

AWARDS/HMIS Beginner Training

Nassau Suffolk HMIS



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Sign-In: <https://nscoc.footholdtechnology.com>

1. Introductions
2. AWARDS Overview
3. Logging In/Out – Confidentiality & Security
 - a. Password Change and Reset Function
4. Processing an Admission (and creating Households)
 - a. Consumer Lookup
 - b. Single Step – Training Emergency Shelter Program
 - c. Multi-Step – Training Transitional Housing Program
 - d. Processing Admissions for Household Members (from Household Composition)
5. Capturing Facesheet Information
 - a. Household and Child Info
 - b. Correcting Demographic Info
 - c. Updating HMIS Info (incl HUD Annual Assessment)
6. Services
 - a. Progress Notes
 - b. Contact Log - Supportive Services Checklist
 - c. Group Notes
7. Reporting
 - a. Program Profile Report
 - b. Housing Report
 - c. Consumer History Report (via Consumer Lookup)
 - d. CoC Annual Performance Report (APR)
 - e. ReportBuilders
8. Discharge (including Households)
9. Getting Help
10. Q & A

Please fill out an evaluation form: <http://www.addressthehomeless.org/training-evaluation-form>