



Upcoming Three County CoC HMIS Trainings

The Three County CoC is pleased to offer several upcoming virtual trainings beginning in October 2021 in anticipation of new HMIS data standards as well as our new HMIS implementation. We are happy to report that several sessions are also being held by Eric Gammons, a technical assistance provider from [TAC](#) who is working with us on the new HMIS transition. Each description will include dates, times, and the appropriate audience, though feel free to request additional information if you are uncertain. There is a registration link for each training or series. Please document the times and dates on your calendar, and the CoC will reach out with the zoom link to registrants as the training or event approaches.

October – New HMIS Policies and Procedures – 10/28

As everyone is now probably aware, The Three County CoC is in the process of building out a new HMIS data collection system ahead of our departure from the DHCD MA-HMIS (ETO) at the end of this coming December. Since this is Community Action Pioneer Valley's first HMIS implementation of our own, we are currently preparing user and agency agreements for the use of this system. These agreements will include brand new policies and procedures around data collection and HMIS use as spelled out in our new Privacy and Security Plan and our new Data Quality Plan. In order to prepare for this change we will be holding a session to go over all of the new expectations of staff and agencies who use or will use this HMIS. These new HMIS policies are currently being edited by the Data Evaluation Committee but will be sent out to participants by the day of this training and may continue to evolve as needed based on your feedback. This informational session will be recorded, last approximately 2 hours, and include time for questions and answers. The first half hour of this session will consist of a presentation by [Eric Gammons](#), a technical assistance provider from TAC.

Primary Audience: Agency or program leadership of HMIS participating programs, HMIS site administrators, and any staff who are involved in the management of HMIS use- anyone is welcome to join and it is highly recommended that at least one staff person from your program attends in order to get a sense of new expectations.

This session will be held on October 28th from 2:30 – 4:30pm.

Register for this training [here](#).

November – HMIS Overview – Eric Gammons – 11/10

Eric's first full session will be an HMIS overview, including CoC HMIS responsibilities, reasons for using HMIS, who uses HMIS, types of data, privacy and security, data quality, and reporting.

Primary Audience: All HMIS users, contributing agency program managers/supervisors, and the data evaluation committee.

This session will be held on Wednesday, November 10 from 10:00 – noon.

Register for this training [here](#).



November – New Clarity HMIS End User Training – 11/12 & 11/18. Choose one

The CoC's new HMIS is currently scheduled to "go live", or be ready for use, on December 7th. In preparation for the transition to a brand new HMIS we will be holding two end user trainings on this new system in November. All HMIS users are required to attend at least one of these sessions. If you are unable to attend either of these times please reach out to Michele (mlafleur@communityaction.us) to schedule another time. This training will go over the basics of how to navigate and use our new HMIS which has some significant differences from the ETO system currently in use. We will go over creating client records, enrolling clients in programs, taking HUD assessments, services, and dismissing clients from programs as well as time for questions. If you work at a shelter which uses "night-by-night" enrollment, we will be holding a separate additional training to go over how to enroll clients in beds (see below). These trainings will be recorded and sent to participants for future reference.

Primary Audience: Anyone who uses HMIS

These trainings will be held on Friday, November 12 from 10:00 – 11:30am and Thursday, November 18th from 1:00-2:30pm.

Register for this training [here](#).

November – New Clarity HMIS Training for Shelter Providers, 11/18.

This training will go over how to enroll clients in a shelter program in the new Clarity HMIS. HMIS users at shelters are encouraged to attend, especially those who work at a night-by-night shelter- if you are unsure if the shelter you work at is "night-by-night", you can reach out to Michele (mlafleur@communityaction.us). We will also cover how to create client records, take HUD assessments, and dismiss clients- you do not need to attend the separate end user training as well unless you would like to attend both. Staff at Massachusetts Emergency Assistance (EA) family shelters do not need to attend training for the new Three County Clarity HMIS- you will continue to enter data in the DHCD ETO system (unless you also enter data for a non-EA shelter, then you are encouraged to attend). This session will be recorded and there will be time for questions.

Primary Audience: Staff at individual shelters who use HMIS

This training will be held on Thursday November 18, 2021, from 10-11:30am.

Register for this training [here](#).

November – New Clarity HMIS Program Manager & Agency/Site Administrator Training, 11/22

After the end user trainings on our new Clarity HMIS are completed, we will be holding an HMIS training for staff who do or will have additional HMIS access and responsibilities such as managing staff caseloads, running reports on your program(s), managing services, and updating program information. We will also discuss some of the optional features which can be enabled for your programs.

Primary Audience: HMIS Agency/Site Administrators and program managers or other agency staff who will be running reports

This training will be held on Thursday November 22, 2021, from 11am-noon.

Register for this training [here](#).



December – HMIS Strategy Meeting– Eric Gammons – 12/10

Eric's second session will be an HMIS strategy meeting to review operational roles and responsibilities. This meeting will last approximately 5 hours.

Primary Audience: Data Evaluation Committee and any agency or program leadership with an interest in shaping HMIS operations.

This session will be held on Friday, December 10 from 10:00 – 3:00pm.

Register for this meeting [here](#).

December & January - New Clarity HMIS Coordinated Entry Training – 12/6 & 1/6. Choose one

In order to prepare Coordinated Entry assessors for utilizing the new HMIS, we will be holding one training in December and another in January for those who are unable to attend the first training. This training will cover how to complete a coordinated entry assessment in the HMIS, how to refer clients to the By Names List, how to record additional required data such as assessment types and events (usually referrals), and more features we're still in the process of learning about. These trainings will likely include some time for questions and will be recorded as well.

Primary Audience: Anyone who currently adds clients to the By Names List in HMIS or who will take on this role once we move to a new system.

This training will be held on Monday, December 6, 2021 from 2:00 – 3:00pm and Thursday, January 6, 2022 from 1:00-2:00pm.

Register for this training [here](#).

December & January – HMIS Privacy & Security Training – 12/3 & 1/12. Choose One

We will also be holding an HMIS Privacy and Security Training in December and again in January which will go over the CoC's expectations and best practices around privacy and security as outlined by HUD and in our Privacy and Security Plan. It is mandatory that everyone with a user account in the Three County CoC clarity HMIS goes through this training prior to obtaining a new account and at least yearly after that point. If you are unable to attend either of these times please reach out to Michele (mlafleur@communityaction.us) to schedule another time.

Primary Audience: *Everyone* who uses HMIS is required to attend this training annually

This training will be held on Friday December 3, 2021, from 1:00 – 2:00pm and Wednesday January 12, 2022, from 3:00 – 4:00pm.

Register for this training [here](#).

January – HMIS Governance – Eric Gammons - TBD

The final session Eric will hold with us will be an HMIS governance training in January- the exact date and time is still being determined and we will follow up with registration details once that has been solidified. This training will go over



designating HMIS software and an HMIS Lead; privacy plan, security plan, and data quality plans; HMIS participation; HUD HMIS compliance; developing and annually updating a governance charter.

Primary Audience: CoC Board of Directors and the HMIS Lead (Community Action Pioneer Valley)