Quick Guide: Unit Configuration Types

Each unit in Inventory is assigned one Unit Configuration Type (UCT). Each UCT represents a combination of target population, unit size, and program. By updating the UCT associated with a unit, you can update the aforementioned features for that unit.

Providers cannot create new UCTs. If a new one needs to be created, please email kc-admin@bitfocus.com with details on the UCTs you need added.

Example 1: Seattle Harbor PSH has 50 one-bedroom units. The 50 units are associated with two HMIS programs: Seattle Harbor CoC and Seattle Harbor Section 8. The program associated with any given unit depends on the client that happens to be staying in it. A client enrolled in the CoC program is exiting their unit, but the provider wants to fill the unit with a Section 8 client.

By updating the UCT from "Adult – 1BR - CoC" to "Adult – 1BR – Section 8", the unit will show up as available for clients enrolled into the Section 8 program.

Example 2: Bellevue RRH serves both families with children and single adults. The program has capacity to add a family, so it ends the offline status for one its slots/units. However, the UCT associated with the slot is "Adult – RRH"

By updating the UCT to "Family – RRH" and on-lining the slot, the CE team knows they should refer a family to that slot rather than a single adult.

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Changing Unit Configuration Type

1. Click on *Launchpad* then *Manage*

2. Click on *Sites* Tab then *Housing Inventory*

3. Click *Edit* next to the Site Name

4. Click on *Buildings & Units*
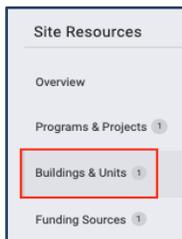
5. Click *Edit* next to the Building Name

6. Click on *Units*
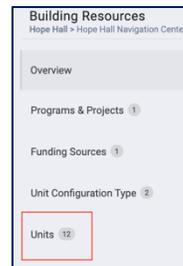
7. Click *Edit* next to the unit

8. Scroll down to the *Unit Configurations* section
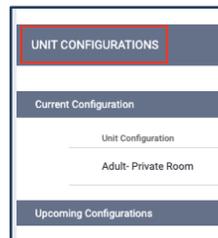
9. Drag the Identified Configuration to the *Upcoming* Section
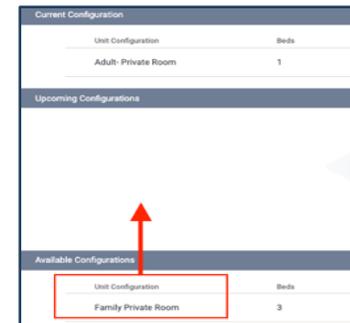
10. Enter *As Of Date*, and *Save Changes*

11. Save changes