



## HMIS/Coordinated Entry Training Course Descriptions

<p><b>Annual Policies &amp; Procedures Review</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>HUD requires that all HMIS users complete annual privacy training. In addition, in February 2020, the South Carolina HMIS Policies &amp; Procedures Manual was updated.</p> <p>During this session, participants will:</p> <ul style="list-style-type: none"> <li>• Review the privacy HMIS requirements and standards</li> <li>• Learn about updates made to the SC Policies &amp; Procedures Manual</li> </ul>
<p><b>Case Management Tools</b></p>	<p>HMIS has multiple tools that could be helpful when managing client cases.</p> <p>During this session, participants will:</p> <ul style="list-style-type: none"> <li>• Learn various locations to store notes</li> <li>• Practice writing goals</li> <li>• Write tasks associated with goals</li> <li>• Practice generating case management documents and reports</li> </ul>
<p><b>ClientPoint &amp; ShelterPoint Refresher</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>This training is designed for HMIS users who need to be reminded of steps associated with:</p> <ul style="list-style-type: none"> <li>• Managing client records, and/or</li> <li>• Checking clients in and out of shelter beds</li> </ul>

	<p>During this session, participants will:</p> <ul style="list-style-type: none"> <li>• Review program entry/exit processes</li> <li>• Review the steps to make updates to a client’s profile, add/update a service record, and add/edit a referral record</li> <li>• Practice generating the Client Served Report and the Service Transaction Report</li> <li>• Be reminded of important data quality fields</li> <li>• Ask the trainer(s) specific questions</li> </ul>
<p><b>Conducting Interim Reviews</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>This training is designed for HMIS users who need to be reminded of steps associated with managing client records.</p> <p>During this training, participants will review:</p> <ul style="list-style-type: none"> <li>• The vital areas of a client’s profile</li> <li>• How to check-in or check-out clients from beds</li> <li>• Logging services and referrals</li> <li>• Generating the Client Served Report and the Service Transactions Report</li> </ul>
<p><b>Coordinated Entry</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 3 sessions, 1 hour each</i></p>	<p>This 3-part training is designed for all HMIS users who are interested in learning how to successfully implement the Coordinated Entry System (CES).</p> <p>During this course, participants will:</p> <ul style="list-style-type: none"> <li>• Learn the purpose of MACH’s CES</li> <li>• Practice completing the VI-SPDAT &amp; inputting client responses in HMIS</li> <li>• Review steps to enter client referrals and to view a client’s referral history</li> <li>• Learn how to submit a CES exit request</li> </ul>
<p><b>Generating Data Quality Reports &amp; Fixing Errors</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 2 hours</i></p>	<p>This training is designed for users who are responsible for generating data quality reports and/or submitting HUD-required reports.</p> <p>During this session, participants will:</p> <ul style="list-style-type: none"> <li>• Generate and review the Consolidated Annual Performance and Evaluation Report (CAPER)</li> <li>• Generate and review the Annual Performance Report (APR)</li> <li>• Be reminded of how to edit client-level data</li> </ul>

<p><b>New User: Non-Shelter Agencies</b></p> <p><i>Prerequisite: None</i></p> <p><i>Duration: 2 hours</i></p>	<p>This hands-on training is required for all new users working at agencies that do not have a shelter or housing program.</p> <p>During this session, participants will learn how to:</p> <ul style="list-style-type: none"> <li>• Search for clients</li> <li>• Create and update a client profile</li> <li>• Create households</li> <li>• View, add, edit, and remove client service records</li> <li>• View, add, edit, and remove client referral records</li> </ul>
<p><b>New User: Shelters &amp; Services</b></p> <p><i>Prerequisite: None</i></p> <p><i>Duration: 2 hours</i></p>	<p>This hands-on training is required for all new users who are responsible for (1) checking-in and checking-out clients staying at a shelter or (2) working with clients who are in a housing program.</p> <p>During this session, participants will learn how to:</p> <ul style="list-style-type: none"> <li>• Search for clients</li> <li>• Check clients in and out of shelter stays</li> <li>• Create and update a client profile</li> <li>• Create a household</li> <li>• View, add, edit, and remove client service records</li> <li>• View, add, edit, and remove client referral records</li> </ul>
<p><b>Rapid Re-Housing &amp; Permanent Supportive Housing Programs</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>This training is designed for individuals who enter Rapid Re-Housing (RRH) and/or Permanent Supportive Housing (PSH) program data into HMIS.</p> <p>During this course, participants will:</p> <ul style="list-style-type: none"> <li>• Learn how to conduct RRH and PSH program entries and exits</li> <li>• Understand how to input RRH- and PSH-specific data</li> </ul>
<p><b>Runaway and Homeless Youth Programs</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>This training is designed for individuals who enter Runaway and Homeless Youth (RHY) program data into HMIS.</p> <p>During this session, participants will:</p> <ul style="list-style-type: none"> <li>• Learn how to conduct RHY program entries and exits</li> <li>• Understand how to input RHY-specific data</li> </ul>

<p><b>Street Outreach Programs</b></p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 1 hour</i></p>	<p>This training is designed for individuals who enter Street Outreach (SO) program data into HMIS.</p> <p>During this session, participants will:</p> <ul style="list-style-type: none"><li>• Learn how to conduct SO program entries and exits</li><li>• Understand how to input SO-specific data</li></ul>
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