**HMIS USER LICENSE WORKSHEET**

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| **USER DETAILS – PLEASE COMPLETE ALL FIELDS** | | | | | | | | |
| **REQUEST TYPE** | | **NEW HMIS USER LICENSE**  **HMIS LICENSE CHANGES/UPGRADE**  **HMIS LICENSE RECERTIFICATION**  ***FOR COORDINATED ENTRY ONLY:***  NEW SALESFORCE LICENSE  SALESFORCE LICENSE CHANGES | | | | | | |
| **User’s Name:** | |  | | **User’s Title or Role:** | | | |  |
| **User’s Email:** | |  | | **User’s Telephone:** | | | |  |
| **Agency Name:** | |  | | **License Type Requested: \*** | | | |  |
| *\*i.e. Agency Admin, Case Manager, Read Only, etc.* | | | | |
| **Projects / Programs (select all that apply)** | | **Outreach/Nav.**  **Emerg. Shelter**  **Transitional Housing**  **Rapid Re-Housing**  **Perm Supp Housing**  **CAM**   **YHDP**  **ESG/CDBG**   **OTHER** (Describe here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Project License Defaulted to:** *(note: all Agency Admins must default to Agency Level 3 bin)* | |  | | **ART License (BusinessObjects) Needed? (yes/no)** | | |  | |
| **Additional Provider Page to EDA into:** | |  | | **License Expiration Date\*\*** | | | |  |
| *\*\* License expiration date is 1 year minus 1 day from their earliest date of certification.* | | | | |
| **Notes, comments, or other info relating to this request:** | |  | | | | | | |
| **LICENSE REQUIREMENTS** | | | | | | | | |
| * [MCAH User Policy, Responsibility & Code of Ethics](https://www.handetroit.org/s/USER-AGREEMENT-CODE-OF-ETHICS-11-2020.pdf) Signed by all Parties and submitted with worksheet. * MCAH HMIS Learning Center Foundational Trainings Completed (see below) * HAND HMIS P&P Training Completed and Acknowledgement Signed by all Parties *(see page 2 for additional details)* * HAND Additional Project/Program Required Workflow Trainings Completed, if applicable (i.e. Street Outreach, CAM, YHDP, etc.) *(see page 2 for additional details)* | | | | | | | | |
| **MCAH HMIS LEARNING CENTER TRAINING REQUIREMENTS** | | | | | | | | |
| **IMPORTANT NOTE:** All MCAH HMIS Learning Center Trainings are accessed through: [http://mshmis-mcah.talentlms.com/](https://mihomeless.us10.list-manage.com/track/click?u=c806824ed9b418c2ced4943a5&id=a8f1259553&e=36ff0e0146). Make sure to follow the instructions in the HMIS Learning Center New User Guide to get started. Also, make sure you **Join Group** using MI-501 as the CoC code**. Download a copy of each certificate and complete the Date of Certificate column below.** | | | | | | | | |
| **ALL USERS *(except where noted)*** | | | | **Date of Certificate** | **Notes** | | | |
|  | **001: Client Privacy and Data Security Essentials\*\* (30 min) *(\*\*annual recertification required)*** | | |  |  | | | |
|  | **002: Intro to HMIS (25 min)** | | |  |  | | | |
|  | **101: Basic Data Entry Components (23 min)** *(optional for read only licenses)* | | |  |  | | | |
|  | **102: Household Management in HMIS (9 min)** *(optional for read only licenses)* | | |  |  | | | |
|  | **103: Entry/Exit Suite (36 min)** *(optional for read only licenses)* | | |  |  | | | |
|  | **104: Service Transactions (13 min)** *(optional for read only licenses)* | | |  |  | | | |
|  | **201: Unnamed and Anonymous Records (6 min)** *(optional for read only licenses)* | | |  |  | | | |
|  | **203: Intermediate Data Sharing and Visibility (7 min)** | | |  |  | | | |
| **FOR SYSTEM ADMINS, AGENCY ADMINS, COC & HMIS LEAD STAFF** | | | |  |  | | | |
|  | **204: Community Services Reports** **(19 min)** *(For System Administrators, Agency Administrators or others responsible for reporting)* | | |  |  | | | |
|  | **301: Advanced Privacy and Security \*\*** *(this course is still in development)*  ***(\*\*annual recertification required)*** | | |  |  | | | |
|  | **303: Internal and External Visibility Groups (6 min)** | | |  |  | | | |
|  | **305: Provider Tree Structure (5 min)** | | |  |  | | | |
| **ADDITIONAL ROLE SPECIFIC TRAININGS** | | | | | | | | |
|  | **206: SSVF Workflow Add on – (5 min)** *(SSVF Only!)* | | |  |  | | | |
|  | **207: AmeriCorps Workflow (12 min)** *(For AmeriCorps Only!)* | | |  |  | | | |
| **HAND HMIS SPECIFIC TRAINING REQUIREMENTS** | | | | | | | | |
