

TX BoS CoC HMIS Training Process

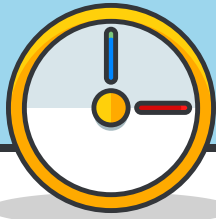
The Texas Balance of State HMIS Training Process consists of two major components: a series of videos and quizzes in our training site, Litmos, as well as a series of tasks to be completed in the training version of our HMIS. Both of these steps must be completed within 30 days. Failure to complete all training materials within the 30 day time frame will result in having to start the training over from the beginning.

The Training Coordinator can be contacted at hmis@thn.org

1. TRAINING BEGINS

You have 30 days from the date you requested training to complete all training materials discussed on this page.

You should also review and submit your [HMIS User Agreement](#).



2. LITMOS COURSES

You will soon receive an email notification regarding course assignments from our training site, Litmos. You must complete ALL courses assigned to you with a score of 100% to proceed to step 3.



3. HMIS TASKLIST

Once you complete all Litmos courses, you'll receive an email with a list of tasks you must complete in the training version of our HMIS as well as your HMIS training site login information.



4. MAKE DATA CORRECTIONS

After submitting your HMIS Ticket with Client IDs included, the Training Coordinator will take a look at your data and let you know about any data errors you need to fix.



5. RECEIVE HMIS LOGIN INFORMATION

Once all data corrections have been made in the HMIS training site, you will receive your HMIS Login Information.

Make sure to login every 45 days to maintain your user license!

