

# Coordinated Entry: Assessor Training

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Marin County



# Agenda

## Part 1: Refresher

- Switching Agencies
- Client Profiles
  - Searching for a client
  - What to do if you see duplicate profiles
  - Creating a client profile
  - ROI
  - Managing households
  - Contact and Location Information

## Part 2: New Items

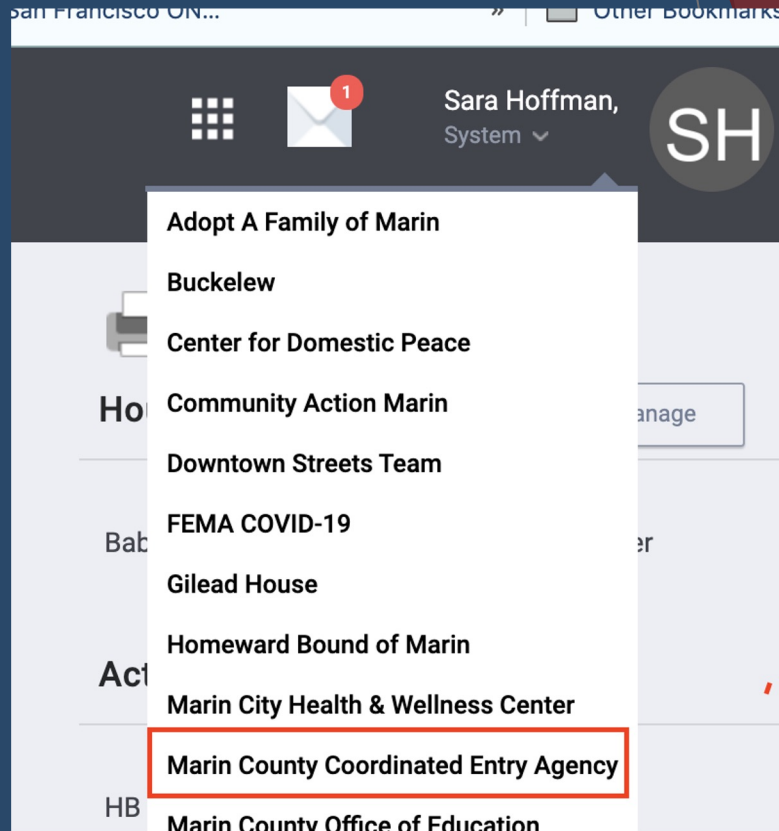
- CE Enrollment
- Current Living Situation
- CE Assessment
- Referral to the CQ
- CE Events and Services
- Uploading Documentation
- Exit
- Reports
- Resources

# Part 1- Refresher



# Switching Agencies

- Work related to Coordinated Entry should be done under the Marin County Coordinated Entry Agency
- Users will need to switch agencies in Clarity



# Client Profiles



# Looking up clients Clarity

- Search for client or head of household
  - Search by name **partial name**, DOB or SSN
- If unable to find head of household, create a new profile

SEARCH FOR A CLIENT ADD CLIENT +

**Search by name, partial name, DOB or SSN** SEARCH

Enter your search terms above to search for a client. Use full name, partial name, date of birth or any combination.

Managed with Clarity Human Services Recover deleted data

# Duplicate Profiles

- If you discover multiple profiles for a client, you should:
  - Identify which profile should be the primary
  - Contact the Bitfocus Help Desk to get the records merged together
    - Provide the unique identifiers for each profile

flowers				SEARCH
Daisy Flowers	04/01/1999	1111		
Diasy Flowers	04/01/1999	1111		
Spring Flowers	06/17/1988	9922	Last Updated	
Daisy Flowers	04/01/99	1111	04/01/19	
Diasy Flowers	04/01/99	1111	09/05/19	
Spring Flowers	06/17/88	9922	06/17/19	

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# Creating New Profiles

- Please be sure to collect as much information as possible  
Avoid using “Client refused” or Data Not Collected” whenever possible
- For existing profiles, confirm that all information is correct

SEARCH FOR A CLIENT

ADD CLIENT +

SEARCH

Enter your search terms above to search for a client. Use full name, partial name, date of birth or any combination.

