

Completing KYHMIS Trainings and Assignments in LearnUpon

1

Navigate to <https://kyhousing.learnupon.com/dashboard>



About KYHMIS

The Kentucky Homeless Management Information System (KYHMIS) collects information on homelessness statewide, promoting a coordinated housing and delivery system of service and assistance providers.

[Read More](#)

KYHMIS
Kentucky Homeless Management Information System

Total number of courses

1 Enrolled Courses	1 Completed Courses	1 Learning Paths
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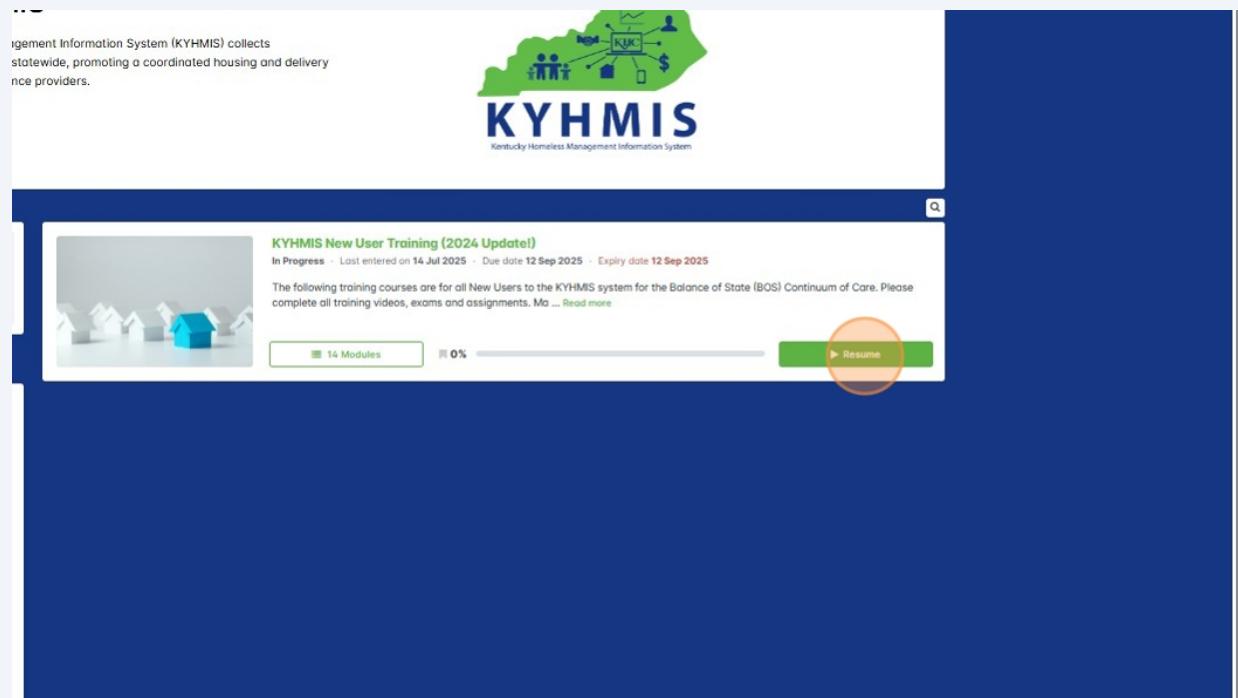
KYHMIS New User Training (2024 Update)
In Progress - Last entered on 14 Jul 2025 - Due date 12 Sep 2025 - Expiry date 12 Sep 2025
The following training courses are for all New Users to the KYHMIS system for the Balance of State (BOS) Continuum of Care. Please complete all training videos, exams and assignments. Ma ... [Read more](#)

14 Modules 0% [Resume](#)

Latest Badges

 5 pts Daily Learning	 20 pts Hungry for Knowledge
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2 From your Dashboard, click "Start" or "Resume" to begin a Course.



3 Most courses will launch to the Course Description.

Review information.

You're logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)

KYHMIS [Dashboard](#) [Catalog](#) [Resources](#)

Course contents

← Return to Dashboard

KYHMIS New User Training (2024 Update!)

My Progress 0%

- Course description
- 1. KYHMIS New User Training 101
- 2. KYHMIS 101
- 3. KYHMIS 101 Assignment
- 4. KYHMIS New User Training 102
- 5. KYHMIS 102
- 6. Exercise Assignment 1 - Creating Client and Household
- 7. KYHMIS New User Training 103
- 8. KYHMIS 103

Description

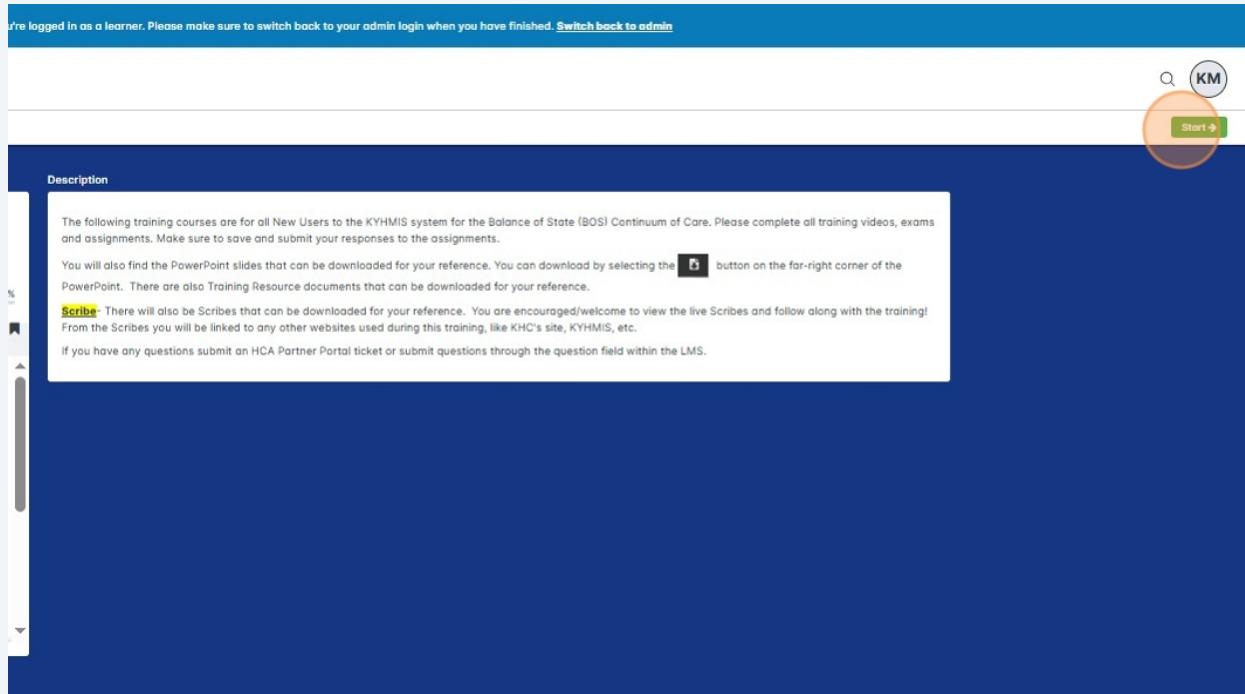
The following training courses are for all New Users to the KYHMIS system for the Balance of State (BOS) Continuum of Care. Please complete all training videos, exams and assignments. Make sure to save and submit your responses to the assignments.

You will also find the PowerPoint slides that can be downloaded for your reference. You can download by selecting the **PowerPoint**. There are also Training Resource documents that can be downloaded for your reference.

Scribe: There will also be Scribes that can be downloaded for your reference. You are encouraged/welcome to view the I From the Scribes you will be linked to any other websites used during this training, like KHC's site, KYHMIS, etc.

If you have any questions submit an HCA Partner Portal ticket or submit questions through the question field within the LMS.

