



To: Gatekeepers
From: Homeless Services Section Staff
Date: 3/6/2023

Please distribute to: Executive Directors Fiscal Staff Homeless Services Program Staff
 Rental Assistance Program Staff

Category: Action Required

Update For:

MGA Related: Gatekeeper Correspondence

Message: Greetings Gatekeepers!

We'd like to share with you all the 23-25 CAA Contact Update form which now located on Smartsheets!

The Homeless Services Section will be shifting our contact update process to the Smartsheets form linked below. Previously, agencies would complete an excel form with your contact updates and submit to the corresponding OHCS gatekeeper inbox. This process would typically involve a bit of back and forth communication between OHCS and the agency. One hurdle in the previous process was ensuring that all necessary teams on the OHCS side are provided the necessary updates as well as ensuring that miscommunication was kept to a minimum.

The way that we have mitigated this process is to create a Smartsheets form that can be completed by your agency, this form will allow you to update as many contact points as needed and can provide a copy of your responses upon submission. On the OHCS side, we will be able to receive notice that an update has been provided as soon as your agency clicks submit. The gatekeepers on the OHCS side will ensure that these updates reach all necessary team members such as the Fiscal team, Procurement, Reporting, Housing Retention, Homeless Services, Energy Services and the designated program staff. With this new process, we will still be able to provide a copy of what we have on file for your organization's contacts as needed.

At this time, we request that your organizations complete and submit this form for all contact points at the link below (copy/paste the link if needed). This will ensure that we have the most updated information available as we move into the 23-25 biennium. Once all agencies have submitted, this form will be altered to serve as a general contact update form and allow you to update singular or multiple contact points. If you have any questions, please contact HSD.HomelessServices@hcs.oregon.gov

23-25 CAA Contact Update Form:

<https://app.smartsheet.com/b/form/55b73f2cc5b44577a8a41ea046bea21c>

23-25 IR Module Dashboard:

<https://app.smartsheet.com/b/publish?EQBCT=cb0bae2a80554872ad5c04e56a35b92d>

For More Information Contact:

Email: HSD.HomelessServices@hcs.oregon.gov