



Joint Office of
Homeless Services

Learning Management System (LMS)

HMIS training portal

Why are we doing this?

- 1. Staff can learn at anytime at their own pace**
- 2. Staff can retake the courses as many times as possible**
- 3. Agencies and JOHS can focus more on data quality**

General process

Step by step to acquire HMIS access for new hires **who don't need training**

1. Agencies send access requests to hmishelp@multco.us
 - a. Full names + emails of staff
 - b. Indication of staff's internal training or prior HMIS experience
2. Staff sign the EULA from DocuSign
3. Staff receive HMIS login credentials (or licenses to their HMIS accounts)

General process

Step by step to acquire HMIS access for new hires **who need training**

1. Agencies send training/access requests to hmishelp@multco.us
 - a. Full names + emails of staff
 - b. Indication of specific workflows would be helpful
2. Staff sign the EULA from DocuSign
3. Staff receive 2 emails
 - a. One to activate their LMS account
 - b. One to activate HMIS training account
4. Staff complete HMIS training (part 1) in LMS
5. Staff schedule a training session (part 2 - main workflow) with Angela Mullins
6. Staff receive HMIS login credentials

What does part 1 in LMS contain?

1. 2 videos + short tests
 - a. What is HMIS?
 - b. Data, Privacy and Security
2. Length: about 30 minutes
3. Implementation start date: by mid September



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Visit Us At

johs.us

Inquiries

hmishelp@multco.us
