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IMPORTANT INFORMATION

To: SAH Evaluators
From: Brian E. Powell
Date: 12/21/22
Re: FOCUS 2.5 transition and Home Review Pre-Evaluation Changes for January 3, 2023

The SAH program will begin administering the SAH Home Review process “in-house” using a new process and new versions of the iForms and bid sheets. This process and set of digital forms will be managed and supported directly by SAH. You need to know that the iForm you have been using to submit pre-evaluations to IBHS will no longer be active as of December 19, 2022. However, the SAH version will be similar to what you are used to and will also be on the iForm platform. The process will look very similar, but there are some important steps you need to take **BEFORE JANUARY 3, 2023**. Here’s what you need to know and do to make this transition smoothly:

- 1) **If you have already been a user** of the iForm pre-evaluation form, you do not need to re-download the iForm app to your device. **If you are a new user**, simply visit the App Store (iOS) or Google Play Store (Android) and search for the iForm app (published by Zerion Software) and install it.
- 2) Contact the SAH/CAPS support team at matthew.b.brown@ua.edu
- 3) and request a username and password for the SAH version of iFormbuilder.
- 4) Once you have obtained your user credentials, open the iForm app on your mobile device and sign-out of your current session.
- 5) Sign in again, but this time be sure to **input the new “Server Name” when prompted** (caps.iformbuilder.com), along with your new username and password.
- 6) You should then have the option of syncing and opening the new form(s) and begin inputting the required pre-evaluation information.
- 7) Please direct any support requests for issues encountered during this process or any questions you may have to matthew.b.brown@ua.edu. After December 19th, IBHS will no longer be able to assist with any technical issues related to iForm.

Please note that the new iForm WILL NOT create an application in FOCUS 2.5, and all SAH applications created AFTER December 19, 2022, will need to be entered in FOCUS 2.5 as new applications by the evaluator. IBHS will have no record of any new SAH applications until they are entered by you into FOCUS 2.5. All inquiries regarding Home Review Pre-evaluations entered after December 19, 2022, should be directed to SAH/CAPS.