| **IMPORTANT NOTE:** In addition to the MCAH foundational trainings listed above, **ALL end users must complete the Detroit CoC HMIS Operating Policies and Procedures Training** and may be required to undertake additional program-specific trainings depending on job function and role. These trainings are available through HAND’s training platform at <https://training.handetroit.org>.  However, please note that all users must first obtain pre-approval to access these courses through HAND’s training platform. **To request this access, please have your Agency Administrator submit your access request to the HMIS Help Desk at** [**https://hmis.handetroit.org/portal**](https://hmis.handetroit.org/portal)or by emailing [**hmissupport@handetroit.org**](mailto:hmissupport@handetroit.org). Note: **This request will need to include your name, your email, your job role/function, and applicable projects/programs that you will be involved with.** | | | | | | | | |
| **ALL USERS** | | | **Date Completed** | | | **Notes** | | |
|  | **Detroit CoC HMIS Operating Policies and Procedures *(****Users must download and submit a fully signed HMIS P&P Acknowledgement form upon completion of this course)* | |  | | |  | | |
|  | **001: Client Privacy and Data Security Essentials\*\* (30 min)** *If not already completed at the time of HMIS licensing or recertification.* | |  | | |  | | |
| **COORDINATED ASSESSMENT MODEL (CAM)**  For all CAM Staff unless otherwise noted! | | | **Date Completed** | | | **Notes** | | |
|  | **CAM 101 – Introduction to Coordinated Assessment Model** *(under development)* | |  | | |  | | |
|  | **CAM 201: Homeless History and Chronicity** | |  | | |  | | |
|  | **VI-SPDAT Training** | |  | | |  | | |
|  | **Full SPDAT Training** *(CAM Shelter Navigators Only)* | |  | | |  | | |
|  | **HMIS Data Entry Process for CE Specialists** *(CAM Access, others as required by program)* | |  | | |  | | |
|  | **CAM Access YHDP Data Collection Requirements** *(CAM Access, others as required by program)* | |  | | |  | | |
| ­ | **Overview of CAM HMIS Workflow Changes** | |  | | |  | | |
| ­ | **HMIS and CAM Salesforce CRM Privacy Rule Compliance Training** *(CAM Salesforce Users only!)* | |  | | |  | | |
| **STREET OUTREACH / NAVIGATION PROVIDERS**  **Course Offering Lesson Plan** | | | **Date Completed** | | | **Notes** | | |
|  | **Street Outreach HMIS Data Entry Workflow** | |  | | |  | | |
|  | **CAM 201: Homeless History and Chronicity** | |  | | |  | | |
|  | **VI-SPDAT Training** | |  | | |  | | |
|  | **Full SPDAT Training** *(Navigation teams only)* | |  | | |  | | |
|  | **Prioritization, HCV Application, and Packet Submission** *(Navigation teams only)* | |  | | |  | | |
|  | **HMIS Data Collection – Street Outreach / Navigation** *(Navigation teams only)* | |  | | |  | | |
|  | **CAM Access YHDP Data Collection Requirements** *(Navigation teams only)* | |  | | |  | | |
| **FOR YHDP FUNDED PROGRAMS ONLY!** | | | **Date Completed** | | | **Notes** | | |
| **YHDP Joint TH-RRH Projects Lesson Plan** | | | | | | | | |
|  | **Understanding HMIS Data Collection for YHDP Joint TH-RRH Projects** | |  | | |  | | |
|  | **HMIS Overview for YHDP Joint TH/RRH Projects** | |  | | |  | | |
|  | **HMIS Data Entry Training for YHDP Joint TH/RRH Projects** *(under development)* | |  | | |  | | |
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| **YHDP PSH Projects Lesson Plan** | | | | | | | | |
|  | **Understanding HMIS Data Collection for YHDP PSH Projects** | |  | | |  | | |
|  | **HMIS Data Entry Training for YHDP PSH Projects** | |  | | |  | | |
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| **YHDP Crisis Mental Health Projects Lesson Plan** | | | | | | | | |
|  | **Understanding HMIS Data Collection for YHDP Crisis Mental Health Projects** | |  | | |  | | |
|  | **HMIS Data Entry Training for YHDP Crisis Mental Health Projects** *(under development)* | |  | | |  | | |
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| **YHDP Coordinated Enty Projects Lesson Plan** | | | | | | | | |
|  | **Understanding HMIS Data Collection for YHDP CE Projects** | |  | | |  | | |
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