

How to use the HFNY Training Checklist and Training reports on MIS

- Refer to HFNY [Policies 10 and 11](#) to understand the requirements.
- Only staff hired in the past 5 years, will show on the Training BPS report.
- Trainings required by HFA 8th edition BPS will show first on the report.
- Trainings required by HFNY, and previous BPS (2018) will show under the Ungrouped Training section.
- Use the Training Required Topics to track staff's incomplete trainings or future training needs.
- The Worker Resume will provide a list of **all** trainings: agency required or additional not required.
- Use the [HFNY New Hire Training Checklist](#) for staff hired as of 1/1/22 and have them complete trainings within the correct timeframe.
- Even if late, they should take the training!
- Trainings can be accessed by using the links on the 'Where to Locate' column on the HFNY Checklist.
- All subtopics, if applicable, must be completed but are no longer tracked individually.
- **Once trainings have been completed**, enter +New Training under Settings in MIS
- Use the completion date as Training Date
- Use the Topic Name as the Training Title
- Add information in the Training Description to help you remember details of trainings.
- Enter Trainer Name and Method.
- Select the [MIS Training Code](#) (codes are listed in the HFNY Checklist too) in the dropdown box and click +Add Training to the list.
- Choose attending staff and hit Submit.