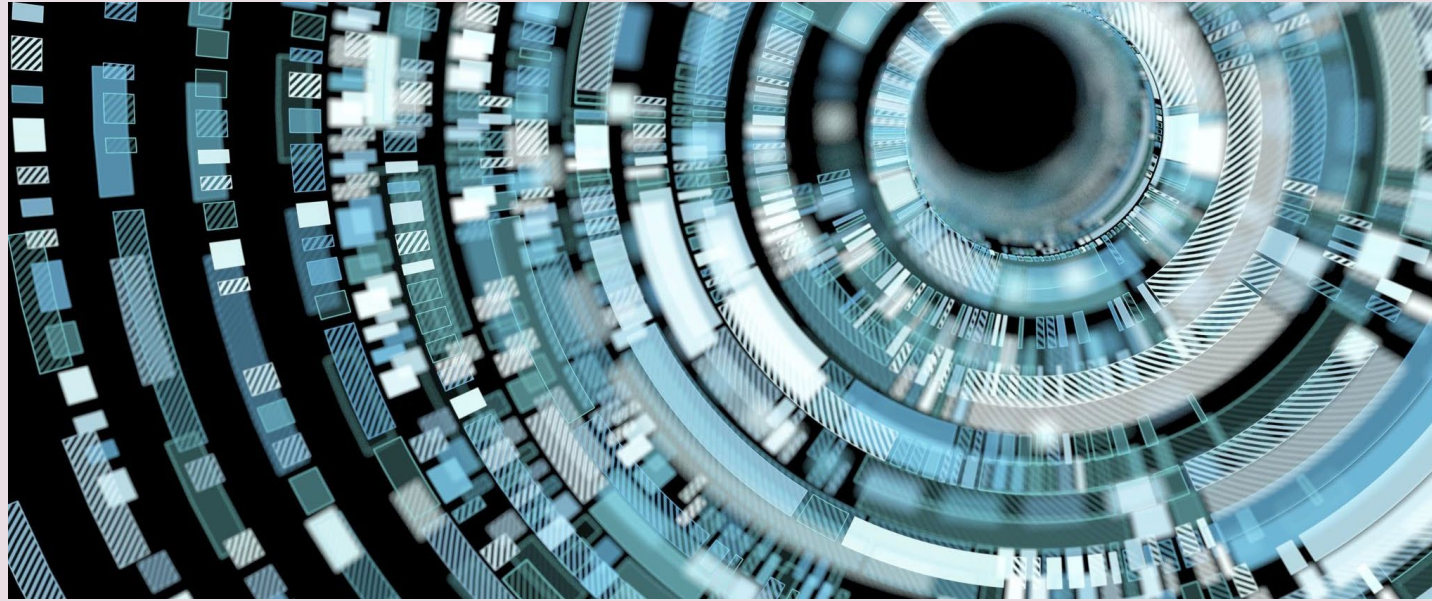




ANNUAL REFRESHER UPDATE

LIVE ANNUAL REFRESHER COURSES

Provide	Provide an engaging review experience
Ensure	Ensure all users remain compliant with HMIS policies
Reinforce	Reinforce best practices for data entry and management
Update	Updates on HUD Data Standards
Support	Support data quality improvement and accuracy
Afford	Afford an opportunity for questions and discussion



WHO SHOULD ATTEND LIVE ANNUAL REFRESHER COURSES

All current HMIS users:

- Agency Administrators
- Case Managers
- Data Entry Staff

New staff who completed initial HMIS training in the past year = YES

New users onboarding = YES



ANNUAL REFRESHER COURSE OVERVIEW

- **Duration:** 3 Hours
- **Format:** Online via Zoom
- **Courses Covered:**
 - **Entry-Exit** Workflow Training
 - **Shelter** Workflow Training
 - **Services Only** Workflow Training
 - **Street Outreach** Workflow Training
 - **Emergency Shelter** Workflow Training

October 7, 2025 – November 13, 2025

Frequency: Weekly

Training Content Focus:

