

# RRH: Quick Guide

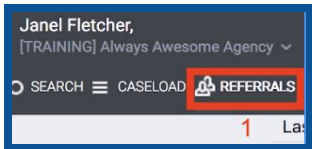


- [Onesf.clarityhs.com](https://onesf.clarityhs.com)
- Log in
- **DO NOT** share username and password

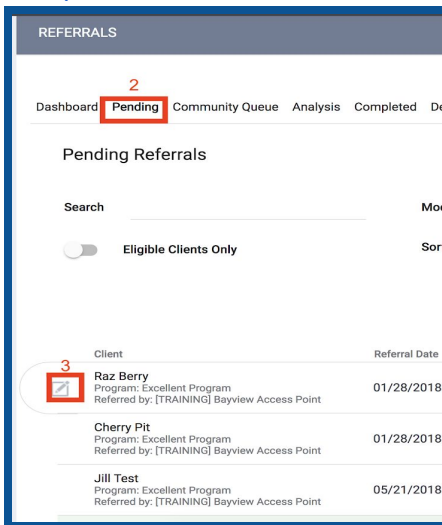
- Need Help? Get Support at [onesf@bitfocus.com](mailto:onesf@bitfocus.com) or
- +1 (415) 429-4211
- Access training materials online: [ONESF Handouts](#)

## 1. Accept Referral

Select the referrals tab to view a list of referrals (1).

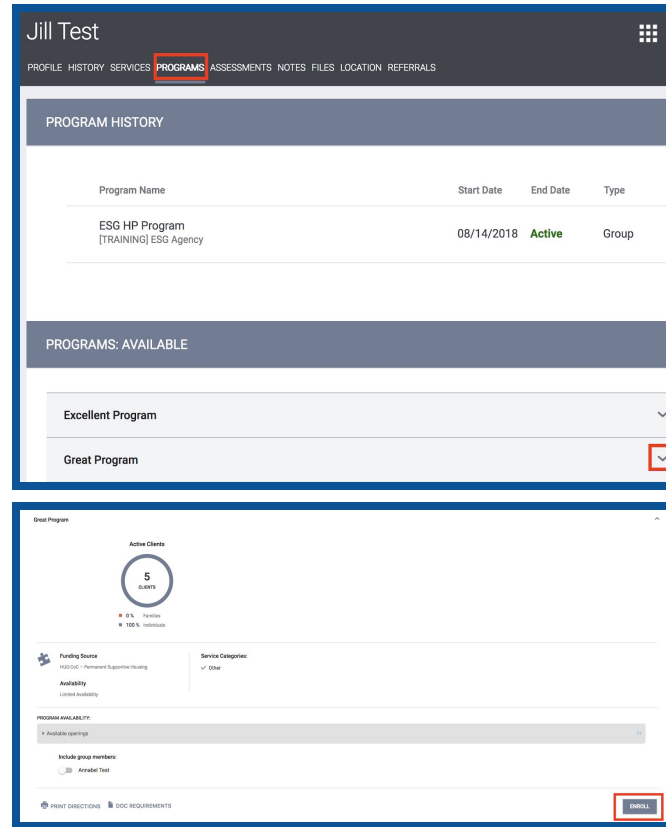


Select the pending tab (2) and select edit next to the (3) client to change the referral status-- review the [How to Accept a Referral](#) document for details.



## 2. Enroll in Program

Select Programs tab  
Enroll client into the appropriate program



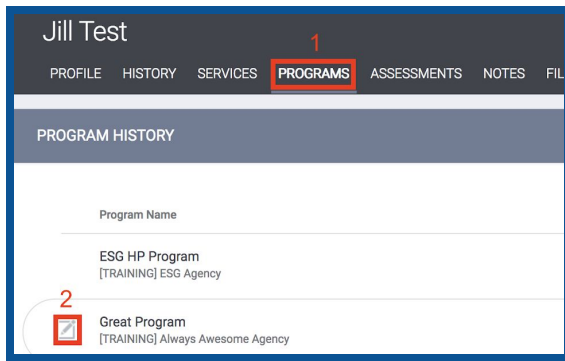
## 3. Complete Enrollment Screen

### Project Start Date

The date the client was admitted into the project

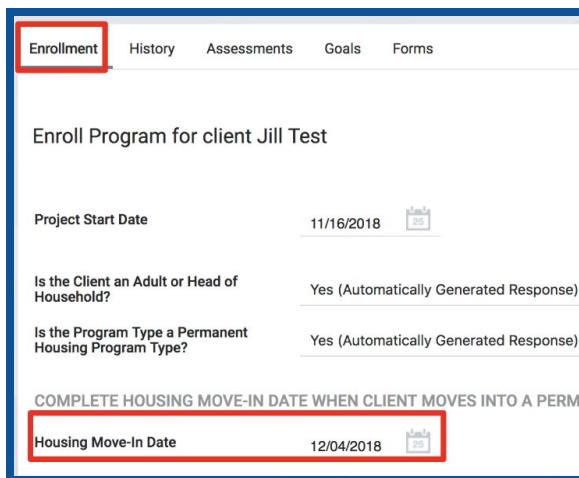
## 4. Update Housing Move-in Date

Go to the client's profile and click on Programs (1)  
Next, open the program enrollment (2)



