



Course Catalog

The Course Catalog provides you with information on training topics, delivery format, approximate length of training, and any required prerequisites. Prerequisites are provided to assist you in watching the trainings in the order they were designed.

IN-PERSON Training: Full or half day training covering a variety of topics in-person

New User Training

Learn how to use Minnesota's HMIS, ServicePoint, to manage client data and generate reports for your agency and funder(s).

Delivery Format: In-Person

Length: 8 hours (1 day)

Prerequisites: None

Refresher Training

Refresh your data entry and reporting skills and ask program-specific questions about HMIS's ServicePoint database. This training is for current HMIS Users.

Delivery Format: In-Person

Length: 4 hours

Prerequisites: New User Training

FOUNDATIONS Training: Fundamentals to understand the policies and procedures of the database.

FOUNDATIONS 111 | HMIS Fundamentals

Introduction to the history, governance, and data compliance of Minnesota's Homeless Management Information System (HMIS).

Delivery Format: Video Tutorial

Length: 1 hour

Prerequisites: None

Topics include: History and governance of HMIS in Minnesota, data privacy, compliance and client consent, HMISMN.org website, User Policy

FOUNDATIONS 113 | HMIS Data Standards Manual

Reviews the latest version of the HMIS Data Standards Manual released in October 2014 by HUD (US Department of Housing and Urban Development).

Delivery Format: Read Only

Length: ~2 hours

Prerequisites: None

FOUNDATIONS 114 | HMIS Data Standards: Data Dictionary

Reviews the latest version of the HMIS Data Standards: Data Dictionary released in October 2014 by HUD (US Department of Housing and Urban Development).

Delivery Format: Read Only

Length: ~2 hours

Prerequisites: None

FOUNDATIONS 115 | Universal and Common Data Elements Overview

Examines the Minnesota and Federal universal data elements that agencies are required to collect from participants in order to participate in HMIS in Minnesota as well as data elements common to a majority of programs.

Delivery Format: Video Tutorial

Length: 1.5 hours

Prerequisites: Foundations 111

DATA ENTRY Training: How to correctly enter data into the database.

DATA ENTRY 121 | ClientPoint Module – Entry/Exit

Demonstrates the correct workflow for creating a client and household and using entry/exits to track client participation in the ClientPoint module in ServicePoint.

Delivery Format: Live Webinar

Length: 2 hours

Prerequisites: Foundations 111, 115

DATA ENTRY 122 | ClientPoint Module - Services

Demonstrates the correct workflow for creating a client and household and using services to track client participation using the ClientPoint module in ServicePoint.

Delivery Format: Video Tutorial

Length: 30 minutes

Prerequisites: Data Entry 121

DATA ENTRY 123 | ShelterPoint Module – In Development

Demonstrates the correct workflow for creating a client and household and using entry/exits or services to track client participation using the ShelterPoint module in ServicePoint. (ShelterPoint is a tool for shelter bed management.)

Delivery Format: In development

Length: TBD

Prerequisites: Data Entry 121

DATA ENTRY 124 | SkanPoint Module – In Development

Discover how to streamline data entry of service transactions with SkanPoint, a module that can assist emergency shelters with their check-in process using an ID card scan system.

Delivery Format: In development

Length: TBD

Prerequisites: Data Entry 123

PROGRAM SPECIFIC Training: Topics related to entering data and answering assessment questions that are unique to program funding sources.

PROGRAM SPECIFIC 141 | HUD-CoC Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the U.S. Department of Housing and Urban Development Continuum of Care program (HUD-CoC).

Topics include: Annual Assessment update

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 142 | HUD-ESG Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the U.S. Department of Housing and Urban Development Emergency Solutions Grant program (HUD-ESG).

Topics include: Annual Assessment update

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 146 | HHS-RHY Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the U.S. Department of Health and Human Services Runaway and Homeless Youth (HHS-RHY).

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 147 | VA-SSVF Program Requirements – In Development

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to United States Department of Veterans Affairs Supportive Services for Veteran Families Program (VA-SSVF).

Topics include: Entering services

Delivery Format: In development

Length: TBD

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 149 | DHS-PATH Program Requirements – In Development

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Project for Assistance in Transition from Homelessness (DHS-PATH).

Topics include: Referrals, outreach contact and entering services

Delivery Format: In development

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 151 | DHS-HTHP Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Healthy Transition and Homeless Prevention program (DHS-HTHP).

Topics include: Outcomes assessment

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 152 | DHS-OEO HYA Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Office of Economic Opportunity Homeless Youth Act program (DHS-OEO HYA).