CREATE A NEW CLIENT

Social Security Number

Quality of SSN

Last Name

First Name

Quality of Name

Quality of DOB

Date of Birth

Middle Name

Gender

Race

Ethnicity

Please fill in Release of Information form

CANCEL





# Release of Information (ROI)

- A release of information should be added for every client
- You can upload a signed PDF or complete by E-signing

The screenshot displays a software interface with a sidebar on the left containing icons for a printer, calendar, and shield, and text labels: 'Household M', 'Baby Sara Test', and 'Active Progra'. A search bar with 'SE' is visible at the top right. A modal dialog box titled 'ADD RELEASE OF INFORMATION' is centered, with a plus icon. Below it, a 'RELEASE OF INFORMATION' form is open, showing the following details:

Field	Value
Permission	Yes
Start Date	07/09/2020
End Date	07/09/2023
Documentation	<ul style="list-style-type: none"><li>Select</li><li><input checked="" type="checkbox"/> Electronic Signature</li><li><input type="checkbox"/> Attached PDF</li><li><input type="checkbox"/> Signed Paper Document</li><li><input type="checkbox"/> Verbal Consent</li></ul>

Buttons for 'SAVE CHANGES' and 'CANCEL' are located at the bottom right of the dialog box.



# Release of Information (ROI)

## E-Signature

### Marin County Homeless Management Information System (HMIS)

#### Client Consent for Data Collection and Release of Information

##### What is the HMIS?

The HMIS is a data system that stores information about homelessness and housing services and programs. The purpose of the HMIS is for homeless provider agencies to record information about clients that they serve. This information helps the provider agencies plan for and provide services to clients and to meet requirements of funders such as the U.S. Department of Housing and Urban Development (HUD). HMIS also allows agencies to improve services that support people who are homeless by allowing authorized staff to share client information with the permission of the client. Marin County Health & Human Services manage the HMIS for Marin County.

##### What is the purpose of this form?

With this form, you can give permission to have information about you collected and shared with the different Partner Agencies that provide housing and services in Marin County. A current list of Partner Agencies is at <http://marin.clarityhs.help>. At this time, the Partner Agencies include:

Adopt-A-Family of Marin  
Buckelew  
Downtown Streets Team  
Homeward Bound of Marin  
Homeless Outreach Team (HOT)  
Marin Community Clinics  
Marin County Health & Human Services  
Marin Housing Authority  
St. Vincent de Paul Society  
Ritter Center  
U.S. Department of Veterans Affairs (VA)

**BY SIGNING THIS FORM, I AUTHORIZE** Marin County and Partner Agencies to share my information entered into the HMIS. The HMIS information shared will be used to help provide housing and services, which includes care coordination, counseling,

Marin County Health & Human Services and Bitfocus use passwords and encryption technology to ensure that information the system is safe, and each HMIS User and Partner Agency has signed an agreement to maintain the security and confidentiality of HMIS data. However, there is always a small risk of a security breach, and someone might obtain my information and use it inappropriately. Marin County and Partner Agencies are required to alert me if they know of a breach. If I have questions about my HMIS information, my rights regarding that HMIS information, or am concerned that my information has been misused, I can contact my HMIS systems administrator at [marin@bitfocus.com](mailto:marin@bitfocus.com).

I can receive a copy of this Consent and the Client Information Sheet.

This Consent will expire 3 years from my last HMIS recorded activity.

I may revoke this Consent at any time by sending a written request to [marin@bitfocus.com](mailto:marin@bitfocus.com) or by contacting the Partner Agency that is providing this Release of Information.

My HMIS information may be shared to coordinate referral and placement for housing and services.

My HMIS information may be further shared by the Partner Agencies to other agencies if needed for care coordination, counseling, food, utility assistance, and other services.

My HMIS information may be included in reports for auditors or funders who review the work of the Partner Agencies, including HUD, the Department of Veteran Affairs, the Marin County Department of Health and Human Services, and the California Department of Housing and Community Development. I understand that the list of auditors and funders may change over time. My identity will not be shared in these reports.

My HMIS information may be used for research; however, my identity will remain private.

