



HMIS/Coordinated Entry Training Course Descriptions

<p>New User: Shelters Parts 1 & 2</p> <p><i>Prerequisite: None</i></p> <p><i>Duration: 2 sessions, 2 hours each</i></p>	<p>This 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, users will learn how to:</p> <ul style="list-style-type: none"> • 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
<p>New User: Services Only Agencies</p> <p><i>Prerequisite: None</i></p> <p><i>Duration: 2.5 hours</i></p>	<p>This training is required for all new users working at agencies that do not have a shelter or housing program.</p> <p>During this session, users will learn how to:</p> <ul style="list-style-type: none"> • 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

<p>ShelterPoint Refresher</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 checking in and checking-out clients enrolled in a shelter or housing program.</p> <p>During this session, users will:</p> <ul style="list-style-type: none"> • Review the shelter stay check-in and check-out • Review how to make updates to a client’s profile • Be reminded of important data quality fields • Ask the trainer(s) specific questions
<p>ClientPoint Refresher</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 session, users will:</p> <ul style="list-style-type: none"> • 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 a Service Transaction Report • Be reminded of important data quality fields • Ask the trainer(s) specific questions
<p>Coordinated Entry</p> <p><i>Prerequisite: Completion of a New User training</i></p> <p><i>Duration: 3 sessions, 1 hour each</i></p>	<p>This 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"> • 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

<p>Rapid Re-Housing Programs</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) program data into HMIS.</p> <p>During this course, participants will:</p> <ul style="list-style-type: none"> • Learn how to conduct RRH program entries and exits • Understand how to input RRH-specific data
<p>Runaway and Homeless Youth Programs</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"> • Learn how to conduct RHY program entries and exits • Understand how to input RHY-specific data
<p>Street Outreach Programs</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"> • Learn how to conduct SO program entries and exits • Understand how to input SO-specific data
<p>Generating & Understanding Data Quality Reports</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"> • Generate and review the Consolidated Annual Performance and Evaluation Report (CAPER) • Generate and review the Annual Performance Report (APR) • Review the Data Completeness Report