4 When ready to begin, click "Start".



You're logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)

Description

The following training courses are for all New Users to the KYHMIS system for the Balance of State (BOS) Continuum of Care. Please complete all training videos, exams and assignments. Make sure to save and submit your responses to the assignments.

You will also find the PowerPoint slides that can be downloaded for your reference. You can download by selecting the  button on the far-right corner of the PowerPoint. There are also Training Resource documents that can be downloaded for your reference.

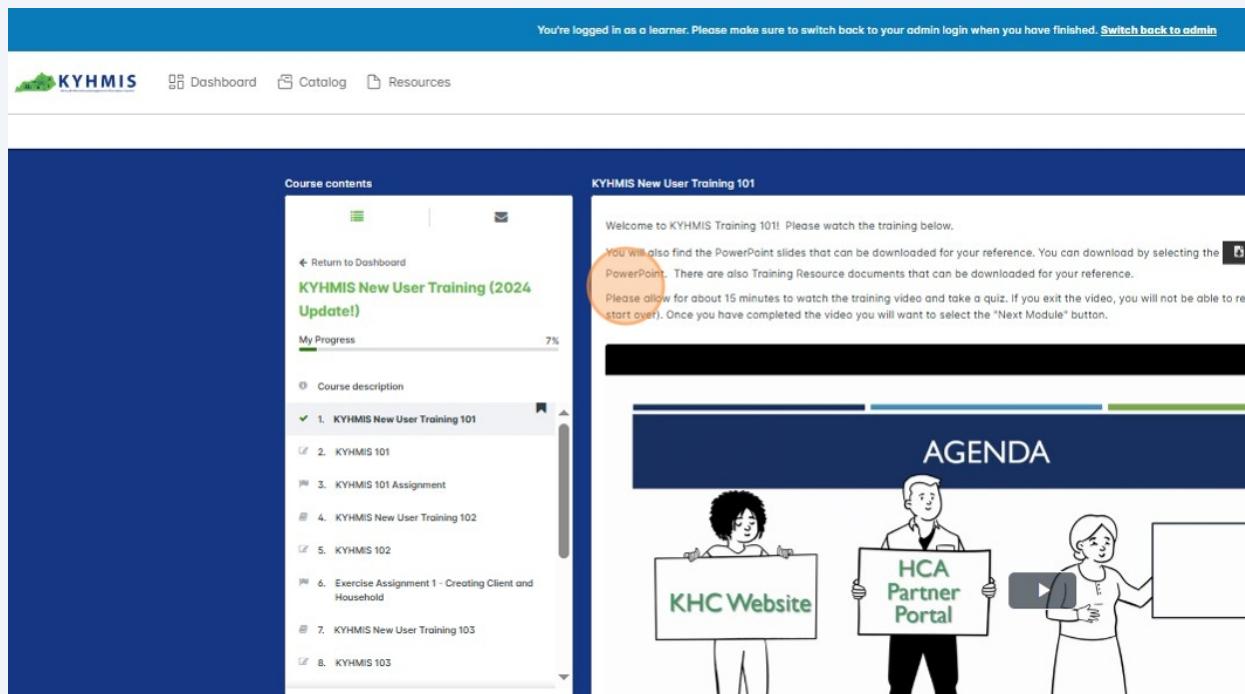
Scribe- There will also be Scribes that can be downloaded for your reference. You are encouraged/welcome to view the live Scribes and follow along with the training! From the Scribes you will be linked to any other websites used during this training, like KHC's site, KYHMIS, etc.

If you have any questions submit an HCA Partner Portal ticket or submit questions through the question field within the LMS.

Start 

5 Next you may see a description of the specific Module you are on, within the Course.

Review this information.



You're logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)

KYHMIS  [Dashboard](#)  [Catalog](#)  [Resources](#)

KYHMIS New User Training 101

Welcome to KYHMIS Training 101! Please watch the training below.

You will also find the PowerPoint slides that can be downloaded for your reference. You can download by selecting the  button on the far-right corner of the PowerPoint. There are also Training Resource documents that can be downloaded for your reference.

Please allow for about 15 minutes to watch the training video and take a quiz. If you exit the video, you will not be able to re-start over. Once you have completed the video you will want to select the "Next Module" button.

AGENDA



6 When ready, click the "Play" or arrow button in the middle of the Video screen.

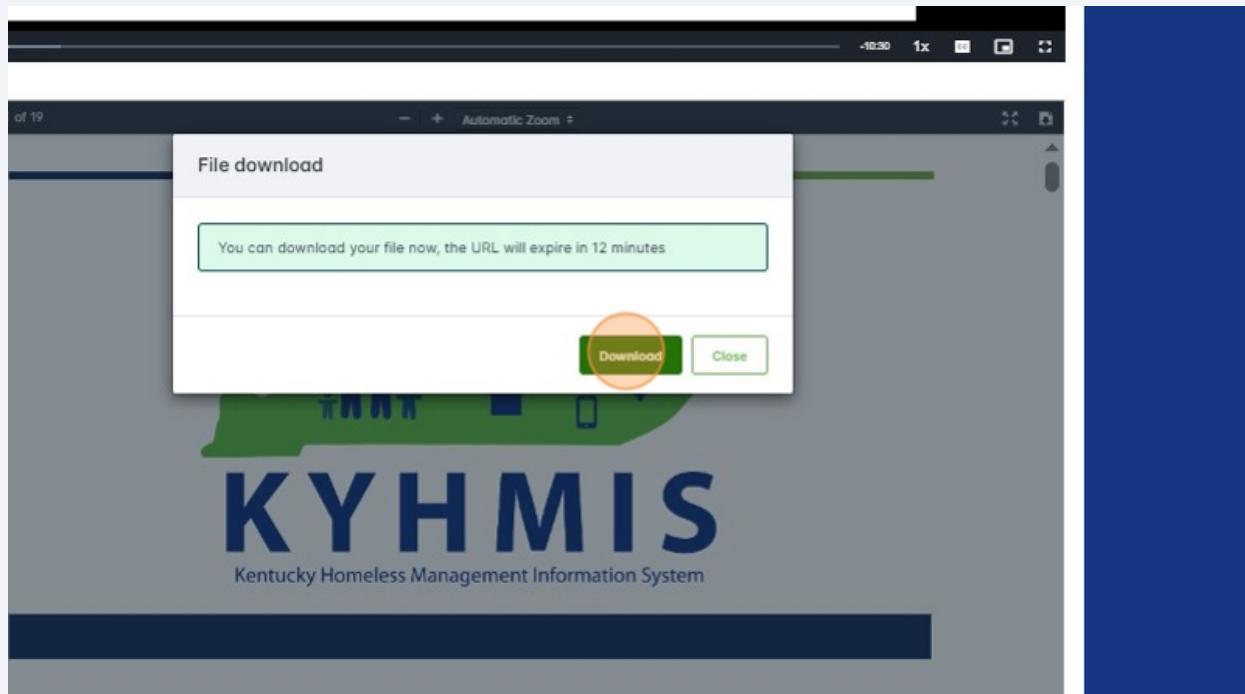


7 Once you have finished watching the Training Video, below you will find copies of the PowerPoint and other Course resources.

