



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t hhcofcny

HMIS Training Video Verification Form

This document is verification that the below staff have watched the training videos required for their current role/ position in HMIS:

Staff Name (full name): _____

All staff are required to watch the below playlist of videos.

- HMIS Background Videos: Date(s) Viewed: _____
 - HMIS Background
 - HMIS Training and Live Site
 - Providers and Enter Data As & Visibility
 - User Ethics and security,
 - HMIS ROI Consent Forms
 - Home Page Dashboard – Service Point

Please check all playlists that apply to your user license, and all project types you have Enter Data As access for:

- Emergency Shelter - Date(s) Viewed: _____
 - Creating Client Records
 - Editing Client Records
 - Creating Households
 - Editing Households
 - Releases of Information
 - Shelters Entries
 - Universal Data Elements
 - Income - Adding one from nothing
 - Income – Ending an income record
 - Income - Editing Income
 - Entering Non-Cash Benefits, Health Insurance, and Disabilities
 - Interim Review Shelters – Overall
 - Adding a Case Manager, Case Plans and Case Notes
 - Shelters Exits



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t hhcofcny

Transitional Housing - Date(s) Viewed: _____

- Creating Client Records
- Editing Client Records
- Creating Households
- Editing Households
- Releases of Information
- Shelters Entries
- Universal Data Elements
- Income - Adding one from nothing
- Income – Ending an income record
- Income - Editing Income
- Entering Non-Cash Benefits, Health Insurance, and Disabilities
- Adding a Case Manager, Goal Plan and Case Notes
- Interim Review Shelters– Overall
- Shelters Exits

Rapid Rehousing - Date(s) Viewed: _____

- Creating Client Records
- Editing Client Records
- Creating Households
- Editing Households
- Releases of Information
- Entry Exits
- Universal Data Elements
- Income - Adding one from nothing
- Income – Ending an income record
- Income - Editing Income
- Entering Non-Cash Benefits, Health Insurance, and Disabilities
- Adding a Case Manager, Goal Plan and Case Notes
- Interim Review Clients / .Annual Assessments RRH
- Clients Module Exiting a client
- RRH Exit information, what if scenarios

Permanent Supportive Housing/ Other Permanent Housing - Date(s) Viewed: _____



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t hhcofcny

- Creating Client Records
 - Editing Client Records
 - Creating Households
 - Editing Households
 - Releases of Information
 - Shelters Entries
 - Universal Data Elements
 - Income - Adding one from nothing
 - Income – Ending an income record
 - Income - Editing Income
 - Entering Non-Cash Benefits, Health Insurance, and Disabilities
 - PSH Sexual Orientation Question
 - Interim Review Shelters – Overall
 - Adding a Case Manager, Goal Plans and Case Notes
 - Shelters Exits
 - PSH to PSH transfers (Slide – Things to remember)
- Street Outreach - Date(s) Viewed: _____
- Creating Client Records
 - Editing Client Records
 - Creating Households
 - Editing Households
 - Releases of Information
 - Entry Exits
 - Universal Data Elements
 - Income - Adding one from nothing
 - Income – Ending an income record
 - Income - Editing Income
 - Entering Non-Cash Benefits, Health Insurance, and Disabilities
 - Adding a Case Manager, Goal Plans and Case Notes
 - Interim Reviews, Clients – Overall Video
 - Interim Review Clients – Street Outreach, Current Living Situation
 - Exiting a client
- Homelessness Prevention - Date(s) Viewed: _____
- Creating Client Records



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t hhcofcny

- Editing Client Records
 - Creating Households
 - Editing Households
 - Releases of Information
 - Entry Exits
 - Universal Data Elements
 - Income - Adding one from nothing
 - Income – Ending an income record
 - Income - Editing Income
 - Entering Non-Cash Benefits, Health Insurance, and Disabilities
 - Adding a Case Manager, Goal Plans and Case Notes
 - Interim Reviews, Clients – Overall Video
 - Clients Exits for HP, Housing Assessment at Disposition
 - Exiting a client
- Services Only / Case Management - Date(s) Viewed: _____
- Creating Client Records
 - Editing Client Records
 - Creating Households
 - Editing Households
 - Releases of Information
 - Entry Exits
 - Universal Data Elements
 - Income - Adding one from nothing
 - Income – Ending an income record
 - Income - Editing Income
 - Entering Non-Cash Benefits, Health Insurance, and Disabilities
 - Adding a Case Manager, Goal Plans and Case Notes
 - Interim Reviews, Clients – Overall Video
 - Exiting a client
- PATH Funded Projects: - Date(s) Viewed: _____
- RHY Funded Projects: - Date(s) Viewed: _____
- Service Transactions: Date(s) Viewed: _____
- VA (SSVF & GPD): - Date(s) Viewed: _____
- Documentation & Case Notes: - Date(s) Viewed: _____



www.hhccny.org
hhc@unitedway-cny.org
f facebook.com/hhccny
t hhcofcny

The signatures below verify the above New User watched and understands all information required for data entry purposes for their role in HMIS.

HMIS New User Signature

Title

Date

Agency Administrator Signature

Title

Date

Agency/ Organization Name