



San Francisco ONE System News, November 2022

Welcome to the November 2022 edition of the ONE System newsletter.

In this edition you'll find the following:

- Updating Household and Family Composition
- Coordinated Entry (CE) Events are Live!
- Report Spotlight: [RFRL-122] CE Community Queue Detail Report
- Meetings and Upcoming Events



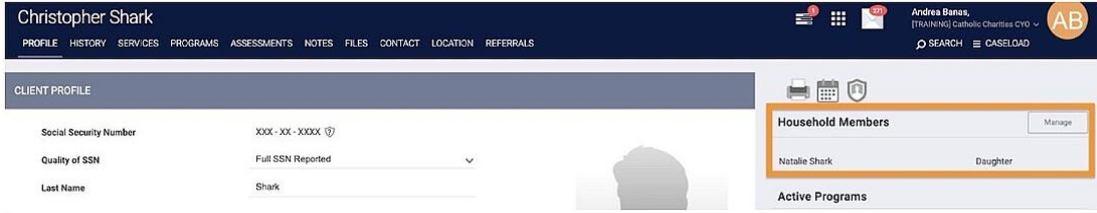
How-to

Updating Household and Family Composition

New baby, new partner, families merging: there are lots of reasons you might need to add a new household member to a family/group enrollment in your ONE System program. There are a few steps to adding a new member to a group enrollment.

How can I check that all my families or households are grouped together correctly?

Household composition can be confirmed by checking any household members' profile page.



You can also run the [GNRL 106 Program Roster](#). You can easily see which enrollments are grouped (The family members are in the same row, without any lines separating them) and which are not (clients separated by lines).

[Continue reading](#)



Updates

Coordinated Entry (CE) Events are Live!

Many of the commonly used Coordinated Entry activities are now available under the “Events” tab. While many agencies with inferred Coordinated Entry events will not see any change, some agencies saw an update in their Service tab in the ONE System. Now, within the program enrollment, there is an Events tab alongside the Service tab.



Program Service History

Agencies that will see this change are:

- Abode
- Brilliant Corners
- Bayview Hunters Point Foundation for Community Improvement
- Catholic Charities
- Compass
- Dolores Street Community Services
- Episcopal Community Services
- Five Keys
- Hamilton Families
- Homeless Prenatal Program
- Providence
- Salvation Army
- San Francisco Adult Coordinated Entry
- San Francisco Family Coordinated Entry
- San Francisco Youth Coordinated Entry
- Swords to Plow Shares

If your agency was unable to attend the trainings regarding this change, but now you would like to review it, please let us know at onesf-admin@bitfocus.com. In addition, you can find more details [here](#).



Report Spotlight

[RFRL-122] CE Community Queue Detail Report

Looking to check on the demographics, days on the Community Queue, income information and other key details for clients in the Community Queue?

The [RFRL-122] Community Queue Detail Report is a referral-based report which also requires a Coordinated Entry assessment related to a client program enrollment to be included in this report. The Coordinated Entry assessment must have the Eligibility Engine active/on.

Purpose

To provide details about clients on Coordinated Entry queues.

Running the Report

Who Can Run the Report

All users can run the report. There are restrictions for which information can be accessed based on the rights of the user.

Report Location

The report can be found in the Community and Referrals section of the Report Library.

[Continue reading](#)

Upcoming Events

Check out these upcoming meetings and events!

[Navigation Center Office Hours](#)

The Navigation Center Office Hours are specific to Bayview Navigation Staff Only.

When: December 14th

Time: 2-3 p.m.

Register | [HERE](#)

[Virtual ONE System Monthly Office Hours](#)

When: December 20th

Time: 2-3 p.m

Register | [HERE](#)

What Are "Office Hours?"

We know that lots of issues and questions can arise when using ONE System. Office Hours are a great opportunity to get your questions answered, see demos of anything you can't figure out or can't remember how to do, find out how to fix things that might have gotten messed up, and participate in discussions with other users around solutions to common challenges.

ONE System HMIS and Looker Office hours provide opportunities for:

- Ongoing support
- Space to ask general questions
- Receive assistance on questions you may have about a Looker-related report or a report you want to create
- Other questions as they arise

Where Are Office Hours Held?

ONE System and Looker Office Hours are conducted from the comfort of your own office! Each Office Hours session is hosted online by your San Francisco

ONE System Administration team. You can connect using your computer (recommended so that you can see demos and post questions) by registering using the link above.

Do I have to stay for the whole session?

Nope! You are welcome to drop in, ask your question, and leave when you get your answer. Of course, you are also welcome to stay for the whole thing and offer your own insight into the questions of others.

December Agency Lead Meeting is Cancelled

**Questions? Your ONE System Administrator
is happy to help.**

Phone: 415.429.4211
Email: onesf@bitfocus.com



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