

Pinellas HMIS New User Set-Up Checklist

For use by program managers/supervisors

Status	Staff Member	Action
<input type="checkbox"/>	New Hire	Complete onboarding forms, and complete fingerprinting at a Live Scan Provider.
<input type="checkbox"/>	Supervisor	Access Clearinghouse website to verify Level 2 Background Screening Clearance.
<input type="checkbox"/>	New Hire	Sign the HMIS End User Agreement .
<input type="checkbox"/>	New Hire	Complete two (2) DCF Trainings : HIPAA and Security Awareness.
<input type="checkbox"/>	Supervisor	Submit User Permission Request Form via Wufoo . Programs = all programs in HMIS the user will need to access. HMIS Project Workflow = the type of training needed to enter into data HMIS per program.
<input type="checkbox"/>	New Hire	Sign up for and attend all applicable live workflow training courses via the Community Calendar .
<input type="checkbox"/>	New Hire	Complete the required Talent LMS training courses online. A follow-up email will be sent from Talent LMS, granting new user access to the training site and assigned courses once live training is complete.
<input type="checkbox"/>	New Hire	Once Talent LMS training is complete, reply to the above email and Pinellas HMIS staff will start building the new user's profile in the live HMIS site.
<input type="checkbox"/>	New Hire	HMIS access and log in credentials will be emailed to the new user.
<input type="checkbox"/>	New Hire	A one-on-one follow-up training invite will be sent three (3) weeks from the initial HMIS access date. This final step must be completed.