

WASHTENAW COUNTY HMIS AGENCY ADMINISTRATOR CERTIFICATION CHECKLIST

After completing all applicable training modules, the Washtenaw County HMIS Agency Administrator Certification Checklist and all applicable questionnaires must be submitted to the Washtenaw County HMIS System Administrator for certification. All podcasts, workflows, and accompanying questionnaires are available at: www.mihomeless.org.

Certification	Materials Submitted	Completion Timeframe
Initial Confidentiality Certification	YES/ NO	On or before designation
<i>Podcast Location:</i> Privacy and Confidentiality Training Recording	Date Complete:	
Annual Confidentiality Re-certification	YES/ NO	On or before the annual due date
<i>Podcast Location:</i> Documents - Privacy Training Documents	Date Complete:	
Entry/Exit Workflow Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> 5.7 ClientPoint Entry-Exit Workflow Podcast	Date Complete:	
Shelter Point Certification	YES/ NO	No later than 30 days post designation
<i>Form Location:</i> Documents - 2. Prerequisite Training	Date Complete:	
Provider Page Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 2. Prerequisite Training	Date Complete:	
Universal Data Elements Certification	YES/ NO	No later than 15 days post designation
<i>Form Location:</i> Documents - 2. Prerequisite Training	Date Complete:	
Workflows & Grant Specific Documents Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 3. Workflows and Grant-Specific	Date Complete:	

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Documents		
Case Plans Module Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 4. Basic System Operation Guidance	Date Complete:	
Households Certification	YES/ NO	No later than 30 days post designation
Podcast Location: Documents - 4. Basic System Operation Guidance	Date Complete:	
Income (Cash & Non-Cash)/Program Exit Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 4. Basic System Operation Guidance	Date Complete:	
Service Transactions Certification	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 4. Basic System Operation Guidance	Date Complete:	
Securing Client Records	YES/ NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - 2. Prerequisite Training	Date Complete:	
Self Sufficiency Certification	YES/NO	No later than 30 days post designation
<i>Podcast Location:</i> Documents - Self-Sufficiency Matrix	Date Complete:	

Signatures

Executive Director: _____ Date: _____

HMIS Agency Administrator: _____ Date: _____

WC HMIS System Administrator: _____ Date: _____