

Completing a Housing Stabilization Enrollment & Services

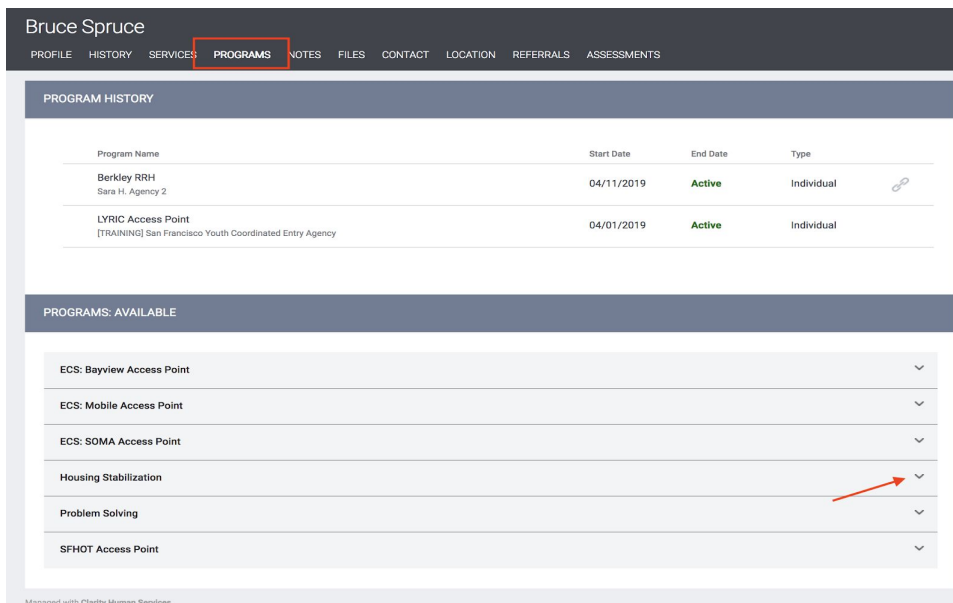
This document outlines how to complete the Housing Stabilization Program enrollment and service encounters.

Completing the Housing Stabilization Enrollment

Step 1: Clients are enrolled in Housing Stabilization Services once housed in Permanent Supportive Housing through Coordinated Entry (CE). The CE Exit should be completed prior to enrolling a client into the Housing Stabilization program.

**For instructions on how to complete the CE exit in ONE, click [here](#).*

Step 2: Open the applicable client record. Scroll down to the “Available Programs” section. Click the “Programs” tab. Click the drop down arrow next the the Housing Stabilization Program.



Bruce Spruce

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

PROGRAM HISTORY

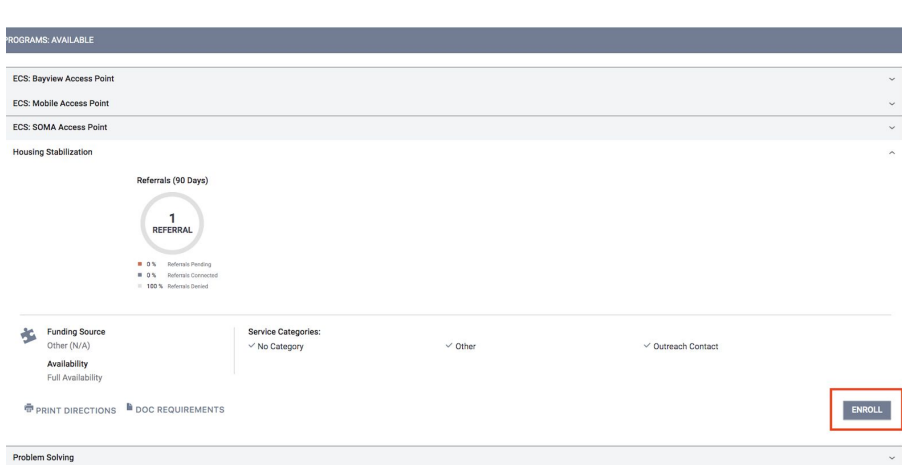
Program Name	Start Date	End Date	Type
Berkley RRH Sara H. Agency 2	04/11/2019	Active	Individual
LYRIC Access Point [TRAINING] San Francisco Youth Coordinated Entry Agency	04/01/2019	Active	Individual

PROGRAMS: AVAILABLE

- ECS: Bayview Access Point
- ECS: Mobile Access Point
- ECS: SOMA Access Point
- Housing Stabilization
- Problem Solving
- SFHOT Access Point

Managed with Clarity Human Services

Step 3: Click “Enroll”.



