WVHIN Authorized User Training Checklist
Updated: August 27, 2025

Any individual wishing to gain access to the WVHIN must complete this checklist and pass the assessment with an 80% or higher. When this checklist is completed, please reach out to the State Agency Coordinator, Alanna Foster, the State Agency Quality Improvement Coordinator, Dan Pickens, or other HIE administrator. Once this checklist is complete, the assessment will be provided and once a passing score is obtained access will be provided. Please note, this training will need to be completed annually and the State Agency reserves the right to revoke access as well as deny access.

- Local Agency Director will need to ensure the individuals who need access will be listed on the Continuance Document- without this document access will not be given
- Review WVHIN Overview
- Review Policy 5.15 and 5.16
- Review the Docusign Job Aid
- Review the Data Entry Training PowerPoint
- Review the WVHIN Authorized User Family Alerts PowerPoint
- Review the WVHIN Authorized User Training
- Become familiar with the Authorization Form AND Declination Form
- When finished with all of the above documents and training courses, each individual that needs to be an authorized user will need to reach out to the State Agency Research Coordinator, the State Agency Quality Improvement Coordinator or other HIE administrator to receive the assessment and turn in the Training Acknowledgement Form. Once the assessment is passed with 80% or higher, access will be granted.