



Funder Reporting Lead - Required Training Overview

Become an HMIS User in 5 steps – all online!

- All videos are available here: <http://hmismn.org/videos/>. Complete steps in order.
- All required training is completed online.
- Please note: *New User Training* is not required for Funder Reporting Leads. If you choose to attend a *New User Training*, you will be exempt from some of the training videos below. Contact hmis@wilder.org if you pursue this route.
- You will be required to complete additional trainings for an Ad Hoc License or gain advanced skills.
- You'll be asked to attend the in-person **System Administrator Training (System Administration 191)** when made available. Although this is a required training, this will not delay access to the system.

Outline of Training Steps 8 - 10 hours total (Times are approximate)

Step 1 Registration <30 minutes total

- Email hmis@wilder.org to let us know you want to start training! <5 minutes
- Download, print, sign, and scan the [User Policy](#) and send to hmis@wilder.org. 10 minutes
- Generate your invoice. Select *Expanded Access Training + License Transfer*, or *Expanded Access Training + License* if you are purchasing a new ServicePoint License. 15 minutes
- Use confirmation email invoice to process applicable payments. <5 minutes

Step 2 Watch General Videos <7 hours total

- Watch **HMIS Fundamentals** and complete [quiz](#). 30 minutes
- Read the **2014 HMIS Data Standards Manual**. 1 hour
- Watch **Universal and Common Data Elements (Foundations 115)** and complete [quiz](#). 45 minutes
- Watch **ClientPoint Module – Entry/Exit (Data Entry 121)** and complete [quiz](#). 2 hours
- Watch **System Security and Visibility Settings (System Administration 195)** and complete [quiz](#). 1 hour
- Watch **ServicePoint and Advanced Reporting Tool (ART) Reports (Reports 161)** and complete [quiz](#). 30 minutes
- Read the **Data Quality Plan**. >30 minutes

Step 3 Watch Program Specific Videos Time requirement varies

- Determine which funder specific trainings are required for you. <5 minutes
- Watch all **funder specific videos** that apply to your region. There are no quizzes. Time varies

Step 4 Certificate of Completion <30 minutes total

- Confirm your agency has sent payment. <10 minutes
- Email hmismn.org to let us know you are done!
- Congratulations! You have completed your training requirements! **Wait!** Once we've confirmed you've completed all your quizzes and we've received payment, you'll receive your login to Minnesota's HMIS within 2 business days.