

BoS CES 2020 Training Rollout  
Tentative Timeline

**10/12/20 (Mon):** Email from CE Committee that outlines dates and rollout process. This email will need to instruct users to mark off calendars in advance for training dates, but only those that complete Litmos training will receive a link from ICA for HMIS training the Friday before the scheduled webinars. Also, request L2-3 and 4 Access Points to review current clients, and follow up with/remove any without contact for 60 days or more.

**10/20/20 (Tues):** Data collection/re-entry for current PL clients. Live webinar.  
Access Points will pull the PL and DQ reports to gather current information on forms for clients on the active PL only, then start reaching out to collect new information needed.

**10/30/20 (Fri):** ICA will send CA list of current users to track Litmos training completed.  
List will include user's name and BoS CES Provider, so CA knows which Access Point Level training is needed. There will also be columns for dates Litmos and HMIS training completed.

**11/2/20 – 11/12/20: Litmos Training Period**

**11/13/20 (Fri):** CA will send ICA list of users that completed Litmos training by Access Point Level.  
ICA will send registration links to only those users that completed Litmos.

**11/16/20 – 12/1/20: HMIS Training Period**

**11/16/20 (Mon):** Level 1 Access Points  
11/30/20 – Practice Case Deadline

**11/16/20 (Mon):** Level 4 Access Points  
11/30/20 – Practice Case Deadline

**11/17/20 (Tues):** Level 2-3 Access Points (Morning)  
12/1/20 – Practice Case Deadline

**11/17/20 (Tues):** Level 2-3 Access Points (Afternoon)  
12/1/20 – Practice Case Deadline

**12/1/20 (Tues):** Report out to CE Committee – number of users who completed training, number of access points that will have qualified assessors for new process. Determine if that is enough to still go live on 12/14/20.

**12/11/20 (Fri):** Remove BoS CES Provider from users that did not complete training.

**12/13/20 (Sun):** ICA will run the PL and DQ reports for the CoC.  
Display 2020 assessments in ServicePoint.

**12/14/20 (Mon):** Go Live!  
Priority – Access Points will need to readd the HoH to the PL by completing the BoS CES Prioritization List ADD/REMOVE sub-assessment, even if other data is incomplete.

**12/28/20 (Mon):** Deadline for data re-entry.