Topics include: ES vs. TH/PSH, Outcomes assessment

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 153 | DHS-OEO ESP Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Office of Economic Opportunity Emergency Services Program (DHS-OEO ESP).

Topics include: Updates

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 154 | DHS-OEO THP Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Office of Economic Opportunity Transitional Housing Program (DHS-OEO THP).

Topics include: Goals/Case Plans

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 155 | DHS-LTHSSF Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Department of Human Services Long-term Homelessness Supportive Services Fund program (DHS-LTHSSF).

Topics include: Updates and Matrix

Delivery Format: Video Tutorial

Length: <30 minutes

Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 157 | MN HSG-LTH Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Housing Long-term Homelessness program (MN HSG-LTH).
Topics include: Updates and Matrix

Delivery Format: Video Tutorial
Length: <30 minutes
Prerequisites: All Foundations and Data Entry required coursework

PROGRAM SPECIFIC 158 | MN HSG-FHPAP Program Requirements

Provides an in-depth explanation for collecting and entering program-specific assessment questions unique to the Minnesota Housing Family Homeless Prevention and Assistance Program (MN HSG-FHPAP).
Topics include: Updates, Matrix, and entering services

Delivery Format: Video Tutorial
Length: <30 minutes
Prerequisites: All Foundations and Data Entry required coursework

REPORTS Training: General report training for ServicePoint and the Advanced Reporting Tool (ART).

REPORTS 161 | ServicePoint and ART Reports

Walks through standard report prompts, running and downloading reports within ServicePoint and the Advanced Report Tool (ART).

Delivery Format: Video Tutorial
Length: 1 hour
Prerequisites: All Foundations and Data Entry required coursework

REPORTS 163 | HUD's Annual Progress Report

Explains how to run reports and identify data quality issues specifically as it relates to HUD'S Annual Progress Report (APR).

Delivery Format: Video Tutorial
Length: 1 hour
Prerequisites: Reports 161

REPORTS 264 | Interpreting Reports

Walks through reading and analyzing reports to understand where the data is pulling from in the database.

Delivery Format: Video Tutorial
Length: 1 hour
Prerequisites: Reports 161

REPORTS 361 | Advanced Report Tool (ART) Report Modification and Design

Introduces the basics of editing existing ART reports.

Delivery Format: TBD
Length: TBD
Prerequisites: Reports 161

REPORTS 362 | Advanced Report Tool (ART) Ad Hoc License

Provides in-depth explanation on building custom ART reports using common report tools.

Delivery Format: In-Person
Length: 2 day
Prerequisites: Reports 161

DATA QUALITY Training: Keeping your data “clean.”

DATA QUALITY 171 | Data Quality Plan

Reviews the latest version of the HMIS Data Quality Plan released by HMIS at the Wilder Foundation.

Delivery Format: Read Only

Length: 15 - 30 minutes

Prerequisites: None

DATA QUALITY 172 | Data Quality with Advanced Reporting Tool (ART)

Explains how to run and interpret data quality report tools available in ART. In coordination with the HMIS Data Quality Plan.

Delivery Format: Video Tutorial

Length: 45 minutes

Prerequisites: All Reports required coursework

SYSTEM ADMINISTRATION Training: Technical components and backend of the database geared towards system administrators.

SYSTEM ADMINISTRATION 191 | System Administrator Orientation

Critical review of all components required for successful expanded access implementation, including ethics of role, relationship with stakeholders, HMIS in Minnesota, working with end users and proper communication channels.

Delivery Format: In-Person

Length: 8 hours (1 day)

Prerequisites: All required coursework

SYSTEM ADMINISTRATION 194 | Provider Configuration

Explores the Admin sections of the database. Explains provider setup fields and options. Identifies how backend configuration impacts data entry and reporting.

Delivery Format: Video Tutorial

Length: 1 hour

Prerequisites: All Foundations and Data Entry required coursework

SYSTEM ADMINISTRATION 195 | System Security and Visibility Settings

Demonstrates how security and visibility are controlled in ServicePoint and how the settings impact data entry and reporting. Introduces the concepts.

Delivery Format: Video Tutorial

Length: 30 minutes

Prerequisites: All Foundations and Data Entry required coursework

SYSTEM ADMINISTRATION 295 | Advanced System Security and Visibility Settings

Demonstrates how to configure and edit visibility or security in ServicePoint.

Delivery Format: Video Tutorial

Length: 30 minutes

Prerequisites: System Administration 195