Oahu HMIS and CES Program and Inventory Setup Request Form

All federally funded homeless programs are required to be set up in HMIS. The HMIS Data Standards require that program setup data be confirmed at least annually for accuracy. **All fields are mandatory.**
Contact hmis@partnersincareoahu.org with any questions.

Agency Information

Agency Name:_____   Date: _____

Agency Address: _____

_____

Program Information

Program Name: _____

Operating Start Date:_____   Operating End Date (if known): _____

Address (if different from agency address): _____

_____

Program Type (select **ONE** - If more than one type needs to be set up, use separate forms):

❑ Emergency Shelter
❑ Transitional Housing
❑ PH – Permanent Supportive Housing
  (disability required for entry)
❑ PH – Housing with services (No disability
  required for entry)
❑ Safe Haven
❑ PH – Housing Only

❑ Rapid Rehousing

❑ Street Outreach

❑ Homelessness Prevention

❑ Services Only

❑ Day Shelter

❑ Other(describe):

❑ Site-based – single site

❑ Site-based – clustered/multiple sites

❑ Tenant-based – scattered site

❑ Rapid Rehousing - Services Only

❑ Rapid Rehousing - With or without services

Funding Source(s) (ESG, HPO, Ohana Zones, Private, YHDP, etc.)

  List all sources: _____

Is this program funded by the CARES Act? _____Yes _____No

Funder Contact Information (Name, Email, Phone Number:

_____

Grant ID/Grant Number: _____   Grant Amount: _____

Grant Start Date: _____   Grant End Date: _____

If a shelter or housing program, provide the following details:

Max Capacity :_____   Usage Start date _____

Unit Inventory :_____   Usage End date _____

Bed Inventory :_____   Chronic Bed Inventory _____

Check the box to indicate if the following will have access to your housing services:

Allows Females (18+)   Allows Children   If yes, age range

Allows Males (18+)   Allows Transgender   Handicap Accessible

List number of dedicated slots / units (example: veterans: 5 beds; families with minor children: 4 slots)

_____

Would you like to setup Auto Exit for this program? If yes, how many days can a client stay enrolled without any services added before the enrollment gets auto-exited ?_____

If housing, indicate how will this contract will receive referrals into the program:

Coordinated Entry System Referrals   Community Referrals

Other (explain referral / entry process):   _____

List all program eligibility requirements as specified by funder (Examples: chronically homeless, minor children, etc.) Also include any disqualifying factors (Example: felony charges):

_____

_____

List all documents required in order to be enrolled in the program:

_____

List all documents required in order to complete a housing placement if a housing program:

_____

List staff members assigned to this project:

_____

List all services provided by the program that needs to be tracked in HMIS (Examples: Any types of training, counseling, financial assistance, transportation, mediation, supplies, medical assistance, legal services, benefits, etc.):

_____

_____

If RRH answer the following:

What is the length of financial assistance this contract can provide each household? (Example: up to 3 payments of financial assistance, 1-3 months rental assistance to include utilities, 4-12 months, 12-24 months, etc.)

_____

What is the cap (if any) on the amount or length of rental assistance this contract can provide a household?

_____

What is the participant's financial responsibility for the duration of enrollment? If there is a process for determining this, please explain:

_____

What level of case management is provided with this program (including how often case management will meet with each household and for how long)?

_____

How many case managers will be staffing this program and what will be their average case load?

_____

Are there any target populations your program hopes to serve or have specified to serve in your contract?

_____

What is the rate of placements needed per month and for how many months in order to meet contract requirements? (Example: Starting on May 1 2022, program will place 10 households a month in permanent housing for a duration of 6 months in order to meet contract utilization requirements)

_____

_____