

Homeless Management Information System

New User Checklist ✓

HMIS Online resources available at <http://mhidnashville.weebly.com/> under the "HMIS training tab"

- Complete New User Training Request Form on
- Wait for Rise login credentials to be sent to you within 48 business hours
- Complete required trainings in Rise and email your EUA and training certificates to megan.vickers@nashville.gov
- Watch the HMIS New User Training on YouTube that will be sent to you via email or attend the next available New User Training via Webex
- Wait for HMIS login credentials to be sent to you via email from Megan
- Complete your test client & review with Megan within 7 days of receiving login
- Yay! You are done! Go out into the HMIS world and prosper!

Coordinated Entry Online resources available at <http://mhidnashville.weebly.com/> under the "CE Training" tab

- Coordinated Entry Overview (Should be completed before the CE Resource and Referral training) [Online](#)
- VI-SPDAT training: What is the VI-SPDAT and when should it be completed? (This training should be watched before the CE Resource and Referral training) [Online](#)
- Coordinated Entry Resource and Referral training: Focuses specifically on the resources available through CE and how referrals are made ([Virtual: monthly](#)).
- Domestic Violence Coordinated Entry (DV CE) training: This training explains how the parallel DV CE process is integrated into general CE. It also shares resources specific to DV CE and helpful info for working with survivors of domestic violence. ([Virtual: quarterly](#)).
- Section 8 and Shelter Plus Care (SPC) training. This training is required before submitting either a Section 8 or SPC voucher through Coordinated Entry. ([Online](#))

If you have any questions while working through this Checklist please contact your agency point of contact for HMIS and then the HMIS Help Desk at hmishelp@nashville.gov