

# **New HMIS Community Announcement Sample**

*This sample email is one of the first opportunities to communicate with your community and stakeholders - announcing the important decision of selecting a new HMIS vendor. The goal is to create/increase awareness, encourage buy-in, and provide overarching information on how this decision will benefit the community. It's your elevator pitch.*

We're excited to announce an important change we will be making to our Homeless Management Information System. We have been using [HMIS software] for several years to manage our data and complete federal reporting. After careful consideration and evaluation, we have decided to switch to a new system, Clarity Human Services.

The decision to switch to Clarity Human Services was based on a number of factors, including improved functionality, ease of use, and increased support from the vendor, Bitfocus. We believe this new system will better meet the needs of our CoC and provide us with the tools we need to manage our data more efficiently.

In the coming months, we will be working with our HMIS Leads and Bitfocus to make the transition to Clarity Human Services as smooth as possible. We will provide training and support to help you get up to speed with the new system, and we will work closely with you to address any concerns or questions you may have during the transition period.

To help you learn more about our transition process and to stay up-to-date with the latest information, we have created [WEBSITE]. Here, you'll find an overview of the transition as well as links to sign up for major announcements, monthly progress reports, and weekly update emails.

We understand that change can be difficult, but we believe that this change is necessary to help us better serve our community and achieve our strategic goals. We are confident that Clarity Human Services will provide us with the tools we need to succeed, and we appreciate your support and cooperation during this transition period.

If you have any questions or concerns about this change, please don't hesitate to reach out to the primary point of contact, [NAME] at [CONTACT].

Thank you for your partnership and support during this transition!

**Sign up to receive email notifications of new HMIS Transition Updates [LINK TO WEBSITE]**