**
From the Application List, select Edit and enter the Cancel Date.
• Click the Save button

• Click the Back to List button
You may View the closed registration or create a New registration.

Committee Meeting Reminders
The Committee Meeting Reminders are set and managed by the HHA Administrator. The reminders are set to be sent to the committee members a few days in advance of the meeting.

Map Location
The Map location is a link that is sent in the reminder email that allows the member to see the map of the meeting location.
Attendance Report

The Attendance Report can be viewed by the user in two ways: Person Level and Agency Level.

**Person Level**

The Search allows the user to view attendance for themselves by Committee or Event or for all members of their Agency by Committee or Event.

**User**

The User may select to View Attendance by Committee or Event.
**View Details**

The View Details will show a pop up of the Details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Meeting Date</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dicky Komalan</td>
<td>10/09/2013</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Records: 1 - 1 of 1
All Members

The User may select to View Attendance for All Users of their Agency by Committee or Event.

Print

The Print can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

- Select all or one or more
- Click the Print button
The Export to Excel can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

- Select all or one or more
- Click the Export to Excel button
Agency Level

The Agency Search allows the user to view attendance by Committee or Event or for all members of their Agency.

Committee

The User may select to View Attendance for All Committees or an Individual Committee.

Event

The User may select to View Attendance for All Events.
Print

The Print can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

- Select all or one or more
- Click the Print button
Export to Excel

The Export to Excel can be performed on any selected members in the search results grid or you may select all at once by clicking the checkbox in the column heading row.

- Select all or one or more
- Click the Export to Excel button
RSVP Event

The RSVP Event allows you to select an Event to send an RSVP.

- Select an Event
- Select the Event Date
- Click the RSVP button
RSVP Events

RSVP for an event

Event: Have a party  
Event Date: 09/16/2013 - 381 N Olive Ave West Palm Beach FL

You have registered successfully!