RRH: Quick Guide

- Onesf.clarityhs.com
- Log in
- **DO NOT** share username and password

Bitfocus

- Need Help? Get Support at onesf@bitfocus.com or
- +1 (415) 429-4211
- Access training materials online: <u>ONESF Handouts</u>

1. Accept Referral	2. Enroll in Program	3. Complete Enrollment Screen
Select the referrals tab to view a list of referrals (1). Janel Fletcher, [TRAINING] Always Awesome Agency -) SEARCH = CASELOAD REFERRALS 1 La: Select the pending tab (2) and select edit next to the (3) client to change the referral status review the How to Accept a Referral document for details.	Select Programs tab Enroll client into the appropriate program JII Test III PROFILE HISTORY SERVICE PROGRAM ASSESSMENTS NOTES FILES LOCATION REFERALS PROGRAM HISTORY Program Name Start Date End Date Type ESG HP Program (TRAINING) ESG Agency 08/14/2018 Active Group PROGRAMS: AVAILABLE Excellent Program	Project Start Date Enroll Program for client Jill Test Project Start Date Bis the Client an Adult or Head of Household? Yes (Automatically Generated Response) Is the Program Type a Permanent Housing Proget Start Date Using Situation Type of Residence Length of Stary In Prior Living Situation One night or Less Approximate Date Homelessness Started OB01/2018 Total number of ines on the streets, in ES, or Safe Number of times on the streets, in ES, or Safe Total number of months homeless on the streets, in ES, or Safe Total number of months homeless on the streets, in ES, or Safe Disabiling Conditions and Barriers
Search Mor Eligible Clients Only Sor	Courboyun ^ ^	Disabiling Condition Yes V Physical Disability Yes V Developmental Disability No V Chronic Health Condition No V
Client Referral Date Raz Berry Program: Excellent Program 01/28/2018 Program: Excellent Program 01/28/2018 Cherry Pit Program: Excellent Program 01/28/2018 Jill Test Jill Test 05/21/2018 Referred by: [TRAINING] Bayview Access Point 05/21/2018	Notes trust March Corpore Auklishy > Use Auklishy > Use Incommunication > Use	HIV - AIDS No ~ Mental Health Problem No ~ Substance Abuse Problem No ~

4. Update Housing Move-in Date	5. Complete Annual Assessment	7. Program Exit
Go to the client's profile and click on Programs (1) Next, open the program enrollment (2)	Annual Assessments must be completed within +/- 30 days of the client's start date Go to the client's profile and click on Programs (1)	The Project Exit Date is the last date on which services or residence is provided to the household Go to the client's profile and click on Programs (1)
JIII TEST 1 profile history services programs assessments notes fil program history	Next, open the program enrollment (2) Jill Test 1 PROFILE HISTORY PROGRAMS ASSESSMENTS PROGRAM HISTORY	Next, open the program enrollment (2) Jill Test 1 PROFILE HISTORY PROGRAM HISTORY PROGRAM HISTORY
Program Name ESG HP Program [TRAINING] ESG Agency 2 Great Program [TRAINING] Always Awesome Agency	Program Name ESG HP Program (TRAINING) ESG Agency 2 Great Program (TRAINING) Always Awesome Agency	Program Name ESG HP Program [TRAINING] ESG Agency 2 Great Program [TRAINING] Always Awesome Agency
Update the Housing Move-in date on the enrollment screen to the date the client moved into housing	The client's project start date appears on the right of the screen	Next, click Exit Jill Test III Story Services programs assessments notes files location referrals of search = case
Enrollment History Assessments Goals Forms	384 ACTIVE PROGRAM Program Type: Individual Program Start Date: 08/01/2017	PROGRAM: GREAT PROGRAM Enrollment History Provide Services Assessments Goals Notes Files Forms × Exit
Enroll Program for client Jill Test	Click on the Assessment tab and click Start	Complete the Exit screen and save End Program for client Jill Test
Project Start Date 11/16/2018 Is the Client an Adult or Head of Yes (Automatically Generated Response) Is the Program Type a Permanent Yes (Automatically Generated Response) Is the Program Type? Yes (Automatically Generated Response) COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERM	PROGRAM: GREAT PROGRAM Enrollment History Provide Services Assessments Goals Notes Files Forms × Ext Assessments LINK FROM ASSESSMENTS Status Update Assessment Status	Project Exit Date /_/
Housing Move-In Date 12/04/2018	Annual Assessment START	