PROGRAMS: AVAILABLE

- ECS: Bayview Access Point
- ECS: Mobile Access Point
- ECS: SOMA Access Point
- Housing Stabilization
 - Referrals (90 Days)
 - 1 REFERRAL
 - 0% Referrals Pending
 - 0% Referrals Connected
 - 100% Referrals Denied

Funding Source: Other (N/A)
Availability: Full Availability

Service Categories:

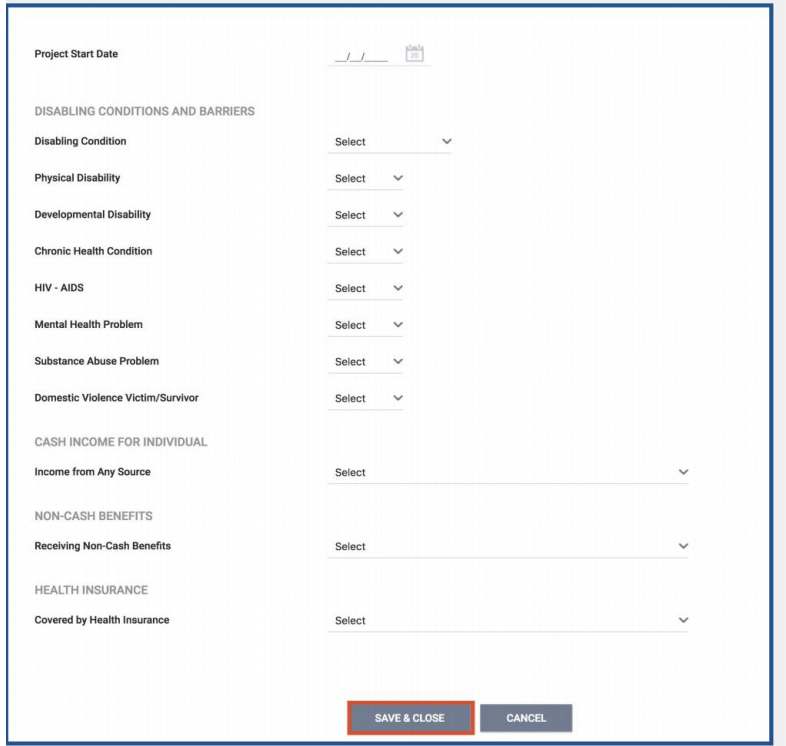
- ✓ No Category
- Other
- Outreach Contact

PRINT DIRECTIONS DOC REQUIREMENTS **ENROLL**

Problem Solving

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Step 4: Complete all fields in the enrollment form. Try to avoid using “Data Not Collected, Client Refused or Client Didn’t Know” when possible. Once all the fields are completed, click “Save and Close”.



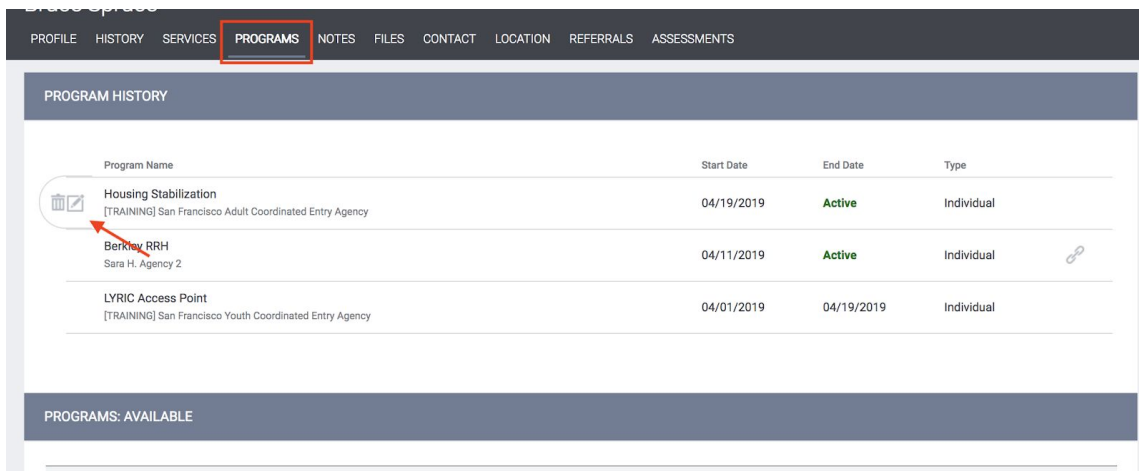
The screenshot shows a form with the following sections and fields:

- Project Start Date:** A date picker field.
- DISABLING CONDITIONS AND BARRIERS:** A group of dropdown menus.
 - Disabling Condition: Select
 - Physical Disability: Select
 - Developmental Disability: Select
 - Chronic Health Condition: Select
 - HIV - AIDS: Select
 - Mental Health Problem: Select
 - Substance Abuse Problem: Select
 - Domestic Violence Victim/Survivor: 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


At the bottom of the form, there are two buttons: **SAVE & CLOSE** (highlighted with a red box) and **CANCEL**.

Entering Housing Stabilization Services

Step 1: Click the “Programs” tab. Open the program enrollment but clicking the edit button to the left of the enrollment.