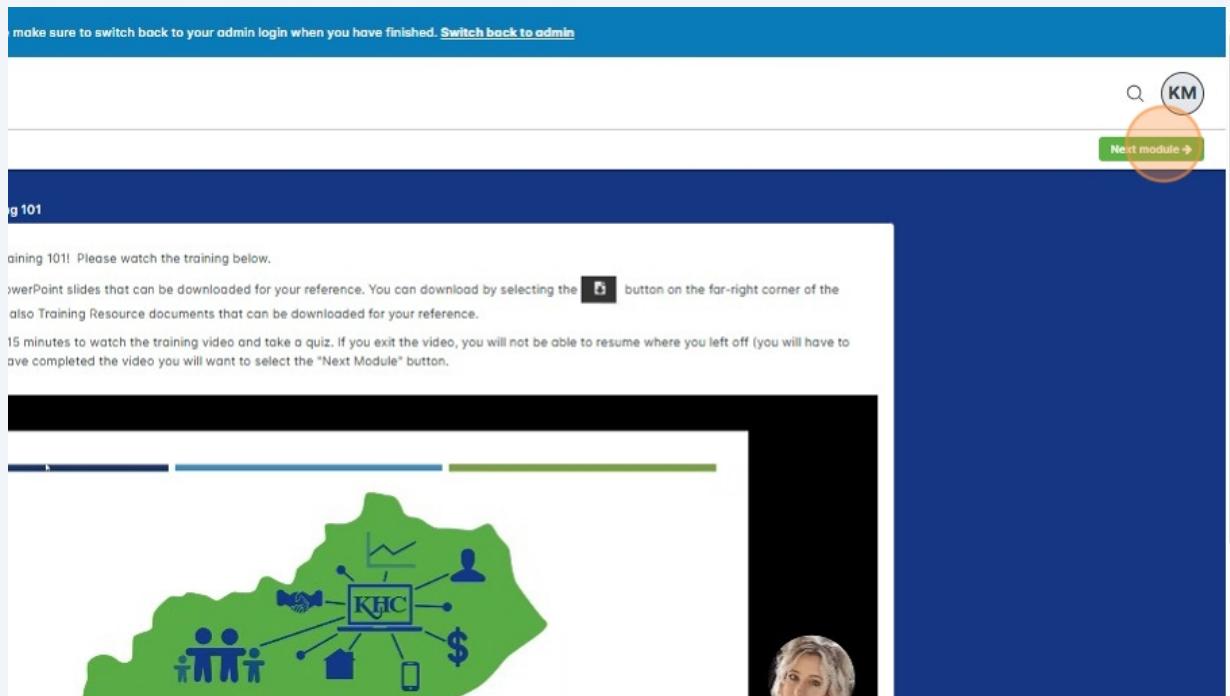
You can click this "Download" icon to save the information.



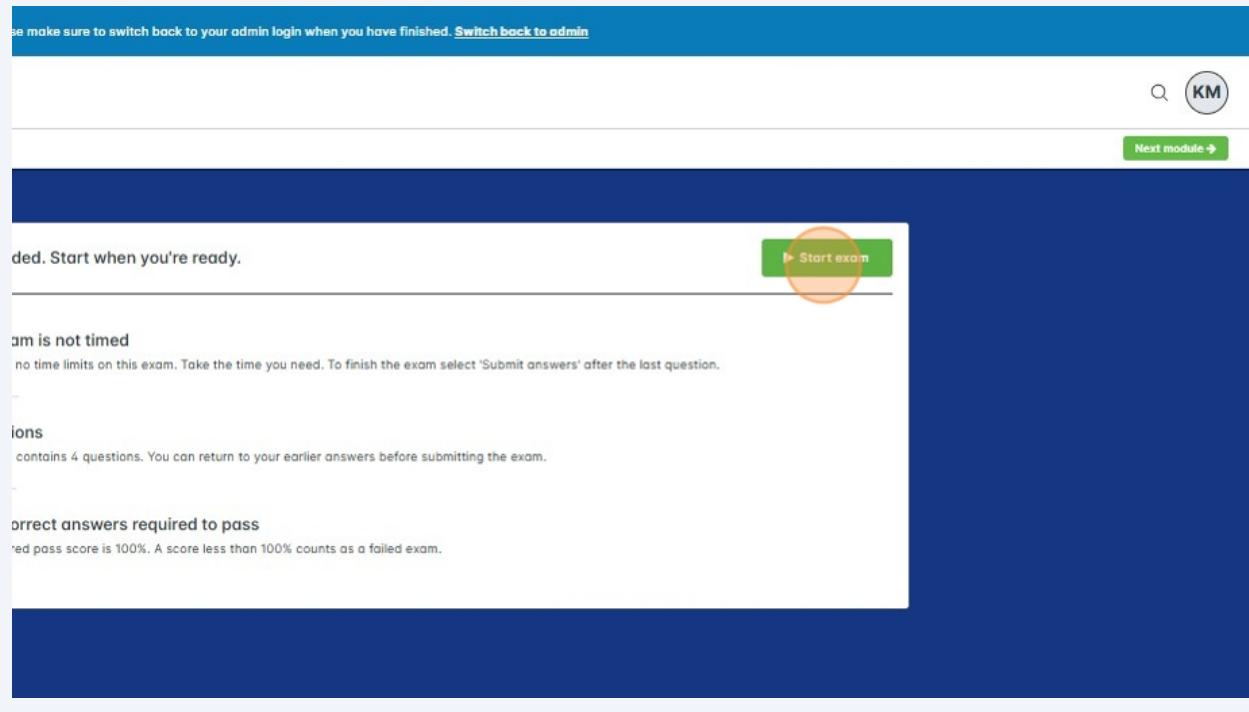
8 You will see this pop-up: click "Download".



