**Setting up Program Eligibility in PA HMIS**

Estimated time: 5 minutes

Permission level needed: Manage programs or higher

1. Log into HMIS.
2. From the Action Menu on the left-hand side of the screen, click on the tab labeled **Agency Administration**.
3. Click on the tab marked **Eligibility Rules**.



1. From the drop down menu, select your program.
2. Click the button labeled **Load Eligibility Rules**.

 

1. To select an eligibility rule for your program, check the box.
2. Number fields, like age or SPDAT scores, can be manually entered.



1. Click **Save** when completed.