

HMIS Workflow: Entering a Participant into a BHBH Bed

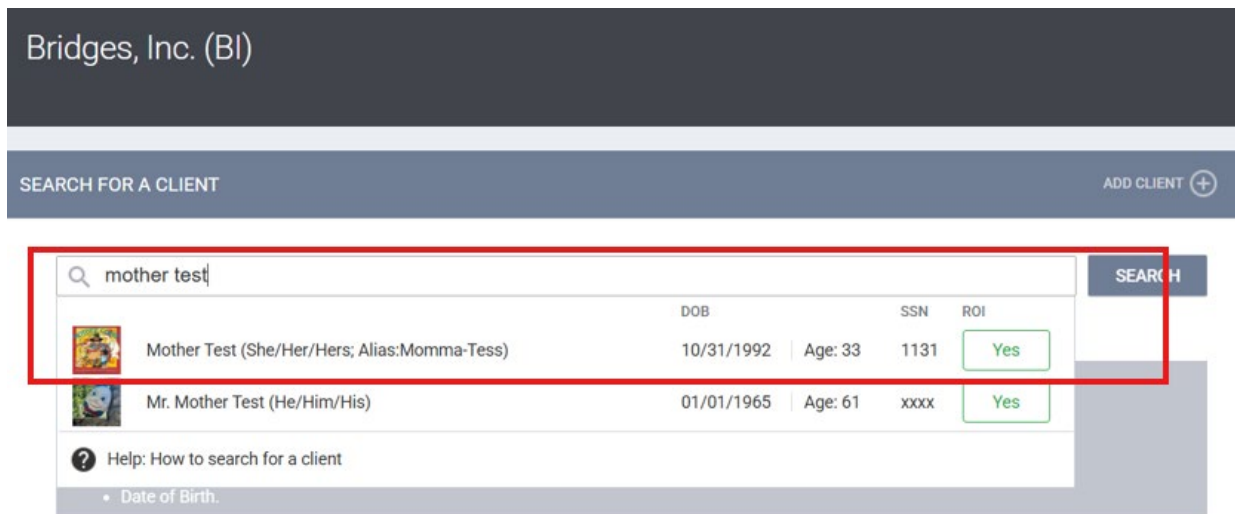
Provider Program Enrollment and Funding Source Entry

Purpose: This workflow outlines how to correctly enroll a participant into a Behavioral Health Bridge Housing (BHBH) interim housing bed in HMIS and ensure the participant is tagged to the correct BHBH funding source for reporting.

Important: The Funding Source must be selected as Behavioral Health Bridge Housing (BHBH). This entry is what allows the County to identify participants served in BHBH-funded beds.

Step 1: Log Into HMIS and Search for the Participant

- Log into HMIS and select the appropriate provider program.
- Search for the participant using name and date of birth or the HMIS Unique ID.
- Confirm you are selecting the correct client profile before proceeding.



Step 2: Enroll the Participant in the Appropriate Program

- Under Programs Available, locate the appropriate program.
- Select Enroll.



Step 3: Complete the Enrollment Screen

- Complete all required enrollment fields.
- Confirm the entry date and household information are accurate.
- Select Save & Close.

Step 4: Add the Housing Service

- After enrollment, HMIS will navigate to Provide Services.
- Select Housed with Emergency Shelter (ES) Program.
 - Note: In some programs, the service may appear as Transitional Housing (TH). Select the applicable housing service for the provider program.

Housed with ES Program

Start Date: 05/01/2026 End Date: 05/01/2028

Expense Amount: 0.00 Expense Date: 05/01/2026

Funding Source: Behavioral Health Bridge Housing (BHBH) ▼

Service Note :

B I [List Icon] [Grid Icon]

SUBMIT

Step 5: Enter Service and Funding Details

- Start Date: Enter the date the participant entered the program.
- End Date: Push the end date out 2 years.
- Expense Amount: Enter 0.00.
- Expense Date: Match the start date, or the date the participant started the program.
- Funding Source: Select Behavioral Health Bridge Housing (BHBH).

Step 6: Submit and Confirm the Program Screen

- Click Submit.
- Return to the participant program screen and confirm the program and expense sections display correctly.
- The expense should show BHBH as the funding source and \$0.00 as the amount.

PROGRAMS				
	Agency Name	Start Date	End Date	Type
BI: BHBH Bridges Inc Men's - ES	Bridges, Inc. (BI)	05/01/2026		Individual

EXPENSES (\$0.00)			ADD EXPENSE (+)
Funding Source	Expense Date	Amount	
Behavioral Health Bridge Housing (BHBH)	05/01/2026	\$0.00	

Quick Quality Check Before Finishing

Check	What to Confirm
Correct participant	The participant name, DOB, or HMIS Unique ID matches the referral.
Correct program	The participant was enrolled in the appropriate provider program.
Housing service added	The housing service was added after enrollment.
BHBH funding source selected	Funding Source shows Behavioral Health Bridge Housing (BHBH).
\$0 expense amount	Expense Amount shows 0.00.
Dates entered correctly	Start Date and Expense Date match the participant entry/start date; End Date is pushed out 2 years.