- I have been offered and declined a copy of this form
- I have received a copy of this form

Signature:

Name: \_\_\_\_\_

Date: 07/09/2020



# Release of Information (ROI)

- If the client does not consent, you should set the ROI permission to No and mark the record “Private”.
- We always want to encourage the client to consent when possible. This increase coordination of care.

The screenshot displays a web application interface for managing Release of Information (ROI) permissions. At the top, there is a navigation bar with 'SEARCH' and 'CASELOAD' options. The main content area is titled 'RELEASE OF INFORMATION' and features a 'Permission' dropdown menu currently set to 'No'. Below this, there are sections for 'Household Members' and 'Active Programs', each with a 'Client Privacy' label. A 'PRIVACY' modal window is open, showing 'Client Privacy' options: 'Public' and 'Private'. The 'Private' option is selected and highlighted with a red box. At the bottom of the modal, there are 'SAVE CHANGES' and 'CANCEL' buttons. The Bitfocus logo is visible in the bottom left corner.

# Managing Households

- If the client is part of a family but is moving forward individually, you will need to remove the client from the household

SEARCH CASELOAD

Household Members

Manage

Springtime Flowerchild Daughter

Active Programs

1

Household Members

Spring Flowers Mother ★

Springtime Flowerchild Daughter

Your recent client searches accessed:

2

EDIT GLOBAL HOUSEHOLD

Member Type Daughter

Head of Household Spring Flowers

Joined Household 06/17/2019

Exited Household

Enter Date

SAVE

3

# Update the Location Tab

The screenshot displays the Bitfocus application interface. At the top, a navigation bar includes links for PROFILE, HISTORY, SERVICES, PROGRAMS, ASSESSMENTS, NOTES, FILES, CONTACT, and LOCATION. The LOCATION tab is highlighted with a red box. Below the navigation bar, the main content area is titled 'CLIENT LOCATION' and features an 'ADD ADDRESS' button with a plus sign and a location pin icon, also highlighted with a red box. A map is visible on the left side of the main content area. On the right side, a modal window titled 'ADD CLIENT LOCATION' is open, containing a form with the following fields:

- Address Type: Home (dropdown menu)
- Name: (text input field)
- Address (line 1): (text input field)
- Address (line 2): (text input field)
- City: (text input field)
- State: Alabama (dropdown menu)
- Zip Code: (text input field)
- Location Date: (calendar icon)
- Active Location: (toggle switch, currently turned on)
- Private: (toggle switch, currently turned off)
- Note: (text area with formatting icons: Bold, Italic, Bulleted List, Numbered List)

- Location can be added manually or by using the GPS icon
- The active toggle should be turned on to indicate the client's current location

# Update Contact Information


PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES **CONTACT** LOCATION REFERRALS

CLIENT CONTACTS

ADD CONTACT 

- More than one contact can be added per client

### ADD CONTACT

Contact Type Client 


Email

Phone (#1)





Phone (#2)

Active Contact

Private

Contact Date  

Note 

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# Part II- New CE Workflow



# CE Enrollment






# Coordinated Entry Enrollment

- All clients who are eligible for CE should be enrolled into a CE program
  - HUD requirement
- Enrollments are completed to show that clients are actively being engaged in CE
- Eliminates duplication of staff efforts and burden on the client
  - Information cascades forward to other fields/screens in ONE

# Coordinated Entry Enrollment


PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION

## PROGRAM HISTORY

Program Name	Start Date	End Date	Type
 <b>Emergency Shelter w/ Reservations</b> Emergency Shelter: Entry/Exit Date Adam Test Agency ⓘ	06/08/2020	<b>Active</b>	Individual
<b>Marin FEMA NCS Program</b> Marin County Training Agency ⓘ	05/14/2020	<b>Active</b>	Individual

## PROGRAMS: AVAILABLE

Blue Family Shelter

Coordinated Entry Program (Marin) 

### Coordinated Entry Program (Marin)

#### PROGRAM DESCRIPTION:

This is Coordinated Entry Self-Assessment Training program for practice with VI-SPDATs, Community Queue and Outcome Reporting.

