

HMIS Training Instructions

Part 1 Training – To be completed before access is given to HMIS

1. Contact HMIS Administrator for access to the HMIS training site.
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2. Complete video modules 1-5
3. Enter 3 practice clients in the HMIS training site.
4. Email HMIS Administrator the names of your 3 practice clients for review.
 - a. Feedback will be provided on your results of your practice clients with any required corrections that are needed.
5. Once the homework is complete, the HMIS user will receive an End User Agreement for them and their manager to sign; and an HMIS Policies and Procedures Quiz.
 - a. Email both documents when complete to the HMIS Administrator.
 - b. Documents will be reviewed and checked for any needed corrections.
6. Access will be given to the HMIS Database.

Part 2 Training – To be completed after access is given to HMIS

1. Complete video modules 1-3
2. On one of the existing practice clients, create a household, enter them into the program and complete an interim review on the Head of Household and exit all members of the household.
3. Email HMIS Administrator the name of your practice client for review.
 - a. Feedback will be provided on your results with any required corrections that are needed.

Report Training – To be completed after Part 2 Training

Everyone

1. Complete video module 1
2. Email HMIS Administrator an APR report.
3. HMIS licensed user will receive a Certificate of Completion.

HMIS Agency Lead (1 person per Agency will have access to ART reports)

1. Complete video module 1, 2 and 3
2. Email HMIS Administrator an ART Report 252 and 220 and an APR report.
3. HMIS licensed lead user will receive a Lead Certificate of Completion.