HMIS Annual Refresher Workflow Training
HUD Data Standard Updates
Privacy & Security



COURSE CONTENT



Entry-Exit Workflow

- Client Profiles
- Household Management
- Release of Information Requirements
- Entry Assessment into Program/Project
- Interim Updates
- Entering Services
- Exit Assessment out of Program/Project



Shelter Workflow

- Client Profiles
- Holding a Bed
- Checking Client into Shelter
- Household Management
- Release of Information Requirements
- Entry Assessment into Program/Project
- Entering Services
- Checking Client out of Shelter



Services Only Workflow

- Client Profiles
- Household Management
- Release of Information Requirements
- Entering Services



Street Outreach Workflow

- Client Profiles
- Household Management
- Release of Information Requirements
- Entry Assessment into SO Program/Project
- Assigning Case Manager
- Interim Updates
- Exit Assessment out of SO Program/Project



Emergency Shelter Workflow

- Client Profiles
- Holding a Bed
- Checking Client into Shelter
- Household Management
- Release of Information Requirements
- HUD Universal Data Elements and Project Specific Data
- Entering Services
- Checking Client out of Shelter



SCHEDULE & REGISTRATION

Week 1 – October 7–9

10/7 | 9:30AM–12:30PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)

10/8 | 1:00PM–4:00PM – **Shelter Workflow** Annual Refresher → [Register](#)

10/9 | 9:30AM–12:30PM – **Services Only Workflow** Annual Refresher → [Register](#)

Week 2 – October 14–16

10/14 | 1:00PM–4:00PM – **Emergency Shelter Workflow** Annual Refresher → [Register](#)

10/15 | 1:00PM–4:00PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)

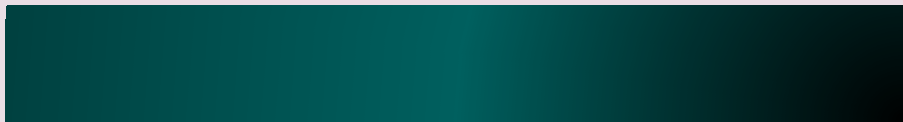
10/16 | 1:00PM–4:00PM – **Street Outreach Workflow** Annual Refresher → [Register](#)

Week 3 – October 21–23

10/21 | 9:30AM–12:30PM – **Services Only Workflow** Annual Refresher → [Register](#)

10/22 | 9:30AM–12:30PM – **Shelter Workflow** Annual Refresher → [Register](#)

10/23 | 1:00PM–4:00PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)





SCHEDULE & REGISTRATION

Week 4 – October 28–30

10/28 | 1:00PM–4:00PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)

10/29 | 9:30AM–12:30PM – **Street Outreach Workflow** Annual Refresher → [Register](#)

10/30 | 1:00PM–4:00PM – **Emergency Shelter Workflow** Annual Refresher → [Register](#)

Week 5 – November 4–6

11/4 | 9:30AM–12:30PM – **Shelter Workflow** Annual Refresher → [Register](#)

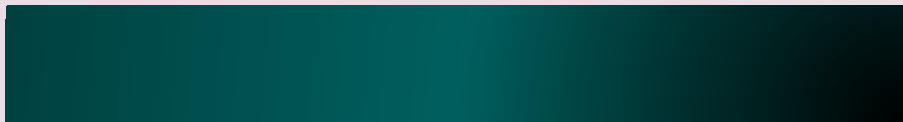
11/5 | 1:00PM–4:00PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)

11/6 | 1:00PM–4:00PM – **Services Only Workflow** Annual Refresher → [[Register](#)]

Week 6 – November 12–13

11/12 | 1:00PM–4:00PM – **Shelter Workflow** Annual Refresher → [Register](#)

11/13 | 1:00PM–4:00PM – **Entry-Exit Workflow** Annual Refresher → [Register](#)





QUESTIONS

Submit a ticket to the Help Desk with any questions:

[Pinellas HMIS Help Desk](#)