



Learning Management System (LMS)

Updates Dec 2024

Current process

Step by step to acquire HMIS access for new hires who don't need JOHS 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)

New process

Step by step to acquire HMIS access for new hires who don't need JOHS 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 LMS activation email
4. Staff complete HMIS 101 training in LMS
 - a. Once video has been watched, an email is sent to JOHS staff to prompt user account set up.
5. Staff receive HMIS login credentials

What is HMIS 101?

1. **2 videos + short tests**
 - a. **What is HMIS?**
 - b. **Data, Privacy and Security**
2. **Length: about 30 minutes**
3. **Implementation start date: early 2025**
4. **Exception: staff transfers from one agency to another within one year of HMIS 101 completion**

New User Profile Set Up for HMIS

When setting up a new user profile we need to know the following:

- **Does this individual need access to the Shelter or Scans Module?**
- **Does this person need a reporting license for SAP/BO?**
- **Has this person completed training for and needs access to the MSST?**

Once the user profile has been completed an email will go out to the user with login information.

User names are created using the last 3 letters of first name and last 3 letters of their last name - for security purposes.

Any Questions?





Joint Office of
Homeless Services

Visit Us At

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Inquiries

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