9 When you are ready to proceed, click "Next module" in the top right corner of the screen.

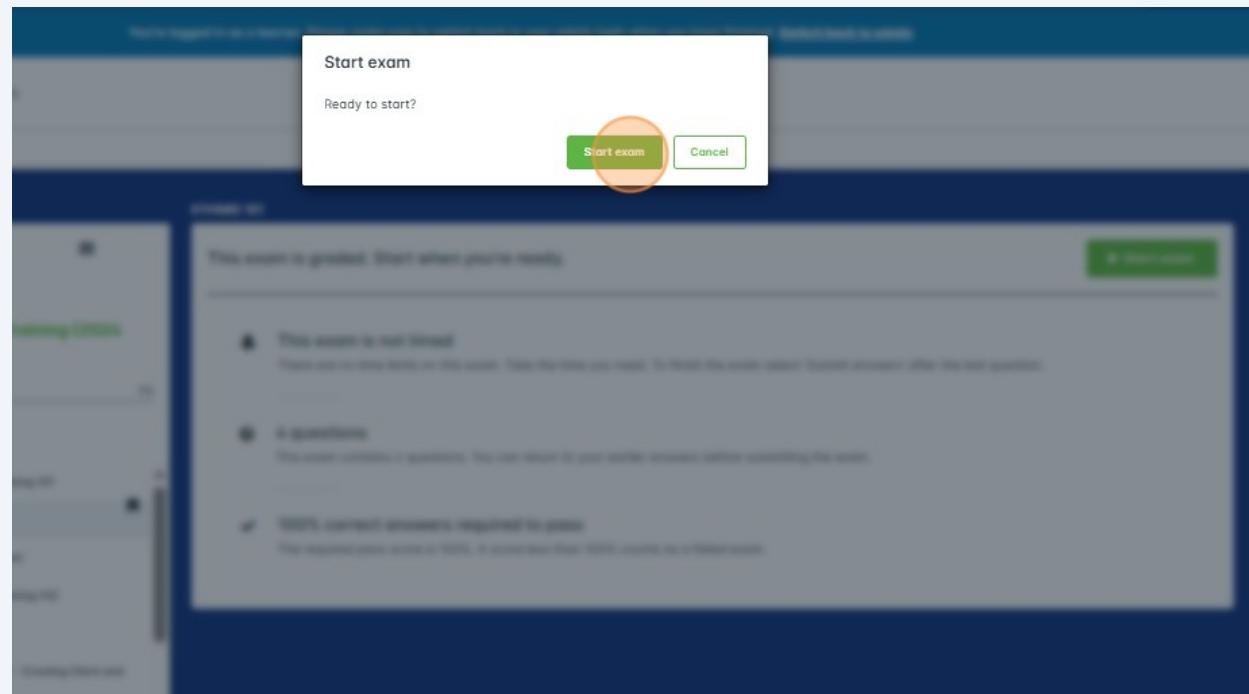


10 If there is an Exam or Quiz, click "Start exam" to begin.



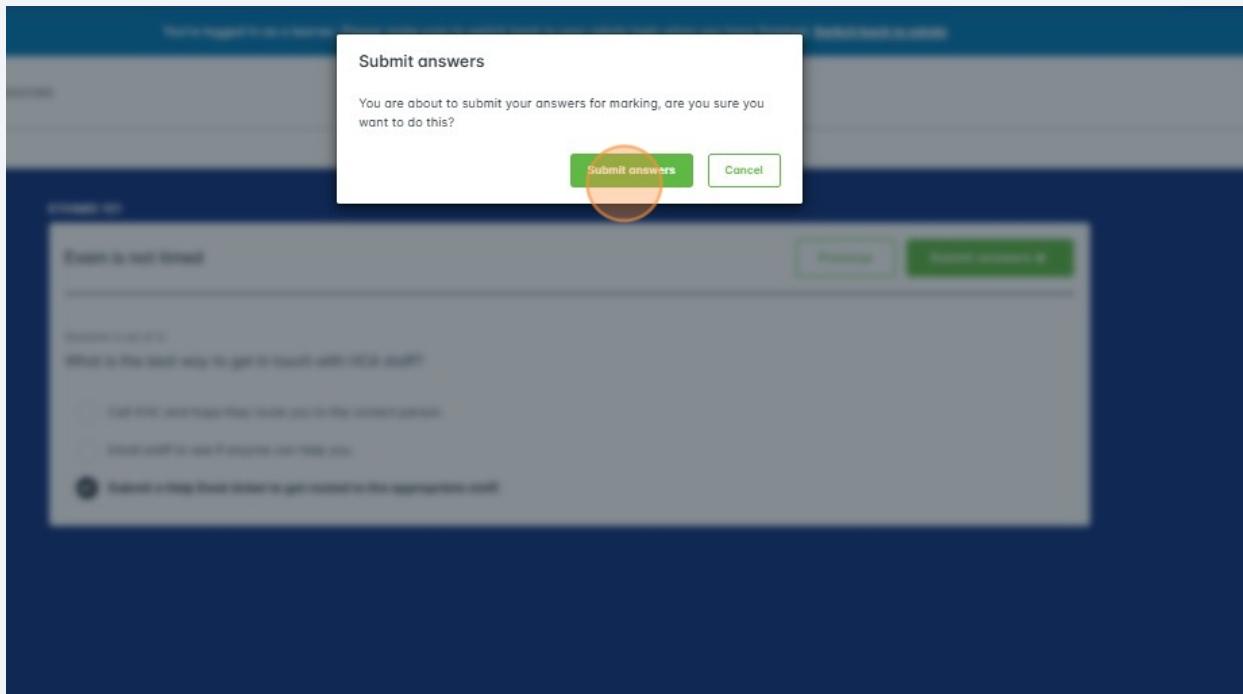
The screenshot shows a Moodle exam page. At the top, a blue header bar contains the text "Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)". Below the header, there is a search bar with a magnifying glass icon and a user icon labeled "KM". A green button labeled "Next module" with a right-pointing arrow is located in the top right corner. The main content area has a dark blue background. It displays the following text:
"ded. Start when you're ready." followed by a green "Start exam" button with a white arrow icon, which is circled in red.
"am is not timed" followed by the text "no time limits on this exam. Take the time you need. To finish the exam select 'Submit answers' after the last question."
"ions" followed by the text "contains 4 questions. You can return to your earlier answers before submitting the exam."
"orrect answers required to pass" followed by the text "Required pass score is 100%. A score less than 100% counts as a failed exam.".

11 Click "Start exam", and then answer questions as prompted.

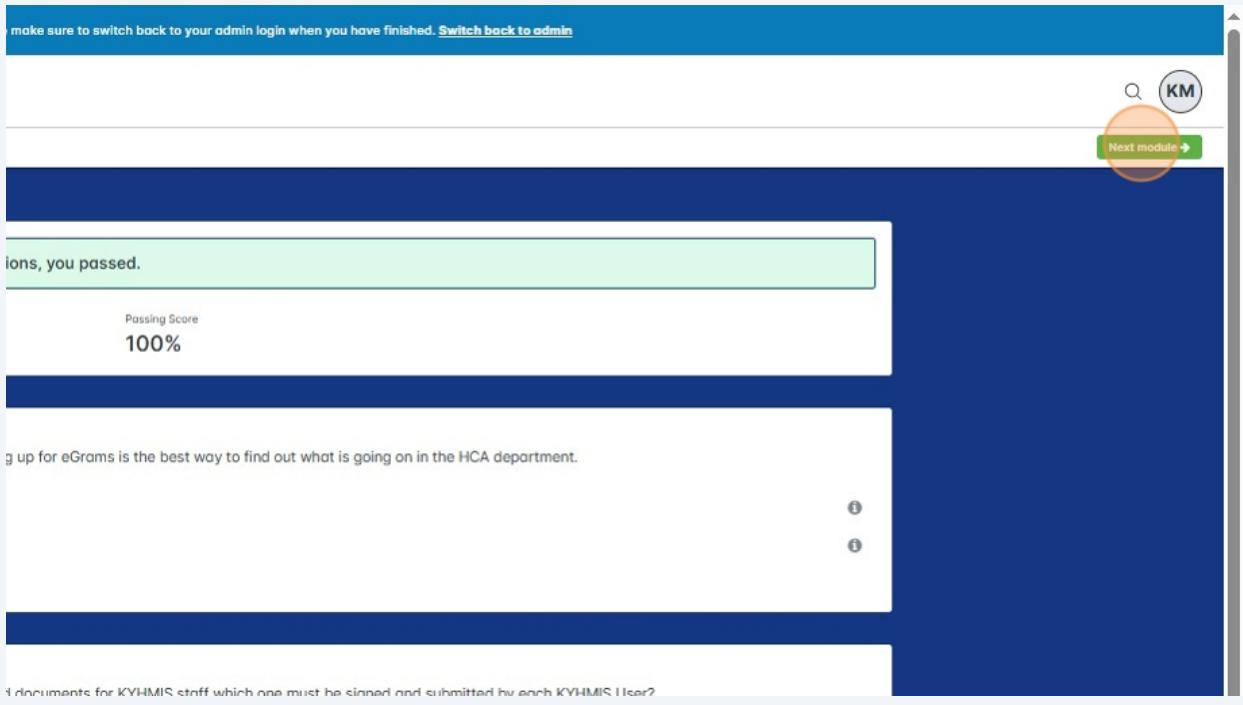


The screenshot shows a Moodle exam page with a confirmation dialog box in the foreground. The dialog box has a white background and a green "Start exam" button with a white arrow icon, which is circled in red. The text inside the dialog box reads "Start exam" and "Ready to start?". In the background, the exam details are visible:
"This exam is graded. Start when you're ready." followed by a green "Start exam" button with a white arrow icon.
"This exam is not timed" followed by the text "There are no time limits on this exam. Take the time you need. To finish the exam select 'Submit answers' after the last question."
"4 questions" followed by the text "This exam contains 4 questions. You can return to your earlier answers before submitting the exam."
"100% correct answers required to pass" followed by the text "The required pass score is 100%. A score less than 100% counts as a failed exam.".

