



## HMIS@NCCEH User Checklist

Use this checklist to ensure you're ready for the launch of HMIS@NCCEH!

This order of tasks is intended to provide a logical flow to the work and is not sorted by deadlines. Data Entry into NC HMIS stops at June 6, 2019 at 11:59 PM. You'll need to have the new HMIS@NCCEH documents ready to go. It's ok to start using the forms anytime during the week of June 3, 2019.

- Complete HMIS@NCCEH Privacy Training** **June 30**  
[Watch the webinar and complete a quiz.](#) This training is essential for understanding important changes to our privacy policies. We've streamlined documents and made updates to allow for coordination of services on the client's behalf outside of HMIS.
- Use New Privacy Documents** **June 6**  
Print new privacy documents, review changes, and begin using with clients.
- Complete HMIS@NCCEH Orientation Training** **June 30**  
[Watch the webinar and complete a quiz.](#) This training will provide an overview of what to expect from HMIS@NCCEH and highlights key changes.
- Print New Assessment Forms + Review Changes** **June 6**  
All the basics are still here! We've reformatted the paper forms and updated the order of questions on the forms and in HMIS. Find the appropriate form for your project type [here](#) under HMIS Data Collection Forms.
- Roll Out Privacy + Assessment Changes** **June 6**  
Ensure all staff have the new privacy and assessment documents and are ready to use them. Go ahead and recycle the NC HMIS forms to avoid confusion.
- Sign User Agreement + Ethical Standards** **June 30**  
View a sample of the agreement [here](#). You may want to watch the [Launch Orientation](#) and [Privacy](#) Training Webinars before signing the agreement as they provide additional explanation of the agreement terms. Watch your email to sign the agreement via DocuSign.

In order to keep your license active, you'll need to complete the required Orientation and Privacy Training and sign a new user agreement by June 30, 2019. NCCEH staff will inactivate licenses on July 1<sup>st</sup> for users who did not complete these steps.

You can also view the full [HMIS@HMIS Operating Policies and Procedures](#). They are a revised version of what we used under NC HMIS.