Bitfocus

SOLANO COC
NEW PROGRAM REQUEST FORM
QUICK GUIDE

Form Purpose

- Use this form to set up a new program in HMIS.

Who Should Complete It?

- The Partner Agency Lead (PAL).

What Happens After You Submit?

- Bitfocus staff will follow up with any questions and confirm setup.

Click here for link

Bitfocus

THE BASICS: WHO, WHAT, WHY

- Email of Partner Agency Lead
- Requesters Name
  - The person authorized by Agency to make changes to and/or request new programs.
- Agency Name
  - The agency that will be administering this program.
- Program Name
  - This is the name of the new program you are requesting
- Program Description.
  - A brief description of the program and types of services provided.

THE DETAILS: WHEN, WHERE, HOW

- Operating Start Date
  - Date clients are expected to be enrolled into the program.
- Operating End Date (if applicable)
  - When will this program stop providing services?
- Program Address
  - Physical Location of Primary Program Site.
- Program Funding
  - Select funding source to comply with federal reporting requirements.
- Grant Identifier
  - If available please enter the Grant ID.
- Program Type
  - Select one of the HUD program types. Review here.

Bitfocus

THE TECHNICALS: HMIS SETUP NEEDS

- For Emergency Shelter Programs Only
  - Select and answer questions only if applicable.
- Housing Type
  - Please provide detailed housing inventory information.
- Target Population
  - Client population receiving services.
- Geocode
  - Please select: Solano County, Vacaville, Fairfield, Vallejo
- HMIS Participating Project
  - Will this project enter client information into HMIS?

FOR FURTHER DETAILS ON HOUSEHOLD TYPES & BUI, CLICK HERE.

- Which Types of Households does this Project Serve (select all that apply)
  - Adults Only - Households without Children
  - Households with at least 1 Adult & 1 Child
  - Households with Children Only (under 18)
- Bed Type - Bed and Unit Inventory (BUI) Information (if applicable)
  - Availability of BUI
    - When does your program operate?
  - BUI Details (please provide info with household type)
  - Dedicated Beds (please provide the number of dedicated beds) under the listed options
- Total Bed Inventory
- Total Unit Inventory

The End

- Services Available in Program
  - Service Item
    - List here the different service items you want listed under the main service.
  - Delivery Type
    - For more information on service setup, click here for the Help Desk article on service items.

- Additional Notes
  - Please include any additional information that may be relevant to program set up.

CLICK THE SUBMIT BUTTON!