12 Once finished with Exam/Quiz, click "Submit answers".

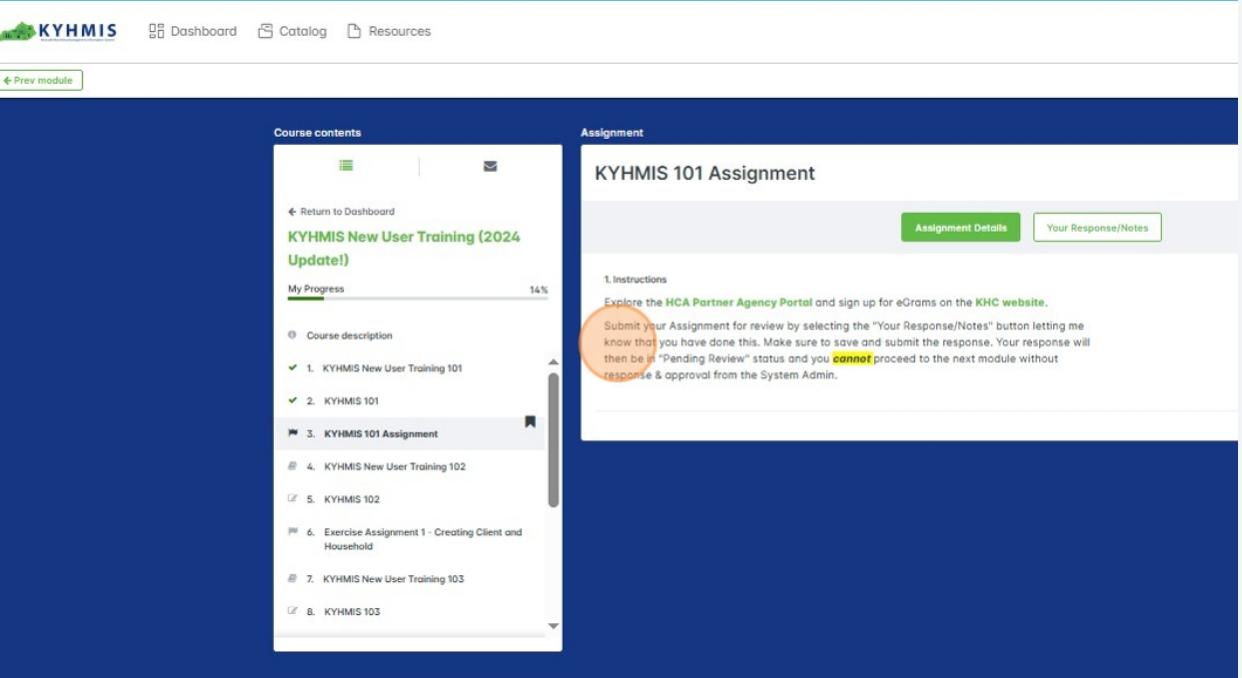


13 Click "Next module" when ready to proceed with the Course.



14

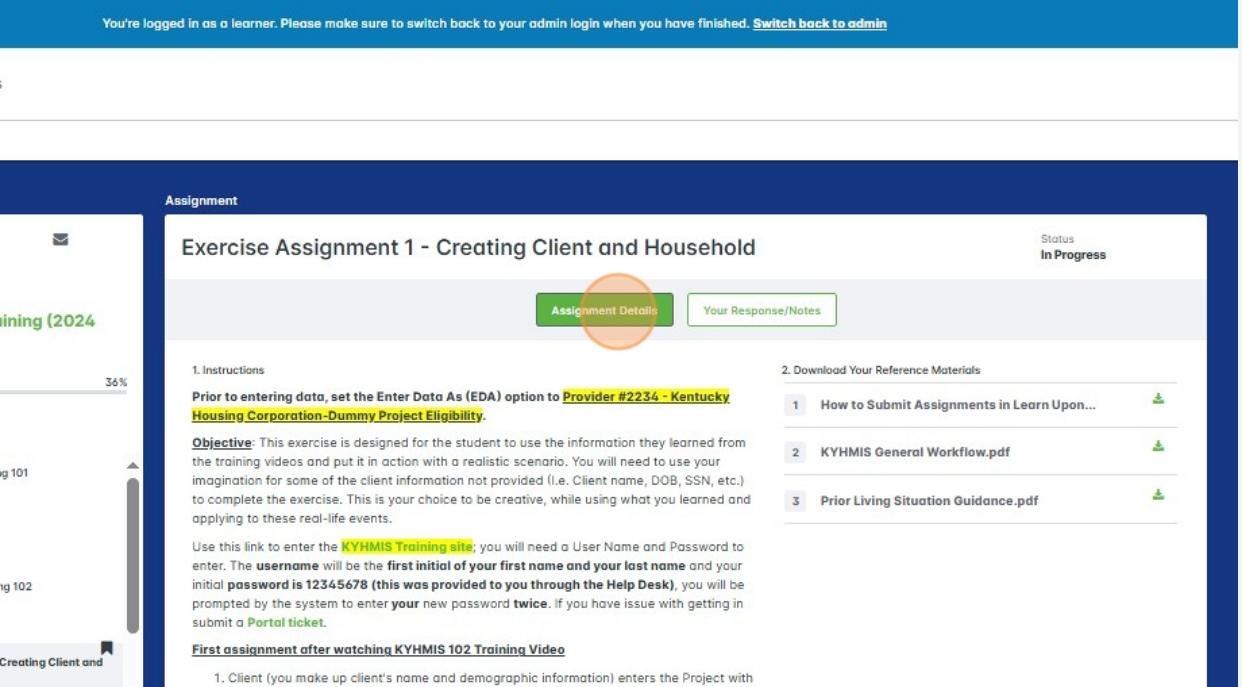
When you get to an Assignment, click "Assignment Details" to review the instructions for the assignment.



The screenshot shows the KYHMIS course interface. On the left, the 'Course contents' sidebar lists various modules: KYHMIS New User Training (2024 Update!), KYHMIS 101, KYHMIS 101 Assignment (which is currently selected and highlighted with a red circle), KYHMIS 102, KYHMIS 103, Exercise Assignment 1 - Creating Client and Household, KYHMIS New User Training 102, KYHMIS 101, and KYHMIS 101 Assignment. The 'Assignment' section on the right displays the 'KYHMIS 101 Assignment' page. At the top of this page are two buttons: 'Assignment Details' (highlighted with a red circle) and 'Your Response/Notes'. Below these buttons is a section titled '1. Instructions' containing text about submitting assignments to the HCA Partner Agency Portal. The 'Status' of the assignment is listed as 'In Progress'.

15

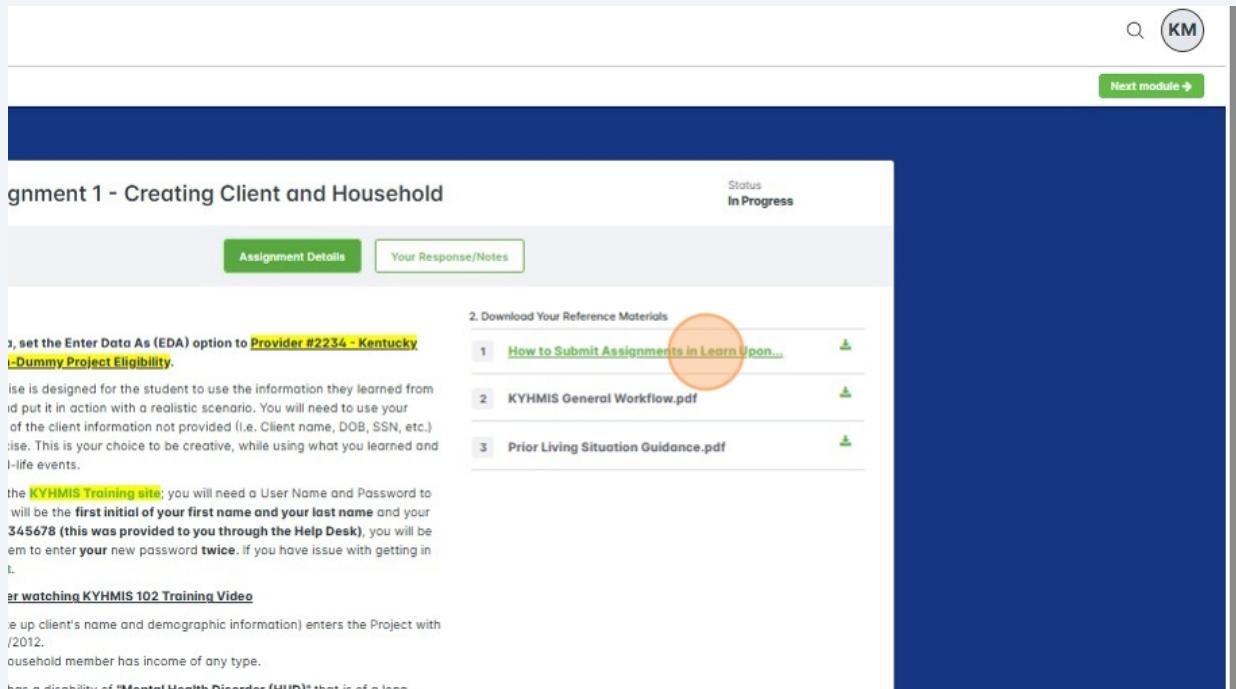
Some Courses, like the KYHMIS New User Training, may ask you to navigate to other websites to complete tasks.