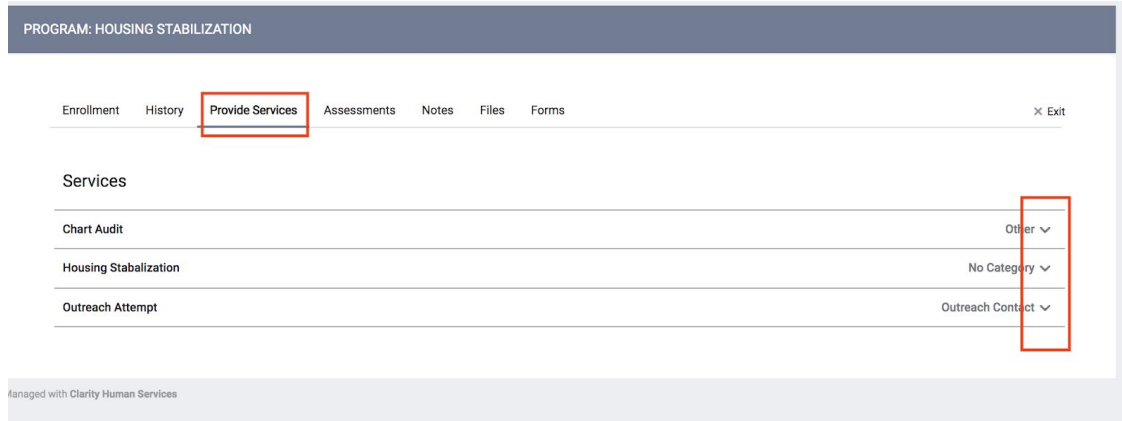
The screenshot shows the 'PROGRAMS' tab selected in a navigation menu. Below the menu is a 'PROGRAM HISTORY' section with a table of program enrollments. A red arrow points to the edit icon (a square with a pencil) next to the first row.

Program Name	Start Date	End Date	Type
Housing Stabilization [TRAINING] San Francisco Adult Coordinated Entry Agency	04/19/2019	Active	Individual
Berkeley RRH Sara H. Agency 2	04/11/2019	Active	Individual 
LYRIC Access Point [TRAINING] San Francisco Youth Coordinated Entry Agency	04/01/2019	04/19/2019	Individual

Below the table, there is a section labeled 'PROGRAMS: AVAILABLE'.

Step 2: Click the “Provide Services” tab. Select the drop down next to the service you provided.

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PROGRAM: HOUSING STABILIZATION

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

Services

Chart Audit	Other ▾
Housing Stabalization	No Category ▾
Outreach Attempt	Outreach Contact ▾

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Step 3: A list of service items will appear. Select the drop down next to the service item that is most applicable.

Step 4: Enter the date of the services and a note including details of the service provided. Click “Submit”.

Services

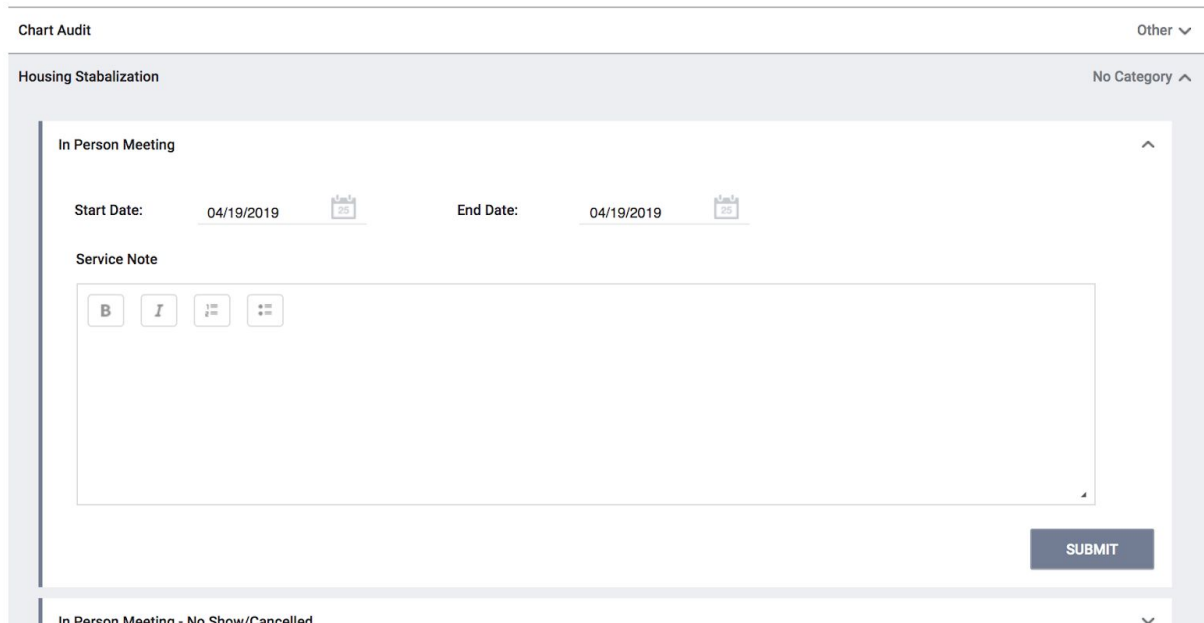


Chart Audit Other ▾

Housing Stabalization No Category ^

In Person Meeting ^

Start Date: 04/19/2019 📅 End Date: 04/19/2019 📅

Service Note

B **I**

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SUBMIT

In Person Meeting - No Show/Cancelled ▾