Homeless Information Management Systems (HMIS) Training Schedule*

Course Name	Course Dates (Wednesdays)	Course Times (Registration ends Tuesdays at 12:00 AM)	Training Location
HMIS End User Course	First Wednesday of the Month	9:00 AM to 4:30 PM	1335 Piccard Drive, 2th Flr Conference Rm Rockville, MD 20850
HMIS Special Support Office Hours Course	Second Wednesday of the Month	9 :00 AM to 10:30 AM 11:00 AM to 12:30 PM	1335 Piccard Drive, 2th Flr Conference Rm Rockville, MD 20850
HMIS Agency Administrator Course	Third Wednesday of the Month (AM)	9 :00 AM to 12:00 PM	1335 Piccard Drive, 2th Flr Conference Rm Rockville, MD 20850
HMIS Advanced Reporting Tool (ART) Course	Third Wednesday of the Month (PM)	1:30 PM to 4:30 PM	1335 Piccard Drive, 2th Flr Conference Rm Rockville, MD 20850

*Specific dates are available upon registration.
The Dates, Times and Locations are subject to change without notice.

Enrollment Deadline: Midnight on the Monday before the training

❖ **MCG Employees click this link:**   Oracle Employee Self Service

❖ **DHHS Partners click this link:** AccessMCG
  – *If You DO NOT have a Log-in Name and Password for AccessMCG, see page 3.*

*** For Detailed Enrollment Instructions, see pages two and three. ***

*** For information on required documentation, parking and building security, see page four. ***

SPECIAL ACCOMMODATIONS: If you need special services or reasonable accommodations to participate in any training opportunity provided by the Office of Human Resources, please call 240-777-5116 at least 10 days prior to the course starting date.

MCG EMPLOYEE ENROLLMENT INSTRUCTIONS

Employees – with user name and password*

1. Log-into (link →) Employee Self Service > Oracle Employee Self-Service > MCG HR Employee Self-Service > Learner Home

2. Go up to the top-left of the Screen

   - In the drop-down menu change "Course" to "Class"
   - Type *HMIS* in the window > Click "Go"

3. Find the class you want to attend

   - To find the *Location*, double-click on the Class Title and look under Class Resources Bookings
   - Click the "Enroll" button located on the far right of the screen > Click Review > Click Submit

4. You should now see the class listed under "Enrollments" on your Learner Home page.

5. *If you receive a message that the class is full*, you may place yourself on the waitlist. If you do, you will be notified when/if you get into the class.

Enrollment – Contractors, Partners and Other Non-Employees

For all Contractors who have set-up a password in AccessMCG, follow these steps:

(If you have not set-up a password, request instructions from
michaela.johnson@MontgomeryCountyMD.gov*)*

1. Log-into (*link* →) Access MCG > Human Resource Services > County Learning Services >

2. Click the County Learning Area banner at the top of the screen.

3. The Oracle Applications Home Page will open > click MCG External Learning Self- Service > click Learner Home

6. Go up to the top-left of the Screen

   - In the drop-down menu change "Course" to "Class"
   - Type *HMIS* in the window > Click "Go"

7. Find the class you want to attend

   - To find the *Location*, double-click on the Class Title and look under Class Resources Bookings
   - Click the "Enroll" button located on the far right of the screen > Click Review > Click Submit

8. You should now see the class listed under "Enrollments" on your Learner Home page.

9. Click on the briefcase "Enroll" icon in the far right column next to the class you wish to enroll ion.

10. On the Class Summary page, click "Apply" on the far right. You should get a confirmation page with the class listed in the Enrollments section.

11. *If you receive a message that the class is full*, you may place yourself on the waitlist. If you do, you will be notified when/if you get into the class.

Accessing Oracle Learning Management

A Guide for MCG Community Partners

Welcome Partners!

Community Partners must request access to the Health and Human Services Training Catalog. "Community Partners" are individuals who work for a partner agency with Montgomery County DHHS, Contractors, Temporary Employees, Student Interns, Volunteers or DHHS Retirees.

All Community Partners must (1) set up a profile in AccessMCG and (2) request access to the appropriate catalogs prior to enrolling in classes.

Requesting Access:

- Step 1: Set up a profile through AccessMCG. This is a County-wide app which gives the public the opportunity to request access to certain County databases.

- Step 2: Request access to the appropriate Training Area through AccessMCG:

  - HHS Learning Area

- Step 3. Once you receive an email from OHR advising you that you have access, you may enroll in classes.

  NOTE: These systems are not intuitive – please *follow the instructions* available on the OHR Training Web Page, "*Instruction for Non-Employees – How to request access to MCG Training Catalogs*."

Enrolling in Classes:

- On the same OHR Training Page you will find the Quick Start Guide, "*Enroll in a Class QS Non-Employees*"; this will assist you with the enrollment process.
- Log-into Access MCG using the Quick Start Guide
- Enroll in classes!

If you have problems, please contact the Training Team at 240-777-5063.

ALL CCL CLASSES ARE AVAILABLE TO OUR COMMUNITY PARTNERS. Look for the "HHS - CCL Catalog" on the OHR Training Page for current classes.

GENERAL INFORMATION ABOUT ALL CLASSES:

This information is for all Students – READ CAREFULLY.

LOCATION:

Department of Health and Human Services
1335 Piccard Drive
2th Floor Training Room
Rockville, MD 20850
Click here (maps.google.com) for the map for directions (including directions for public transit).

DOCUMENTATION:

In addition to the application training, all Users must be HIPAA trained. For DHHS merit employee and onsite DHHS contractors, HIPPA Training is a part of your County requirements and no further HIPAA documentation is required by IT. For external DHHS business partner or contractor, you must be HIPAA trained and a copy of the signed HIPAA training documentation is required. The HIPAA training materials are located online at http://www.montgomerycountymd.gov/HHS-Program/SNHS/HMIS-Internal/HMISHIPAAtraining.html.

After filling out these forms, please attach in an email and send to HelpIT@MontgomeryCountyMD.gov prior to the HMIS End User class:
- HIPAA Acknowledgement Form: (http://www.montgomerycountymd.gov/HHS-Program/Resources/Files/SNH/HMIS/HIPAA%20training/hipaa_training_acknowledgement.pdf)
- HMIS User Agreement Form: (http://www.montgomerycountymd.gov/HHS-Program/Resources/Files/HMISUserAgreement.pdf)

Once you complete the End User training and IT receives a completed HMIS User Agreement and HIPAA Acknowledgement form (if applicable), you will receive an email with their application access information within 5 business days.

No further documentation is needed for the Agency Admin, ART or Special Support Office Hours training.

PARKING:

There is a parking lot at the building as well as parking at 1301 Piccard and on the street nearby.

GENERAL NOTES:

Out of consideration for the trainer and fellow students, please be on time. The security policy requires that anyone NOT in possession of a valid county ID badge will need to be escorted to the 7th floor training room by the trainer. The last escort will be 10 minutes after the End User, Agency Admin and ART classes begins. **Anyone arriving more than 10 minutes late WILL HAVE TO RESCHEDULE**. The last escort for the Special Support Office Hours will be 30 minutes after the session begins.

WITHDRAWING FROM CLASS:

If you are unable to attend a class for which you are enrolled, please withdraw from that class immediately. Classes are limited to a maximum of ten students; withdrawing allows another student who has been waitlisted to have access. For more information on withdrawal, contact the Training Team at 240-777-5063.

INCLEMENT WEATHER POLICY:

If Montgomery County Public Schools (MCPS) are closed due to inclement weather, courses will be canceled. Otherwise, regardless of MCPS and/or County Government delays, courses will be held on-time.