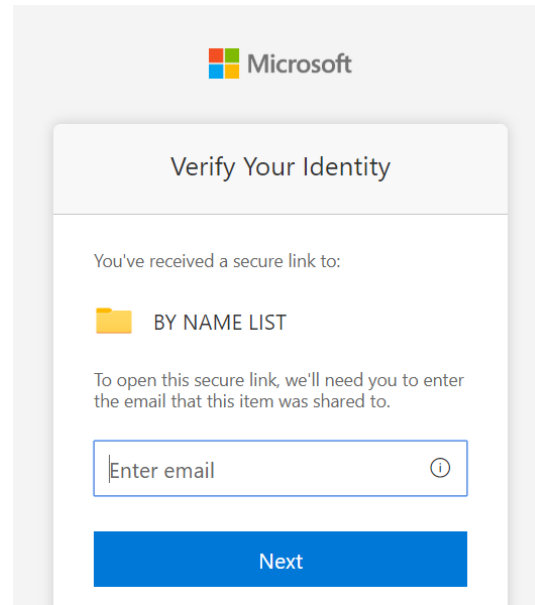


## By-Name List Sharepoint Folder

Your agency should be set up with a unique URL and a password shared by all staff in the agency. It will be a long URL (starting with simcoecs-my.sharepoint.com). This link is specifically for your agency. If no-one in your agency has this info, contact the BNL Data Manager.

You need:      URL  
                     Username/Email  
                     Password

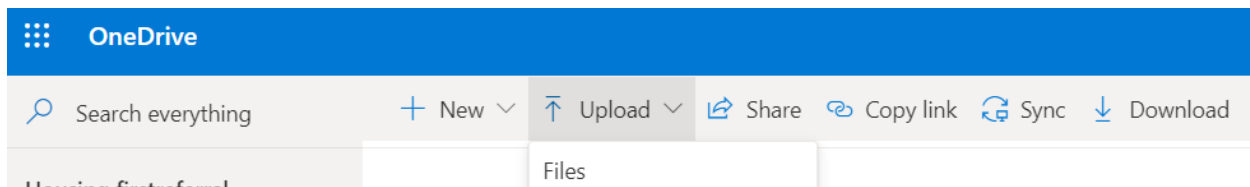
\* If you have previously used Sharepoint to submit Housing First referrals, you will now use the same URL and login for the By-Name List



The Sharepoint folder is hosted by Empower Simcoe, as a secure place to upload and save documents. Please use Sharepoint for all Forms, and only use email for brief and non-sensitive communications about a client on the BNL. When emailing about a client, use their four-digit HIFIS ID# and/or initials.

When you upload a document to your Sharepoint folder, it is automatically mirrored over to the BNL Data Manager so they can access the document. They are the only user beyond your agency who can see that document. The BNL Data Manager uses the forms to update the By-Name List, and saves the documents in Sharepoint for future reference. You can keep forms in your own Sharepoint folder or organize them however you like – the BNL Data Manager’s copy will be saved on their side.

Once you’re signed in to Sharepoint, click on **Upload** to add files.



Files in Sharepoint should be saved with the format : Last Name, First Initial (#HIFIS ID) – Date  
 For example:

Doe, J (#1234) – Intake – 20 Dec 2019                      Weasley, R (#9012) – BNL Update – 15 Jan 2020  
 Simpson, H (#5678) – Consent – 20 Dec 2019              Griswald, C (#3456) – VI-SPDAT – 11 Feb 2020

\* Because the Common Consent Form and Common Intake Form need to be uploaded to two different places in HIFIS, you will have these two forms as separate documents. Use the same two documents to upload to the BNL Sharepoint folder (you do not need to combine them into one document).