



Housing Workspace Training 2016 Syllabus

Part 1: Course Information

Instructor Information

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Course Description

This course was created to introduce HMIS users to the Housing Workspace in ClientTrack. You will learn how to create a virtual rendering of your facility that includes a detailed layout of your dorms, rooms and beds. By establishing a virtual facility you will be able to make reservations, check clients in and out, which will allow you to manage your housing inventory in real time, and give you access to utilization and waitlist reports. This training is best suited for HMIS users who are charged with maintaining an inventory of beds and units for their project.

Topics Include:

Housing Designer

Facility Dashboard

Housing Reports

Prerequisite

- Basic computer skills
- Current HMIS User
- Knowledge of your housing inventory

Recommended Texts & Other Readings (Not required)

- <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
- <https://www.hudexchange.info/resources/documents/GlossaryofHMISDefinitionsandAcronyms.pdf>

Course Structure

This course will be delivered by the City of Spokane's HMIS Coordinator and/or HMIS Specialist. You will use your ClientTrack account to access the HMIS training and production environments.

- https://www.clienttrack.net/spokanehmis_training
- <https://www.clienttrack.net/spokanehmis>



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Part 2: Course Goal

The goal of this course is to introduce you to the Housing Workspace. You will learn how to setup your facility in the Housing Workspace which will enable you to reserve spots and check clients in and out of it. You will gain the ability to see your housing inventory in real time and run utilization reports based on actual bed night stays. If kept up-to-date your housing inventory and capacity will always be reliable and readily available and when you need it.

Objective 1: You Can Locate the Housing Workspace

Task 1.1: Navigate to the Housing Workspace

Task 1.2: Take a tour of the various features of the Housing Workspace

Objective 2: You Can Design Your Housing Facility & Inventory

Task 2.1: Go to the Housing Setup menu and enter the Housing Designer

Task 2.2: Locate your housing facility

Task 2.3: Use the Tool Box Feature to add& delete units, rooms and beds

Task 2.4: Discuss labeling units, rooms and beds

Objective 3: You Can Initiate Interactions between Clients and the Housing Facility

Task 3.1: Enroll a client into your project check them into a facility

Task 3.2: Make a reservation for a client

Task 3.3: Check-in and check-out a client using the Family Check-In and/or Facility form

Objective 4: You Can Run a Housing Inventory & Utilization Report

Task 4.1: Locate the Housing Reports menu

Task 4.2: Run a Barcode Check In Roster report

Task 4.3: Run Housing and Shelter Utilization Report
