

NC HMIS Training and Licensure

NC HMIS Training: Getting Started

NC HMIS is administered by the Michigan Coalition Against Homelessness which requires that all HMIS users complete online training modules before a HMIS license can be issued to them. You can access the training at the following website: <http://mihomeless.org/index.php/nchmis-home>

You will need to register to complete the trainings. Click on the box that says 'Register' and follow the prompts to set up your account. For CoC, select *NC-Charlotte/Mecklenburg*. Once you have set up your account, log in with your site log in. On the left side of the screen. Mouse over 'North Carolina' and 'Training Categories' and complete the required trainings.

Please see below for the required trainings and the timeline for completion. The New User Training Guide also provides an overview of required trainings: <http://mihomeless.org/index.php/north-carolina/training-categories/new-user-training-guide>

Open Sharing

Because our community has implemented an open system, all users are required to view the Open Sharing Community Training and complete the verification form at <https://mecklenburghousingdata.org/hmis/> prior to license issuance.

Training Verification

Once you have completed the required training for license issuance, click on the 'My Quiz Results' tab on the left side of the screen. You will be able to view your training log on this screen. Please print the screen and email it to your Agency Administrator or the person responsible for your onsite (physical or electronic) HMIS Binder.

Obtaining Your HMIS License

Once you have completed the trainings required for license issuance, please provide a copy of your training log and completed NC User Agreement Code of Ethics to your Agency Administrator. In addition, please be sure to provide your Agency Administrator with your full name, email address, title, and office phone number.

If you do not have an Agency Administrator, please email your training log, signed NC User Agreement Code of Ethics, full name, email address, title, and office phone number directly to the System Administrator: maryann.priester@mecklenburgcountync.gov

You will receive an email from the System Administrator with your Service Point log-in within 3 business days of document receipt.

Completing the Training

Once you have been assigned your HMIS license, you will have 60 days to complete the remainder of the training. Not all trainings are required for all users. Your trainings have been tailored to applicability to your agency, funding requirements, and reporting use and access. You are only required to complete the highlighted trainings; all others are optional. Once you have completed the remaining required trainings,

please send an updated training log to your Agency Administrator or the person responsible for your onsite (physical or electronic) HMIS Binder and copy maryann.priester@mecklenburgcountync.gov

Agency Admins

In addition to ‘Basic User’ trainings, Agency Admins are required to complete the training list under the ‘Agency Admin Additional Trainings’ section below and receive a brief in-person Agency Admin from the System Administrator. Please contact the System Administrator to coordinate a time for this training.

Annual Training Updates

Trainings denoted with an **X** on the table below must be retaken annually, no later than one year after the completion of the initial training or the most recent update. Once you have completed your annual training update, please send an updated training log to your Agency Administrator or the person responsible for your onsite (physical or electronic) HMIS Binder and copy maryann.priester@mecklenburgcountync.gov

Questions?

Please contact Mary Ann Priester, 704.497.9629, maryann.priester@mecklenburgcountync.gov

NC HMIS Required Trainings: Basic User		
Training Name	Due	Annual Update Required (X)
Pre-Requisite Training		
Basic Privacy and Security	Prior to License Issuance	X
HUD Data Standards	Prior to License Issuance	
Chronic Homelessness Final Rule	Prior to License Issuance	
Chronic Interview Process	Prior to License Issuance	
Open Sharing Community Training	Prior to License Issuance	X
Core Training		
Informed Consent & Data Collection	Prior to License Issuance	X
Securing Client Records	Prior to License Issuance	X
Navigating Service Point*	60 days After License Issuance	
Navigating Client Point*	60 days After License Issuance	
Creating and Managing Households	60 days After License Issuance	
Entry & Assessments (Entry/Exit Process 1)	60 days After License Issuance	
Entry & Assessments (Entry/Exit Process 2)	60 days After License Issuance	
Services Only Workflow*	60 days After License Issuance	
Services Transactions	60 days After License Issuance	
Interim Income	60 days After License Issuance	
Sub-Assessments: Correcting Your Data	60 days After License Issuance	
Case Plans		
VI-SPDAT/VI-F-SPDAT	60 days After License Issuance	
NC HMIS Required Trainings: Agency Admin Additional Trainings		
Advanced Privacy and Data Sharing	60 days After License Issuance	X

Creating Unnamed Records	60 days After License Issuance	X
Establishing Visibility	60 days After License Issuance	X
ART Reports	60 days After License Issuance	
HUD Provider Page Standards	60 days After License Issuance	

***Completed at the discretion of the Agency Admin**