#### Active Clients



■ 0% Families  
■ 100% Individuals



#### Funding Source

HUD-ESG - Street Outreach

#### Availability

Full Availability

#### Service Categories:

✓ Transportation

✓ RHY Service

✓ Coordinated Entry Event

DOC REQUIREMENTS

ENROLL



# Coordinated Entry Enrollment

Enroll Program for client Freddy Fox

Program Entry Date 08/27/2019

DISABLING CONDITIONS AND BARRIERS

Disabling Condition Select

Physical Disability Select

Developmental Disability Select

Chronic Health Condition Select

HIV - AIDS Select

Mental Health Problem Select

Substance Abuse Problem Select

Victim of Domestic Violence Select

CASH INCOME FOR INDIVIDUAL

Income from Any Source Select

NON-CASH BENEFITS

Receiving Non-Cash Benefits Select

HEALTH INSURANCE

Covered by Health Insurance Select

**SAVE & CLOSE** **CANCEL**

[Audit Log](#)

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**If any of the fields auto-populated from a previous enrollment, please confirm the information is still up to date.**

**Complete all fields when possible. Try to avoid selecting "Data not collected" when possible.**

# Current Living Situation



# Current Living Situation (CLS)

- **\*NEW\*** Required as part of the 2020 HUD Data Standards
- Used to regularly document the following:
  - The current living situation of people experiencing homelessness
  - Homeless chronicity
- When entered by shelter staff or outreach staff, it can be used as a homeless verification.

# Current Living Situation

For Coordinated Entry, record a CLS anytime any of the following occurs:

1. Project Start (enrollment into CE program)
2. A CE Assessment or CE Event is recorded; or
3. The client's living situation changes

# Current Living Situation Assessment

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION

⚠ Release of Information is Missing or Permission Not Provided. Please review to ensure compliance (Click here)

PROGRAM HISTORY

Program Name

**Coordinated Entry Program**  
Coordinated Entry  
Marin County Coordinated Entry Agency

PROGRAMS: AVAILABLE

PROGRAM: ECS: BAYVIEW ACCESS POINT

Enrollment History Provide Services **Assessments** Notes Files Forms × Exit

Assessments LINK FROM ASSESSMENTS

Current Living Situation START

ADD PROGRAM ASSESSMENT ×


Pita Pocket  Grandchild

ADD CURRENT LIVING SITUATION

# Current Living Situation Assessment

Add Current Living Situation for client Pita Pocket

**Additional questions may  
populate based on the client's  
responses**

Date of Contact	10/14/2019 
Current Living Situation	Hospital or other residential non-psychiatric medical facility <input type="text"/>
Living Situation Verified By	ECS: Bayview Access Point <input type="text"/>
Is client going to have to leave their current living situation within 14 days?	Yes <input type="text"/>
Has a subsequent residence been identified?	Select <input type="text"/>
Does individual or family have resources or support networks to obtain other permanent housing?	Select <input type="text"/>
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	Select <input type="text"/>
Has the client moved 2 or more times in the last 60 days?	Select <input type="text"/>
Location Details	<input type="text"/>



# CE Assessment



# CE Assessment

- Evaluates a client's possible health vulnerability, housing barriers, and homelessness chronicity
- Determines prioritization for housing resources
- Does NOT guarantee eligibility for a housing resource

# CE Assessment

- Prior to completing an assessment, **check the client's History or profile screen** to see if they have already completed an assessment
- If the client has been exited from CE, you need to re-enroll them prior to completing the assessment

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES CONTACT LOCATION

HISTORY

Advanced Search Options View ▾

Service Name	Start Date	End Date	
Emergency Shelter w/ Reservations Adam Test Agency ⓘ	06/08/2020	Active	🔗
VI-SPDAT Prescreen for Single Adults [V2] Mary Test-10 Agency ⓘ		06/02/2020	
Marie-FEMA NCS Program			

# CE Assessment

PROFILE HISTORY SERVICES **PROGRAMS** ~~ASSESSMENTS~~ NOTES FILES CONTACT LOCATION

## PROGRAM HISTORY

Program Name

Start Date



Coordinated Entry Program

Coordinated Entry

Marin County Coordinated Entry Agency ⓘ

07/06/2020

Enrollment History Provide Services **Assessments** Notes Files ✕ Exit

## Assessments

LINK FROM ASSESSMENTS

VI-F-SPDAT Prescreen for Families [Marin]

START

VI-SPDAT Prescreen for Single Adults [Marin]

