



HMIS ServicePoint 5.x Upgrade Transition Plan

We are scheduled to upgrade our ServicePoint software to the new 5.x version in mid-September. Planned activities are outlined below—please check each item carefully for required agency participation. More details will be included in the scheduled webinar and trainings, and in future email correspondence.

1. Agency administrators review data on demo site – beginning immediately
 - Each participating agency needs to designate at least one person to review data for their agency
 - Call Peggy or Jeremy (or Connie) for URL (web address)

2. HMIS User Group Meeting, Wednesday, September 1, 2010, Webinar, 10:00 am
 - Mandatory-- Each participating agency needs to be represented
 - Watch your email for login instructions

3. Upgrade Transition Training at Robert Morris University – optional, sign up by responding to this email indicating which session you prefer. Choose one (1):
 - Thursday, September 9, 2010, Bensenville, 9:30 – 11:30 am
 - Thursday, September 9, 2010, Bensenville, 1:00 – 3:00 pm
 - Friday, September 10, 2010, Orland Park, 9:00 – 11:00 am
 - Friday, September 10, 2010, Orland Park, 12:00 pm – 2:00 pm(Additional training sessions will be scheduled after the upgrade.)

4. Actual Upgrade
 - System will be down the afternoon of Friday, September 17th.
 - New system will be up the morning of September 20th

If you have any questions or concerns, please contact Peggy Troyer as indicated below. Please forward this information as appropriate. Thank you.