The screenshot shows the KYHMIS course interface. On the left, the 'Course contents' sidebar lists various modules: KYHMIS New User Training (2024 Update!), KYHMIS 101 Assignment (selected), KYHMIS 102, KYHMIS 103, Exercise Assignment 1 - Creating Client and Household, KYHMIS New User Training 102, KYHMIS 101, and KYHMIS 101 Assignment. The 'Assignment' section on the right displays the 'Exercise Assignment 1 - Creating Client and Household' page. At the top of this page are two buttons: 'Assignment Details' (highlighted with a red circle) and 'Your Response/Notes'. Below these buttons is a section titled '1. Instructions' containing text about entering data for the KYHMIS Training site. The 'Status' of the assignment is listed as 'In Progress'. To the right of the instructions, there is a list of 'Download Your Reference Materials' with three items: 'How to Submit Assignments in Learn Upon...', 'KYHMIS General Workflow.pdf', and 'Prior Living Situation Guidance.pdf'.

16 Some Courses may have Reference Materials attached to the actual Assignment.

These are often Guides and Workflows specific to the training covered in that Module of the Course.



A screenshot of a web-based assignment interface. At the top right, there is a search icon and a user icon labeled 'KM'. Below the header, a green button says 'Next module →'. The main content area has a dark blue header with the text 'Assignment 1 - Creating Client and Household'. To the right of the header, the status is shown as 'In Progress'. Below the header, there are two tabs: 'Assignment Details' (green) and 'Your Response/Notes' (white). The 'Assignment Details' tab is selected. In the main content area, there is a section titled '2. Download Your Reference Materials' with three items: 1. [How to Submit Assignments in Learn Upon...](#), 2. [KYHMIS General Workflow.pdf](#), and 3. [Prior Living Situation Guidance.pdf](#). The first item is highlighted with a red circle. Below this section, there is a block of text with several links and instructions. At the bottom of the page, there is a note about switching back to admin.

Assignment 1 - Creating Client and Household

Status
In Progress

Assignment Details Your Response/Notes

2. Download Your Reference Materials

- [How to Submit Assignments in Learn Upon...](#)
- [KYHMIS General Workflow.pdf](#)
- [Prior Living Situation Guidance.pdf](#)

[x, set the Enter Data As \(EDA\) option to Provider #2234 - Kentucky -Dummy Project Eligibility.](#)

This assignment is designed for the student to use the information they learned from it and put it into a realistic scenario. You will need to use your own client information not provided (i.e. Client name, DOB, SSN, etc.) to use. This is your choice to be creative, while using what you learned and life events.

[the KYHMIS Training site](#); you will need a User Name and Password to will be the **first initial of your first name and your last name** and your **345678** (this was provided to you through the Help Desk), you will be em to enter **your** new password **twice**. If you have issue with getting in t.

[or watching KYHMIS 102 Training Video](#)

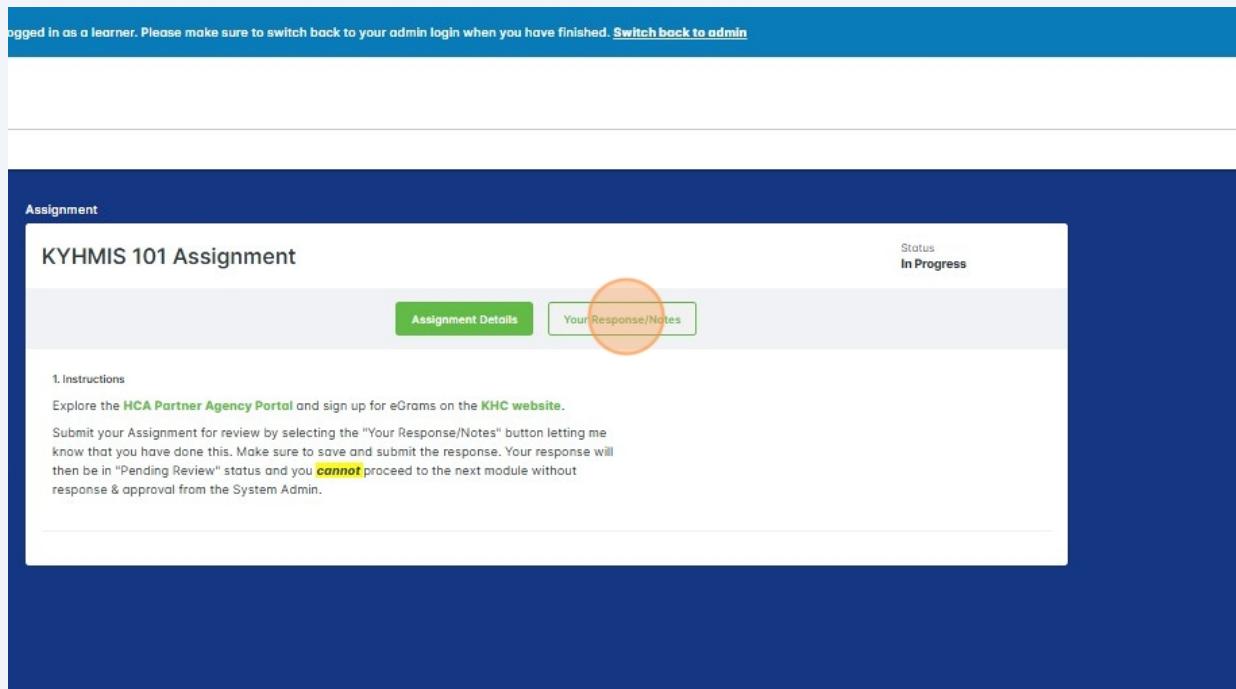
the up client's name and demographic information) enters the Project with /2012.

household member has income of any type.

has a disability of "**Mental Health Disorder (HUD)**" that is of a long

Logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)

17 Click "Your Response/Notes" to be taken to a text box where you can submit your work and leave notes/information for the Instructor.



A screenshot of a web-based assignment interface. At the top, there is a blue header bar with the text 'Logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)'. Below the header, there is a dark blue header with the text 'Assignment'. To the right of the header, the status is shown as 'In Progress'. Below the header, there are two tabs: 'Assignment Details' (green) and 'Your Response/Notes' (white). The 'Assignment Details' tab is selected. In the main content area, there is a section titled '1. Instructions' with a block of text. The 'Your Response/Notes' tab is highlighted with a red circle. At the bottom of the page, there is a note about switching back to admin.