START

VI-Y-SPDAT Prescreen for Transition Age Youth [Marin]

START

[Revised] VI-F-SPDAT Prescreen for Families [Marin]

START

[Revised] VI-SPDAT Prescreen for Single Adults [Marin]

START

[Revised] VI-Y-SPDAT Prescreen for Transition Age Youth [Marin]

START

\*The assessment has not changed, it is just located in a new place



# CE Assessment

- **\*NEW\*** There are two new HUD 2020 Data Standards fields that will be on the CE Assessment
  - Location- *this was updated to match the HUD standards*
  - Assessment Type

Assessment Location	Select	▼
Assessment Type	Select	▼
Interviewer Name		

Assessment Type	<ul style="list-style-type: none"><li>✓ Select</li><li>Phone</li><li>Virtual</li><li>In person</li></ul>	▼
Interviewer Name		

# CE Assessment

## ADULT PRIMARY CE ASSESSMENT

Assessment Date

08/28/2019



**Complete the fields of the assessment being as thorough as possible (try to avoid using data not collected)**

## ADULT HOUSING ASSESSMENT

- |   |        |   |
|---|--------|---|
| 1) Where did you stay last night? (Living situation, not geography)   | Select | ▼ |
| 2) In the place you are staying, are you experiencing physical or sexual violence?  | Select |   |
| 3) How long have you been homeless this time?   | Select |   |
| 4) Have you resided in a shelter, safe haven, or place not meant for human habitation for more than 12 months over the last 3 years (Does not need to be consecutive)?  | Select |   |
| 5) How long in total have you lived in an emergency shelter or place not meant for people to sleep, including today? (Over lifetime)  | Select |   |
| 6) How many times in the past three years have you lived in a shelter, outdoors, in a vehicle, or other place not meant for people to live? (each break in homelessness has to span at least 7 consecutive nights)  | Select |   |
| 7) How old were you when you first experienced homelessness (living in shelter, outdoors, in a vehicle or other place not mean for people to live)?   | Select |   |
| 8) Do you have one of the following disabling conditions, or been told you have one of the following by a healthcare provider: Physical disability, developmental disability, chronic health condition, HIV/AIDS, mental health problem, substance abuse? | Select | ▼ |
| 9) Do you have any challenges that cause you to need help with daily activities or help with maintaining housing (e.g. a serious medical condition, mental health problem, substance problem, other issue)?   | Select | ▼ |
| 10) How many times have you used crisis services in the past year (for example, mental health crisis services, hospital, detox, suicide prevention hotline)?  | Select | ▼ |

THE REMAINING FIELDS ARE USED FOR STATISTICAL PURPOSES (NO INPUT NECESSARY)

SAVE

CANCEL

# Referral to the Community Queue

## Family Shelter ONLY

- Families in need of shelter will be referred to the Family Housing Queue at the time of assessment

## Permanent Housing/RRH

- Clients will be referred to the Active List during case conferencing

Enrollment History Provide Services **Assessments** Goals Notes Files Chart Forms ✕ Exit

PROGRAM ELIGIBILITY DETERMINATION

Marin Score Summary	
HISTORY OF HOUSING & HOMELESSNESS	0
RISKS	0
<b>Marin PRE-SCREEN TOTAL 0</b>	

Active Queue

Family Shelter Queue

**REFER DIRECTLY TO COMMUNITY QUEUES** ←

# Referral to the Community Queue

REFERRAL: ADD TO CQ

Send to Queues	Family Shelter Queue
Referred Program	Community Queue
Referred to Agency	Community Queue
Referring Agency	Marin County Training Agency
Private	<input type="checkbox"/>

**B** **I** **≡** **⋮**

**Notes are optional**

**SEND REFERRAL** **CANCEL**



# Referral to the Community Queue

Clients may be removed from the queue if they self-resolve, pass away or referred by mistake

The screenshot displays a web application interface with a top navigation bar containing the following items: PROFILE, HISTORY, SERVICES, PROGRAMS, ASSESSMENTS, NOTES, FILES, CONTACT, and LOCATION. The 'HISTORY' tab is active.

