HMIS Training Course Descriptions

Annual Policies & Procedures Review *Prerequisite: Completion of a New User training* *Duration: 1 hour*	HUD requires that all HMIS users complete annual privacy training. In addition, in February 2020, the South Carolina HMIS Policies & Procedures Manual was updated. During this session, participants will: • Review the privacy HMIS requirements and standards • Learn about updates made to the SC Policies & Procedures Manual
Case Management Tools *Prerequisite: Completion of a New User training* *Duration: 1 hour*	HMIS has multiple tools that could be helpful when managing client cases. During this session, participants will: • Learn various locations to store notes • Practice writing goals • Write tasks associated with goals • Practice generating case management documents and reports
ClientPoint & ShelterPoint Refresher *Prerequisite: Completion of a New User training* *Duration: 1 hour*	This training is designed for HMIS users who need to be reminded of steps associated with: • Managing client records, and/or • Checking clients in and out of shelter beds

	During this session, participants will: • Review program entry/exit processes • Review the steps to make updates to a client's profile, add/update a service record, and add/edit a referral record • Practice generating the Client Served Report and the Service Transaction Report • Be reminded of important data quality fields • Ask the trainer(s) specific questions
Updating Client Records *Prerequisite: Completion of a New User training* *Duration: 1 hour*	This training is designed for HMIS users who need to be reminded of steps associated with managing client records. During this training, participants will review: • The vital areas of a client's profile • How to check-in or check-out clients from beds • Logging services and referrals • Generating the Client Served Report and the Service Transactions Report
Coordinated Entry *Prerequisite: Completion of a New User training* *Duration: 3 sessions, 1 hour each*	This 3-part training is designed for all HMIS users who are interested in learning how to successfully implement the Coordinated Entry System (CES). During this course, participants will: • Learn the purpose of MACH's CES • Practice completing the VI-SPDAT & inputting client responses in HMIS • Review steps to enter client referrals and to view a client's referral history • Learn how to submit a CES exit request
Reviewing Data Quality Reports & Fixing Errors *Prerequisite: Completion of a New User training* *Duration: 1.5 hours*	This training is designed for users who are responsible for generating data quality reports and/or submitting HUD-required reports. During this session, participants will: • Generate and review the Consolidated Annual Performance and Evaluation Report (CAPER) • Generate and review the Annual Performance Report (APR) • Be reminded of how to edit client-level data

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

Street Outreach (SO) Programs *Prerequisite: Completion of a New User training* *Duration: 1 hour*	This training is designed for individuals who enter Street Outreach (SO) program data into HMIS. During this session, participants will: • Learn how to conduct SO program entries and exits • Understand how to input SO-specific data