Nevada HMIS/CMIS Add or Update Service Request

(See terms and definitions below)

Requestor Name	
Requestor Email	
Agency	

New Service or Change to Existing Service?	

Program or Agency Service?	
If Program, List all here:	

Service Name:	
Service Category	
Site	
Residential or Nonresidential Site?	

Service Item Name:	
Availability Start Date:	
Availability End Date:	
Long Term or Single Event?	
Group Placement?	
Track Expense?	
Funding Source?	

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Service Terms & Definitions

Service	Services provide a way to record the assistance clients receive, from one-time events like utility assistance to daily services like meals and shelter. Services can be provided at the client and household level or to groups of clients.
Service Item	While a service can be something like 'Case Management', service items are more specific and can be configured to show the range of assistance provided. For example, Case Management service items could include 'Case Management', 'Home Visit', or 'Refused Services'.. Every service requires at least one service item.

Program Service	Can only be provided for clients enrolled in a specific program; applied to client via the program enrollment
Agency Service	Applied to client via their profile screen; does not require an enrollment
Service Category	See list below; assists with record-keeping. Only assigned to the service, not service item.
Site	Which site is this service applied at? Most agencies only have one site configured in HMIS
Residential or Non-Residential	When receiving this service, do clients stay in a residential facility? Residential is required for bed nights at a night-by-night shelter
Long Term or Single Event	Does a service take place on a single day, or does it have different start and end dates?
Group Placement	Should this service have the option to be applied across multiple individuals in the same household?
Track Expense	Does this service have a specific cost you want to track in Clarity?
Funding Source	If you want to track expenses for this service item, is there a previously configured funding source you'd like it tied to? If the funding source is new, please reach out to Bitfocus System Administration staff to configure it.

Service Categories

(Only one category per service allowed. 'Housing' category only applies to night-by-night shelter beds)

02 - AIDS Related	12 - Housing	22 - Transportation
03 - Alcohol & Drug Abuse	13 - Housing Search & Placement	23 - Utility Deposit
04 - Case Management	14 - Legal Services	24 - Utility Payments
05 - Child Care	15 - Life Skills	25 - Other
06 - Credit Repair	16 - Mental Health	26 - HOPWA Service
07 - Education	17 - Motel/Hotel Voucher	27 - PATH-funded Service
08 - Employment	18 - Moving Cost Assistance	28 - RHY Service
09 - Financial	19 - Rental Assistance	29 - VA SSVF Service
10 - Food	20 - Safety Net Services	30 HUD-VASH Voucher Tracking
11 - Healthcare	21 - Security Deposit	31 - No Category