



Local System Administrators - 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 Local System Administrators. 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 9 - 11 hours total (Times are approximate)

Step 1 Registration <30 minutes total

- [Email hmis@wilder.org](mailto: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 <8 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 [Provider Configuration \(System Administration 194\)](#) and complete [quiz](#). 1 hour
- 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
- Watch [Data Quality with Advanced Reporting Tool \(ART\) \(Data Quality 172\)](#) and complete [quiz](#). 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.