Assignment

KYHMIS 101 Assignment

Status
In Progress

Assignment Details Your Response/Notes

1. Instructions

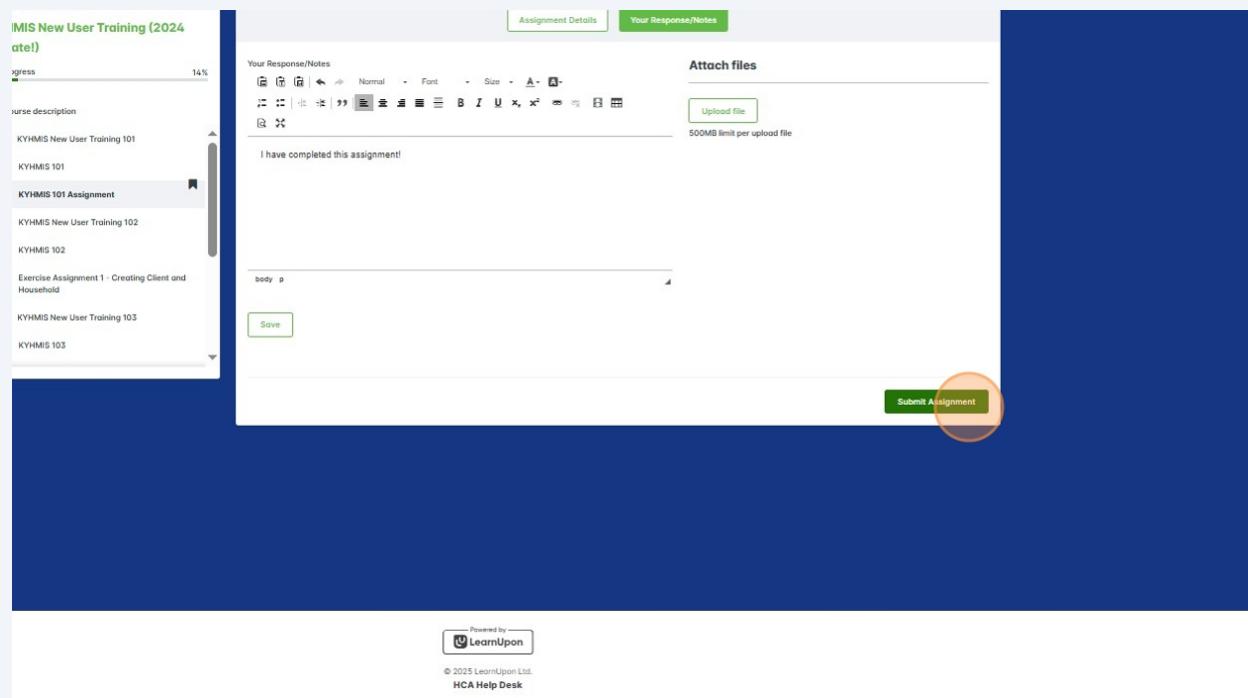
Explore the [HCA Partner Agency Portal](#) and sign up for eGrams on the [KHC website](#).

Submit your Assignment for review by selecting the "Your Response/Notes" button letting me know that you have done this. Make sure to save and submit the response. Your response will then be in "Pending Review" status and you **cannot** proceed to the next module without response & approval from the System Admin.

Logged in as a learner. Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)

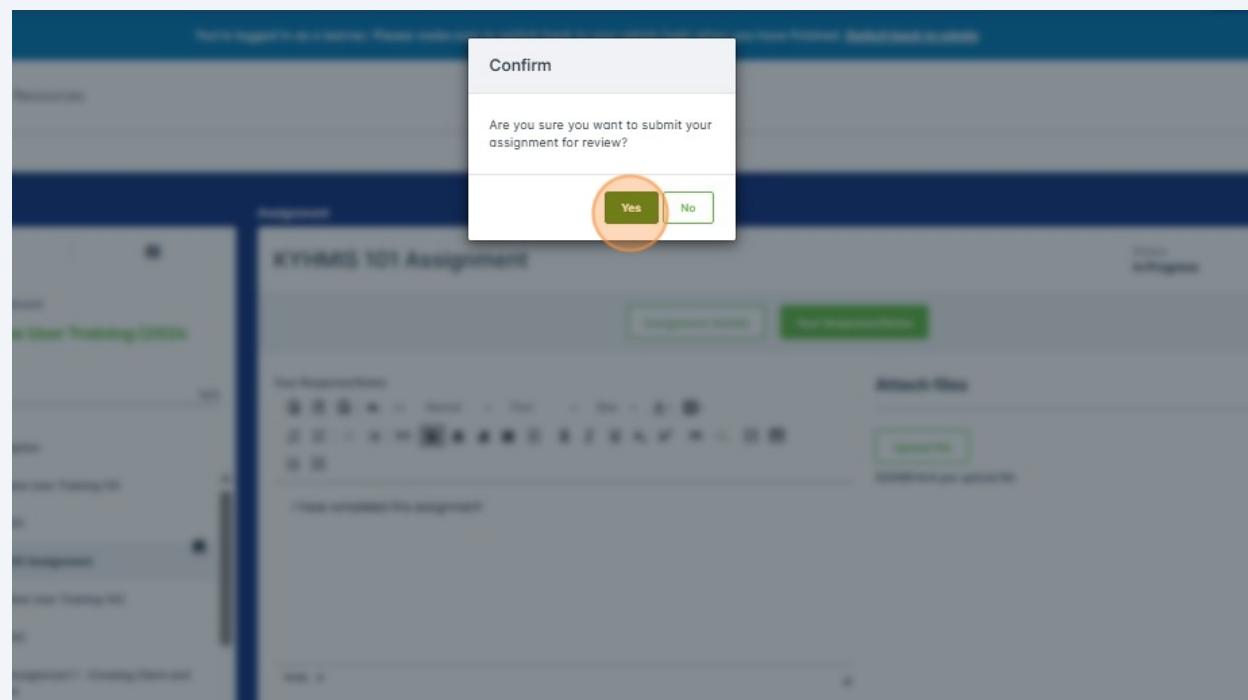
18

Click "Submit Assignment" in the bottom right hand corner of the screen when ready to send your work to the Instructor for approval/review.



19

You will see this prompt- click "Yes" when ready to submit.

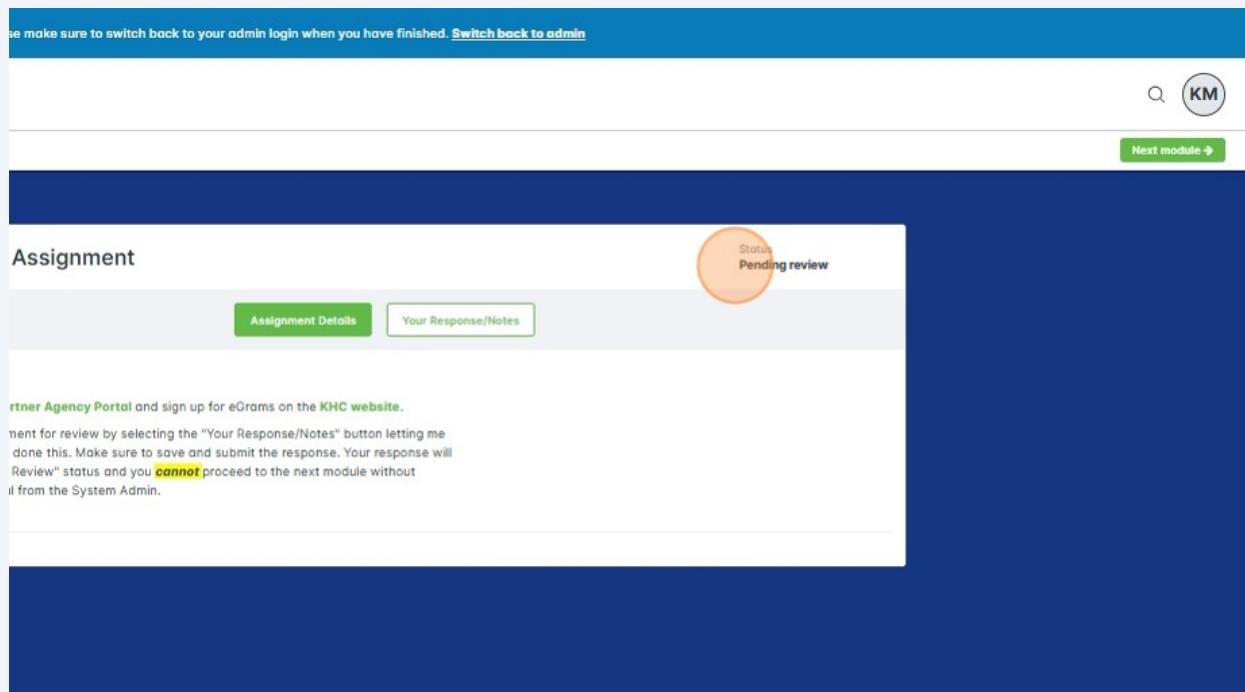


20

Once you have submitted- you will see "Status Pending review" on your Assignment. This tells you it was sent to the Instructor for review.

