



HMIS Monitoring Syllabus

2016 Syllabus

Part 1: Course Information

Instructor Information

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Course Description

Receive an administrative level overview of the HMIS monitoring process and learn about related tools and the information you need to successfully meet your HMIS requirements. You will get guidance on HMIS policy and procedure best practices, along with useful knowledge on HMIS security and industry practices. This training is meant for HMIS users at any level who are involved in the administration of City of Spokane funded programs.

Topics Include:

- HMIS Monitoring Process
- HMIS Policy and Procedure Best Practices
- HMIS Security (Environment, Digital and Physical)
- Handling Personal Identifying Information
- Intersection of HMIS & HIPPA
- Industry Practices (Data Liability)

Course Materials

Required User License Agreement

- In order to access HMIS each user is required to complete a New User License Agreement. Each user will be assigned a training account and a standard user account prior to the course.

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>



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Part 2: Course Goal

The goal of this course is to successfully prepare you for an HMIS monitoring. There are several learning objectives that you will meet by completing tasks through a combination of activities, exercises, and participation.

Objective 1: You Understand the HMIS Monitoring Process

Task 1.1: Review of HMIS monitoring procedures

Task 1.2: Discuss of common HMIS monitoring weaknesses, deficiencies and findings

Objective 2: You Can Implement HMIS Policy & Procedure Best Practices

Task 2.1: Outline strategies to prevent and detect non-compliance

Task 2.2: Develop an HMIS monitoring checklist

Task 2.3: Discuss the importance of correcting issues in a timely manner

Objective 3: You Can Execute HMIS Security Standards

Task 3.1: Learn how to handle personal identifying information

Task 3.2: Establish digital security controls

Task 3.3: Review standards for physical and digital file storage

Objective 4: You Can Differentiate HIPPA & HMIS Regulations

Task 4.1: Examine When and How HIPPA Applies to HMIS

Task 4.2: Define HIPPA's Impact on HMIS

Objective 5: You Can Specify HMIS Industry Practices

Task 5.1: Address the liability of data sharing

Task 5.2: Debrief on how to appropriately handle data requests internally & externally

Task 5.3: Discuss the importance of developing a robust data quality plan