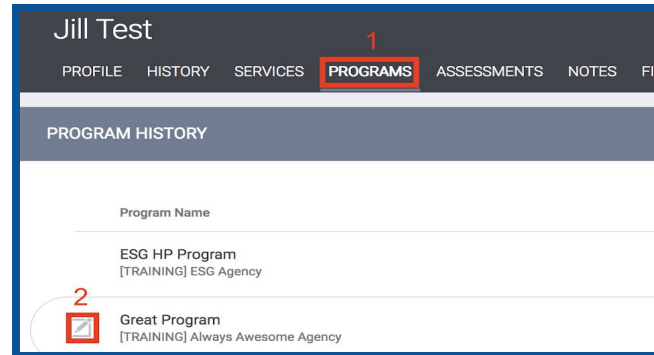
### Housing Move-in Date

Update the Housing Move-in date on the enrollment screen to the date the client moved into housing

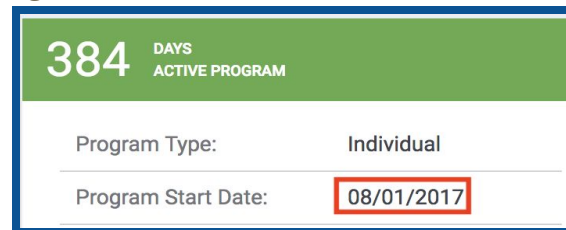


## 5. Complete Annual Assessment

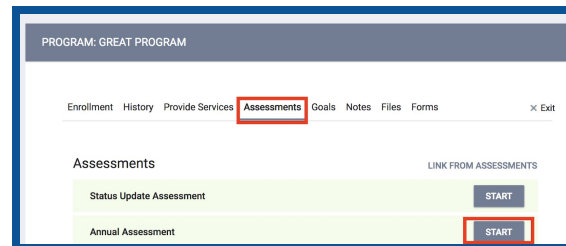
Annual Assessments must be completed within +/- 30 days of the client's start date  
Go to the client's profile and click on Programs (1)  
Next, open the program enrollment (2)



The client's project start date appears on the right of the screen

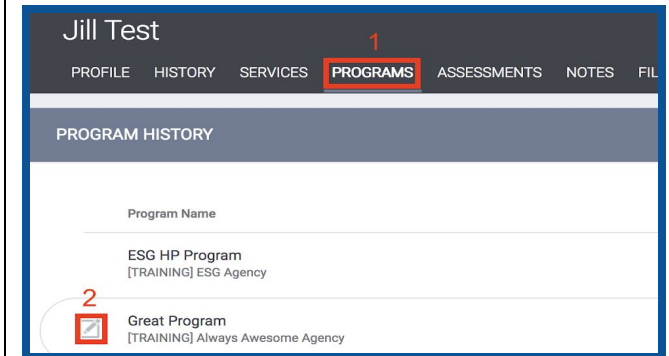


Click on the Assessment tab and click Start

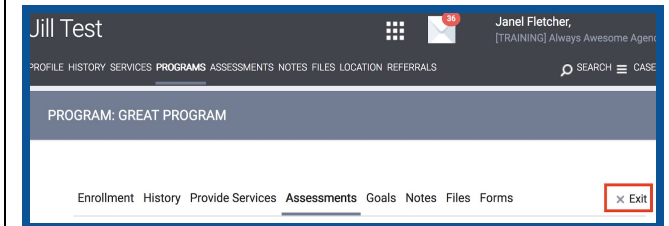


## 7. Program Exit

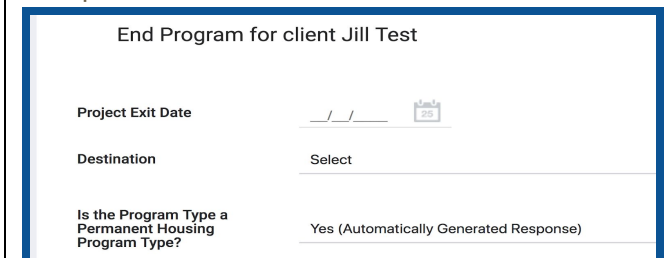
The Project Exit Date is the last date on which services or residence is provided to the household  
Go to the client's profile and click on Programs (1)  
Next, open the program enrollment (2)



Next, click Exit



Complete the Exit screen and save



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