

Homeless Management Information System

New User Checklist ✓

HMIS Online resources available at <http://mhidnashville.weebly.com/> under the "HMIS training tab"

- Complete New User Training Request Form on Nashville.gov website
- Wait for Rise login credentials to be sent to you within 48 business hours, follow the link sent via email and create you Rise account
- Complete the New User Training Pathway on Rise.com **within 10 business days**
- Email course completion certificate and End User Agreement to megan.vickers@nashville.gov
- Wait for instructions to complete a new test client for practice & an invitation to a test client review group via Webex (if the date offered does not work - email Megan ASAP)
- Complete your test client & review with other users at a test client review meeting
- Receive login credentials to HMIS live site & prosper! Yay!

Coordinated Entry Online resources available at <http://mhidnashville.weebly.com/> under the "CE Training" tab

- Coordinated Entry Overview (Should be completed before the CE Resource and Referral training) Online
- VI-SPDAT training: What is the VI-SPDAT and when should it be completed? (This training should be watched before the CE Resource and Referral training) Online
- Coordinated Entry Resource and Referral training: Focuses specifically on the resources available through CE and how referrals are made (Virtual: monthly).
- Domestic Violence Coordinated Entry (DV CE) training: This training explains how the parallel DV CE process is integrated into general CE. It also shares resources specific to DV CE and helpful info for working with survivors of domestic violence. (Virtual: quarterly).
- Section 8 and Shelter Plus Care (SPC) training. This training is required before submitting either a Section 8 or SPC voucher through Coordinated Entry. (Online)

If you have any questions while working through this Checklist please contact your agency point of contact for HMIS and then the HMIS Help Desk at hmishelp@nashville.gov