

ATTESTATION FORM SAMIS/HBDS TRAINING FOR NEW STAFF

Providers are required to train new staff members on the Services and Activities Management Information System ("SAMIS") and the Healthy Beginnings Data System (HBDS) platforms as outlined below:

Training	Time to Complete	Who is required to complete the training?	Exceptions
SAMIS for New Staff	Within 3 months of hire or date assigned to program, whichever occurs later	Staff members who enter information into SAMIS	None
HBDS for New Staff	Within 3 months of hire or date assigned to program, whichever occurs later	Staff member who enters information into HBDS	None

ATTESTATION

I, hereby attest that the employee(s) listed below completed the SAMIS/HBDS training requirements as outlined in our agreement with Children's Services Council of Palm Beach County. I have retained training logs and/or individual certifications to validate that the required trainings were completed as agreed.					
Signature	Title		Date		
Agency Name: Program Name:					
Employee's Name	Employee's Title	SAMIS Training Completion Date	HBDS Training Completion Date		

Submit this form via e-mail to your Program Officer within 30 days from the date when you conducted the training.