



# NORTHLAKE

HMIS DATA PROJECT

## 2018 New End User Training

**User Type - New:** If the prospective new user has (a) never been issued a SP license, (b) has had access revoked for not meeting the requirements of a previous training attendance, or (c) the license has expired from lack of system use, an [LSNDC Account Request and Access Statement](#) (<---click link) form must be completed and submitted to me via email or fax. We will follow up with you and the new user to **confirm registration no later than the Monday preceding the scheduled training**. Additional details about the trainings can be found below.

**User Type - Seasoned:** If you are a seasoned user who would like a refresher, you can email me directly and we will do our best to accommodate you. We will follow up with you to **confirm registration no later than the Monday preceding the scheduled training**. Additional details about the trainings can be found below.

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**This is a comprehensive training for novices on how to use the HMIS software and are affiliated with service providers that are partners of the Northlake HMIS Data Project and LSNDC.** We will introduce users to proper use of the HMIS software, with a focus on the basic steps for entering required data elements, and the standards and policies that shape HMIS participation. Successful completion of the training is a requirement for becoming a licensed HMIS software user and participant in the LSNDC system. **With that said, training attendance is also open to licensed users who need a refresher.**

### **New User Training Dates**

- Thursday, **March 29, 2018**, 9:00 AM-4:00 PM (Register by 3/23)
- Thursday, **May 31, 2018**, 9:00 AM-4:00 PM (Register by 5/25)
- Thursday, **July 26, 2018**, 9:00 AM-4:00 PM (Register by 7/20)
- Thursday, **September 27, 2018**, 9:00 AM-4:00 PM (Register by 9/21)
- Thursday, **November 29, 2018**, 9:00 AM-4:00 PM (Register by 11/23)

In cases where the date falls on a holiday or that is some other unforeseen circumstance, the training will be held the following Thursday.

### **Location**

New User Trainings will be held in the conference room of the [Tangipahoa Parish Emergency Operations Center \(114 North Laurel Street, Amite\)](#), unless otherwise stated.

### **Attendance Registration**

For planning purposes, prospective attendees must register by the preceding Friday before the training by emailing [erin.matheny@southeastern.edu](mailto:erin.matheny@southeastern.edu) with your preferred training date.

**If the prospective attendee is not a currently licensed user**, the partner service provider must complete and submit a scanned copy of the [LSNDC Account Request and Access Statement](#) to [erin.matheny@southeastern.edu](mailto:erin.matheny@southeastern.edu). We will confirm registration by the Monday immediately prior to the training. Please note that here will be a limit of 6 attendees per session, with priority given to new users.

**Questions?** Let [Demitrius](#) or [me](#) know – [985.549.5373](tel:985.549.5373)