Below the navigation bar, there is a section titled 'Advanced Search Options' with a 'View' dropdown menu. A table of history items is visible, with the first row highlighted in light blue and enclosed in a red box. The row contains the following text:

Service Name	Start Date	End Date
Referral: Family Shelter Queue Main County Training Agency referral to Community Queue ⓘ		
VI-F-SPDAT Prescreen for Families [Marin]		

Overlaid on the right side of the screen is a 'REMOVE FROM QUEUE' dialog box. It contains the following fields and options:

- Reason for Removal:** A dropdown menu with the following options: -- Select Reason --, Self Resolved, Refused All Housing, Whereabouts Unknown, Deceased, Reassessed, Automated Removal, and Other.
- Queue Removal Date:** A text input field.

At the bottom of the dialog box, there are two buttons: 'CHANGES' and 'CANCEL'.

# CE Events and Services



# CE Event Services

- **\*NEW\*** Required as part of the 2020 HUD Data Standards
- Services set up under the CE agency/program are categorized as CE Events
- **\*Remember\*** Every time a CE event is recorded, you must enter a Current Living Situation

# CE Event Services

- “Referral to Housing Needs Assessment” service
  - Recorded every time you enter a CE Assessment

PROGRAM: COORDINATED ENTRY PROGRAM (MARIN)

Enrollment History **Provide Services** Assessments Goals Notes Files Chart Forms × Exit

### Services

Briefing to Client	Coordinated Entry Event ▼
Coordination with Case Manager	Coordinated Entry Event ▼
Document Ready	Coordinated Entry Event ▼
Housing Search	Coordinated Entry Event ▼
Landlord Engagement	Coordinated Entry Event ▼
Referral to Coordinated Entry Housing Needs Assessment	Coordinated Entry Event ▼

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# CE Event Services



- Select the appropriate referral source

Referral to Coordinated Entry Housing Needs Assessment Coordinated Entry Event ^



Referral Source: 473- Home v

Referral Source: Community Referral v

Referral Source: Self- Referral ^

Start Date: 07/06/2020  End Date: 07/06/2020 

Service Note

**B** *I*  

**SUBMIT**

# Uploading Documents



# Uploading Documents

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES **FILES** CONTACT LOCATION REFERRALS

CLIENT FILES ADD FILE +

There are no results to display

### UPLOAD A FILE

**Category** Background Check

**Predefined Name** Credit, Criminal, and/or Eviction-T

**File**

[Trouble attaching files? Switch to the Basic Uploader](#)

**Private**

**Click Save**

Select a category and a predefined name from the drop downs.

Click Select file and then chose the file from your computer you need to upload.

# Exits





# Exits

- Assessor and Matchmaker staff are responsible for exiting clients from the CE program
- Client should be exited from CE for the following reason:
  - The client has entered a permanent residential project type or is otherwise known to have found permanent housing
    - A client is automatically exited from CE when a client has a move-in date recorded or destination for a permanent housing destination
  - The client is known to have left the CoC to pursue other assistance
  - The client is deceased
  - Client has declined all services

# Auto-Exits from CE when Housed

Auto-exits from CE happen when a client has a move-in date recorded or destination for a permanent housing destination

## Example 1:

The client is referred to Fireside. The client is enrolled in the program with a move-in date of 7/30/20.

Auto-Exit from CE= YES

## Example 2:

The client informs their case manager they are going to live with their aunt in Oregon.

The client needs to be manualled exited from CE.

Auto-Exit=NO



# Exits

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION

## PROGRAM HISTORY

Program Name

Start Date

End Date

Type

  Coordinated Entry Program (Marin)

Coordinated Entry

07/06/2020

Active

Individual

Marin County Training Agency ⓘ

Emergency Shelter w/ Reservations

Enrollment History Provide Services Assessments Notes Files Forms

✕ Exit

### Program Service History

LINK FROM HISTORY

Service Name

Start Date

End Date

Problem Solving :Initiated Problem Solving Conversation  
[TRAINING] San Francisco Adult Coordinated Entry Agency

