TORONTO SHELTER
BULLETIN

Bulletin No.: 2023-05
Date Issued: October 23, 2023

Bulletin Type:	**Notice of Event**
Subject:	**Upcoming SMIS Access Manager & SMIS User Audit Training**
Bulletin:	This communication applies to Shelter Management and Information System (SMIS) Access Managers and their delegates. All programs using SMIS are required to have an identified SMIS Access Manager, including community-based service providers or 'Purchase-of-Service' (POS) providers, as well as City of Toronto 'Directly Operated Service' (DOS) providers. The City of Toronto's Shelter, Support and Housing Administration (SSHA) division is committed to protecting the confidentiality, integrity, and availability of SMIS, as well as the client information that is maintained within it. SMIS Access Managers play a key role in ensuring that SMIS Users have the correct role and access level to functions in SMIS and also play an important role in removing access from users who are no longer authorized to access the system. SSHA is introducing a new security protocol for SMIS. This Protocol applies to SMIS Access Managers, and it aims to ensure that all SMIS User Accounts are routinely reviewed and appropriately maintained to prevent unauthorized access and use of client information. To support SMIS Access Managers with implementation of the SMIS Security Protocol, SSHA has developed a **new mandatory training for SMIS Access Managers** and their delegates. The training will outline SMIS Access Manager roles and responsibilities and prepare Access Managers to complete their audit of user accounts. The new training will be offered via WebEx on November 6, 2023 from 2:30 – 4:00 p.m. and November 8, 2023 from 10:00 – 11:30 a.m. Please see the links on the next page to register for one of the training sessions.

Webinar topic:
SMIS Access Manager & User Audit Training

Date and time:
Monday, November 6, 2023 2:30 PM | (UTC-04:00) Eastern Time (US & Canada)

Join link:
November 6 Webex Link

Webinar number:
2634 628 3947

Webinar password:
AwQfXDFS483 (29739337 from phones and video systems)

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)

Access code: 263 462 83947

Webinar topic:
SMIS Access Manager & User Audit Training

Date and time:
Wednesday, November 8, 2023 10:30 AM | (UTC-04:00) Eastern Time (US & Canada)

Join link:
November 8 Webex Link

Webinar number:
2632 151 2671

Webinar password:
VEaHuWv3S54 (83248983 from phones and video systems)

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)

Access code: 263 215 12671

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A self-directed training option will also be available online effective November 6, 2023. **All SMIS Access Managers are required to complete training by November 30, 2023**.

The SMIS User Audit Form (to be completed via Checkmarket survey) will be sent to all SMIS Access Managers by November 10, 2023 with a **deadline to complete the audit by December 8, 2023**.

Resources: Funding Submissions, Directives & Bulletins – City of Toronto

Contact Information: For more information about this Bulletin, please contact Vanita Arora at hostels@toronto.ca