

**Bulletin Type:** **General Update**

**Subject:** **Reminder of Mandatory Training About Notice of Collection and By Name List Consent Changes Being Implemented in SMIS**

**Bulletin:** This Bulletin provides information about:

- The Notice of Collection (NoC) and By Name List (BNL) Consent changes that will be implemented in SMIS
- Mandatory training sessions being offered to support homelessness service providers be prepared for the SMIS update scheduled for **September 20, 2023**.

Updates to the NoC and BNL Consent Form, are scheduled for **today September 20, 2023** for all sites and street outreach services.

These changes ensure that: 1) all clients are presented with the NoC statement *before* their information is collected and 2) that clients provide informed consent to be considered for the housing and support resources available through the City's Coordinated Access process.

These changes to SMIS contribute to the implementation of a Coordinated Access System in Toronto and support improved privacy and information practices. Implementing a By Name List Consent is a mandatory system requirement through Reaching Home and Homelessness Prevention Plan funding.

**Training:** Training for SMIS users is offered in pre-recorded self-directed e-modules. The training takes approximately 30 minutes to complete:

- City of Toronto staff can register for this training on [ELI](#)
- Purchase-of-service agencies can complete this training on the [City of Toronto website](#).

**A Question & Answer session has been scheduled in order to answer any outstanding questions SMIS users have.**

**Date: Wednesday October 4th, 2023**

**Time: 11:00 AM – 12:00 PM**

**[Click This Link To Register For This Session](#)**

This mandatory training must be completed by **September 20, 2023**.

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Upon completing the training, please complete the Checkmarket survey and print the training completion certificate and submit to the SMIS Access Manager at your program.

**Please ensure that this Bulletin is cascaded to all relevant staff as soon as possible, and a hard copy of this document posted in a conspicuous place for ongoing reference.**

**Resources:** [Training Modules – City of Toronto](#) website  
[Shelter Management Information System](#)

**Contact  
Information:** For more information about this Bulletin, please contact your Agency Review Officer (ARO) or Manager.