TRAINING

QUICK FACT OVERVIEW

HMIS
San Antonio/Bexar County
Homeless Management Information System

Contact HMIS
HMIS.Support@HavenForHope.org

PURPOSE

HMIS training increases user's understanding, knowledge, and skills to effectively use the HMIS database.

WHO

An authorized contact submits the Training Request. The Training Request is accessible from the HMIS website > Training > Training Request

TRAINING TYPES

- **Security Awareness**
- **Fundamentals**
- **Elements of Focus**
- **Report**
- **Role Specific**
- **Updates**

HMIS ACCESS

To be granted HMIS access, New or Returning Users from participating agencies must complete our training process outlined below.

- Authorized contact submits Training Request
- User receives our welcome email, to complete the required online training
- Upon successful completion of online training, user receives email with login credentials & instructions
- User is granted HMIS access after logging into HMIS, changing their password, and completing the Security Awareness Agreement
- If the individual will be completing tasks not covered in the Fundamentals Training, Elements of Focus Training is required. This training will be scheduled prior to the HMIS Login email being sent

TRAINING FORMATS

Training is offered in a combination of online and live formats. Training may be requested for entire departments or individual one-on-one sessions.

SCHEDULE

TUESDAY	THURSDAY
Report 10:30-11:30 a.m. Elements of Focus 1:00-3:30 p.m.	Elements of Focus 9:00-11:30 a.m.

AVAILABLE PER REQUEST

Security Awareness
Fundamentals
Role Specific
Updates