

Becoming a Formal Partner with ECHO & a Community Coordinated Assessment Assessor

Step 1

Submit the HMIS interest form and read through the HMIS Policies and Procedures. That can be found here: <https://www.austinecho.org/hmis/join-hmis/>



Step 2

Sign the MOU with HMIS



Step 3

HMIS will schedule a virtual meeting with your team for strategic planning and technical assistance



Step 4

Decide how many staff you would like trained in HMIS

Important to note: Each license allowing you to access HMIS is \$600 annually



Step 5

Sign up for New User Training:

New User Training is designed for staff members who will need to start using ServicePoint. This training is required of all new ServicePoint users before access to the protected ServicePoint website. This training will cover history, the importance of data, ethics, and a basic ServicePoint overview.



Step 6

Familiarize yourself with HMIS:

Start data entry with your provider-specific EDA (enter data as). We ask for at least a month of data entry into HMIS, before going on to Coordinated Entry specific training



Step 7

Complete Crisis Outreach Training:

Crisis Outreach training provides a skill set that allows effective triage and assessment of a household's situation and teaches the user to provide proactive next steps. Understanding the community's crisis outreach systems and demonstrating effective navigation are the first steps towards HMIS proficiency.

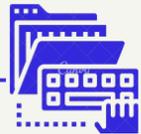


Step 8

HMIS data entry:

After completing Crisis Outreach training, start incorporating the new skills in your daily client interactions for a minimum of a month.

This is one of the most important steps and can either speed up one's training or cause it to take several months. Best practice is any staff interested in becoming CA trained to sit in with any community CA assessors they may already be working with



Step 9

Coordinated Assessment Training:

After a month of data entry and familiarizing yourself with HMIS workflows.

- Review Coordinated Assessment Training Requirements & Expectations
- Complete Assessor Interest form and Submit to coordinatedassessment@austinecho.org
- The Coordinated Entry administration team will review all interest forms weekly and will follow up with the next steps.



Learn more at www.austinecho.org