Once reviewed, you will receive a message in LearnUpon (and an email notification), letting you know your Assignment was either Rejected or Approved/Completed.

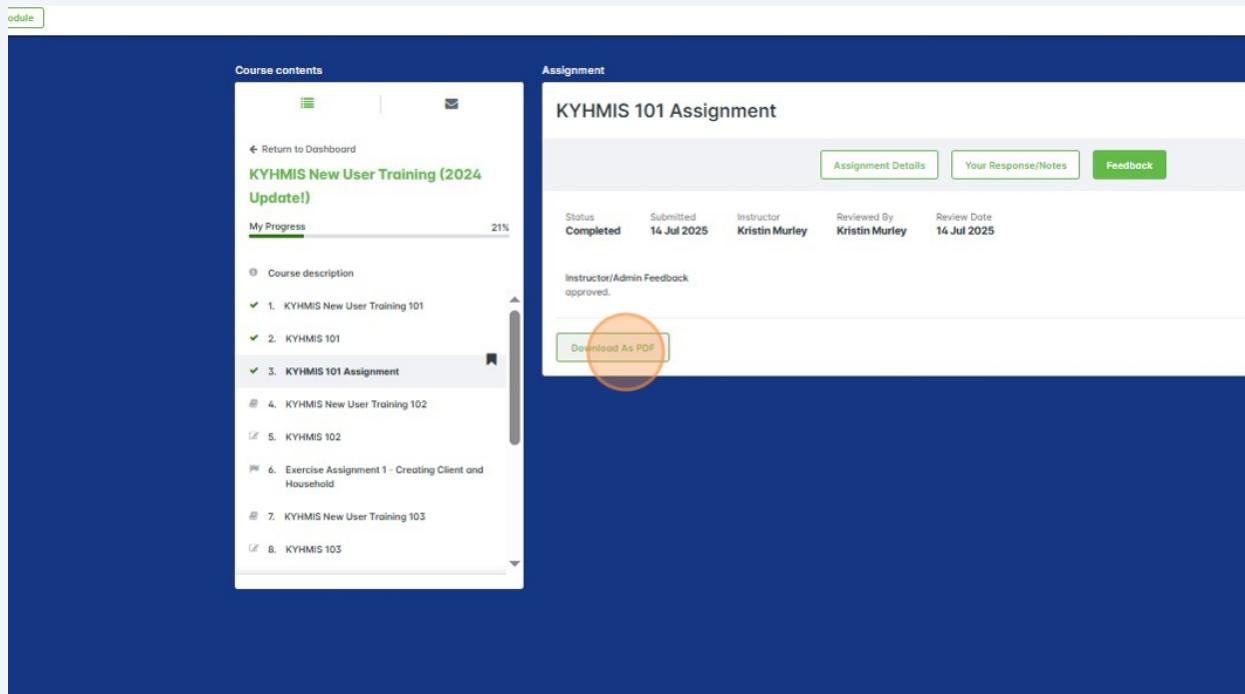
If **Rejected**, you will see a button next to "Your Response/Notes" that says "Feedback"- click here to see what you need to do. **Keep Submitting your Assignment until you receive approval/completion.**



The screenshot shows a web-based assignment submission interface. At the top, a blue header bar contains the text "Please make sure to switch back to your admin login when you have finished. [Switch back to admin](#)". To the right of the header are a search icon and a user profile icon labeled "KM". Below the header is a navigation bar with a "Next module" button. The main content area has a dark blue header labeled "Assignment". Underneath is a white card with two buttons: "Assignment Details" and "Your Response/Notes". The "Your Response/Notes" button is highlighted with an orange circle and the text "Status Pending review". Below the card, there is a message: "Partner Agency Portal and sign up for eGrams on the [KHC website](#). For review by selecting the "Your Response/Notes" button letting me done this. Make sure to save and submit the response. Your response will Review" status and you **cannot** proceed to the next module without from the System Admin." The background of the main content area is dark blue.

21

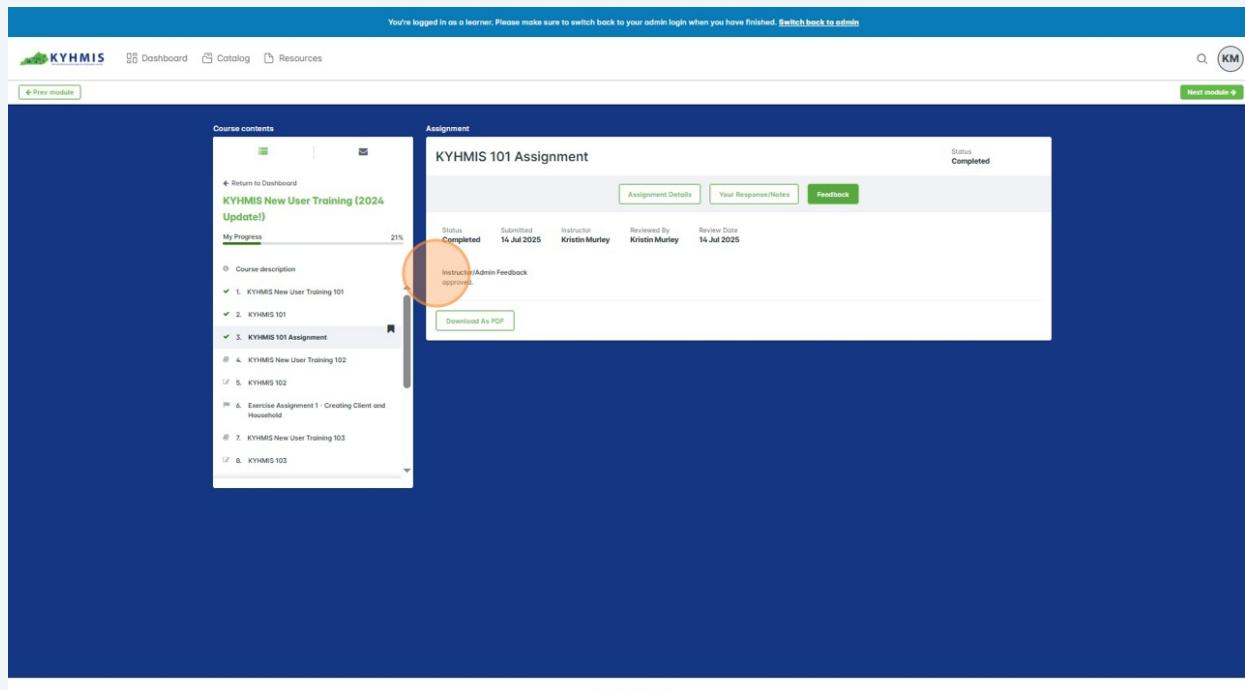
You are also able to download any feedback/corrections from the Instructor by clicking "Download As PDF" under the Feedback section of the Assignment.



The screenshot shows the KYHMIS New User Training course interface. On the left, the 'Course contents' sidebar shows a list of modules: 'Course description', 'KYHMIS 101 Assignment' (marked with a green checkmark), 'KYHMIS 102', 'Exercise Assignment 1 - Creating Client and Household', and 'KYHMIS 103'. On the right, the 'Assignment' section for 'KYHMIS 101 Assignment' is displayed. It shows the status as 'Completed', submitted on '14 Jul 2025', and reviewed by 'Kristin Murley' on the same date. A message in the feedback section states 'Instructor/Admin Feedback approved.' Below this message is a green button labeled 'Download As PDF', which is highlighted with an orange circle.

22

Once your Assignment has been Approved and shows "Completed"- click "Next module" in the top right corner of the screen to continue forward with the training.



The screenshot shows the KYHMIS New User Training course interface. The assignment status has changed to 'Completed'. The 'Download As PDF' button is highlighted with an orange circle. The 'Next module' button is visible in the top right corner of the assignment section.