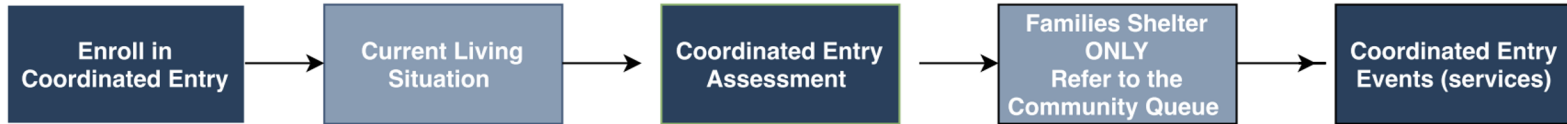
10/15/2019 10/15/2019

Reservation  Service  Referral



# Recap of CE Data Standards Elements

1. Enrollment
2. Current Living Situation
3. CE Assessment (VI-SPDAT)
4. Referral to queue (Family Shelter only)
5. CE Event Services



# Remember...

A Current Living Situation must be recorded when you:

- Enroll the client
- Enter a VI-SPDAT
- Enter a Referral: Housing Needs Assessment Service

# Referral Statistics Report

- [RFRL-101] Referral Statistics (Community and Referral Reports)
  - Who's been referred
  - Inbound vs. outbound
  - Number of referrals received by an agency
  - Status of referrals

# Referral Statistics Report


Referral Statistics		Sarah Smith Housing Services	
Dates Between:		05/01/2018 and 12/27/2018	
Referral Direction:		Outbound	
Number of Agency referrals received			3
<b>Pending Referrals</b>			
Number of pending referrals			1
Oldest pending referral in days			83
Newest pending referral in days			83
Average pending referral in days			83
<b>Pending - In Process Referrals</b>			
Number of pending referrals			0
Oldest pending referral in days			0
Newest pending referral in days			0
Average pending referral in days			0
<b>Completed Referrals</b>			
Number of referrals resulting in Program enrollment			1
Longest time to connect referral in days			53
Shortest time to connect referral in days			53
Average time to connect referral in days			53
<b>Denied Referrals</b>			
Number of denied referrals			1
Longest time to deny a referral in days			28
Shortest time to deny a referral in days			28
Average time to deny a referral in days			28
<b>Breakdown Of Most Common Denied Referral Reasons</b>			
Client refused services			1

**Breakdown Of Referred Programs**

**NOTE:** P - Pending; P/I - Pending - In process; A - Accepted; D - Denied.

PH - Permanent Supportive Housing (disability required)						
Agency Name	Program Name	P	P/I	A	D	
Sarah Smith Housing Services	Test PSH Program	1	0	0	0	
Sarah Smith Housing Services	Youth Hope Housing	0	0	0	1	
PH - Rapid Re-Housing						
Agency Name	Program Name	P	P/I	A	D	
Housing Test Agency	Rapid Rehousing	0	0	1	0	

Thu Dec 27 06:35:56 AM 2018

Powered By  CLARITY HUMAN SERVICES <sup>1/1</sup>



# Program Roster

- [GNRL-106] Program Roster (Program Based Report)
  - Who's stayed in the program
  - Lists program stay information for clients with the selected status in the selected program



# Program Roster

## Program Roster Report

**Sarah Smith Housing Services**  
Active within [08/01/2018 - 12/27/2018]

Housing Move-in: Undefined = Unknown HoH or Move-in is Null,  = Non PH Project

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	Assess-ments	Services	Assigned Staff
<b>Program: Youth Hope Housing</b>											
Test, Visibility	00948F75C	01/01/1998	20	20	12/18/2018	-	10	undefined	0	0	S. Dougherty

**Total: 1**

Program Name	Project Type	Project Applicability
Youth Hope Housing	PH - Permanent Supportive Housing (disability required)	Permanent Housing for Disabled Homeless Persons [SHP-PH]

Thu Dec 27 06:53:00 AM 2018

1 / 1  
Powered By  CLARITY  
HUMAN SERVICES



# Reports

***New and updated Coordinated Entry report  
coming soon!!!!***



# Resources

## Bitfocus Help Desk

[marin@bitfocus.com](mailto:marin@bitfocus.com) or (415) 429-4211

## Marin Help Center Web Page

<https://marin.clarityhs.help/hc/en-us>

## Coordinated Entry Training Materials

<https://marin.clarityhs.help/hc/en-us/articles/360052218714>

## The Help Desk Widget

