

PARTNER GUIDE: HMIS ACCESS SITES

CONNECTING VALLEJO-SOLANO COUNTY TO STABLE HOUSING

WHAT IS AN ACCESS SITE?

An Access Site is a designated entry point into Solano County's homeless response system. These sites serve as the front door for individuals and families experiencing a housing crisis, ensuring they are assessed fairly and connected to the right resources.

KEY RESPONSIBILITIES

As an Access Site, your agency plays a vital role in one or more of these three specific areas:

1. Housing Problem-Solving & Diversion

Before a full assessment, sites provide "Diversion" interventions. This involves helping households identify safe, alternative housing options to avoid entering the shelter system whenever possible.

2. Coordinated Entry Assessments

Trained staff conduct the official Housing Needs Assessment. This standardized tool captures a participant's history and barriers to help prioritize them for limited community resources.

3. Queue Management

Once the assessment is complete, the assessor is responsible for placing the participant on the appropriate specialized queues within HMIS:

- Housing Queue
- Emergency Shelter Queue
- Behavioral Health Queue

TYPES OF ACCESS POINTS

- Community Partners: Physical locations managed by local agencies that provide in-person assessments.
- 2-1-1 Support: A 24/7 phone-based entry point operated in partnership with United Way Bay Area.

HOW TO BECOME AN ACCESS SITE

- Visit: <https://solano.bitfocus.com/>
- Apply: Locate and complete the **Solano CE Access Site Form**.
- Training: Once the program approved, the designated staff must complete the assessor training and pass the quiz before gaining access to the Housing Needs Assessment and community queues.

Note: Maintaining an Access Site status requires regular attendance at HMIS Committee meetings to stay updated on system-wide processes and Data Standard changes.

Housing First Solano

Vallejo/Solano County Continuum of Care

