

# HMIS Training Policies and Prerequisites

## Full-Day Training Information

To help make the HMIS new user trainings as beneficial as possible for all attending, we require that all attendees review the prerequisites on the checklist below before registering:

### **Required Prerequisites:**

- You have met with your supervisor and know the exact funding streams you will be entering HMIS data for (HUD, HPRP, LTH, FHPAP, THP, ESP, ESGP, DHS-Youth, SSVF, United Way, etc)
- You plan to begin using HMIS within a month of attending the training (see our **new user policy** below)
- You use computers frequently and feel comfortable with the keyboard and mouse.
- You access the internet regularly and can navigate between different websites.

### **Strongly Recommended Prerequisites (essential for successful data entry, reporting, and communication with Wilder and funders):**

- When using the internet, you know how to have more than one window or program open at once and can switch from one window to another.
  - You use the internet frequently and can attach files to email messages.
  - You can download Word, PDF, and Excel files from an email or a website and save them to your computer.
  - You can navigate through bookmarks of a PDF file.
  - You can navigate between tabs of an Excel file and know how to adjust the width of columns.
- If you do not meet some or all of these prerequisites, **you may have trouble following along with the training and accurately entering data into HMIS**. To make sure that your agency has the high-quality HMIS data needed to secure state and federal funding, we strongly urge all new users to confirm that they meet the required and suggested prerequisites on the list before attending a training session.

### **Some useful resources: (Click the links below to access online resources)**

- [Free online tutorials](#) covering how to use the internet and email, and how to download data
- [Overview of basic Excel concepts](#). Trainees only need to know the information through the “basics of a spreadsheet” section.
- [Basic overview of databases](#) and their components.

## **New User Policy**

Anyone who is new to entering HMIS data must attend a full-day new user training. Any interested staff members who would like to learn more about HMIS, even if they will not personally use the system, are also welcome to attend. You must register and pay in advance for the training, and attend the entire session to become licensed user. Please give 48 hours notice of cancellation to avoid being charged the \$50 training fee. Only the user that trains under a license is allowed to access that license due to client confidentiality and legal concerns.

To help make sure you are fully prepared to enter data, we require new users who have not used the system within 6 months of training to attend another full-day training.

## **Refresher Policy**

Wilder holds refresher trainings on an as-needed basis. We encourage all current HMIS users to take advantage of these free half-day refresher trainings. You must register in advance for training in order to attend. Please be sure to give 48 hours notice of cancellation so that we can offer open spaces to those on the waitlist.

To help make sure current users are up-to-date and prepared for data entry and reporting, we require those who have not used the system in 6 or more months to attend another full-day, rather than half-day, training.