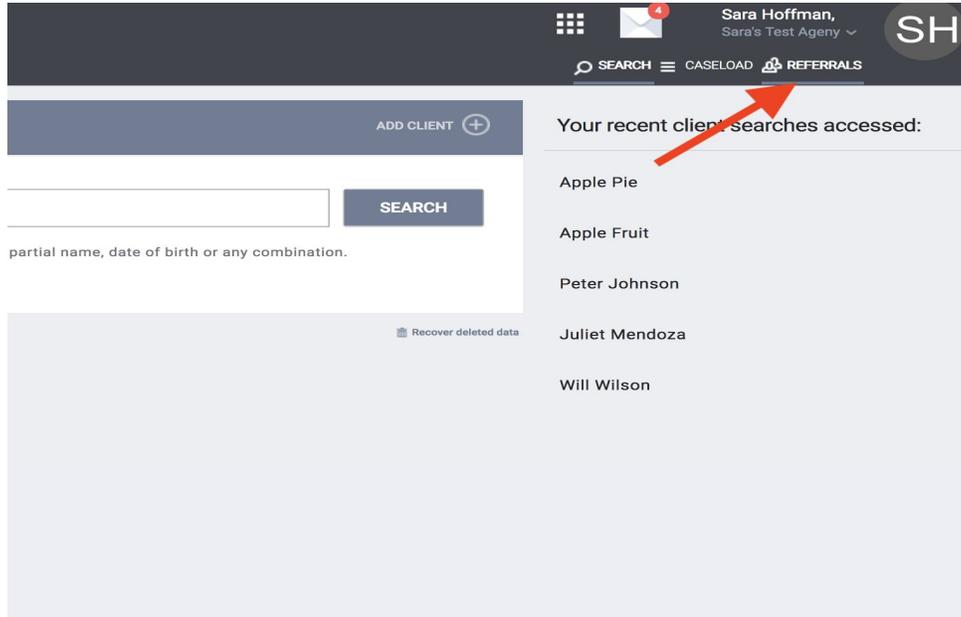


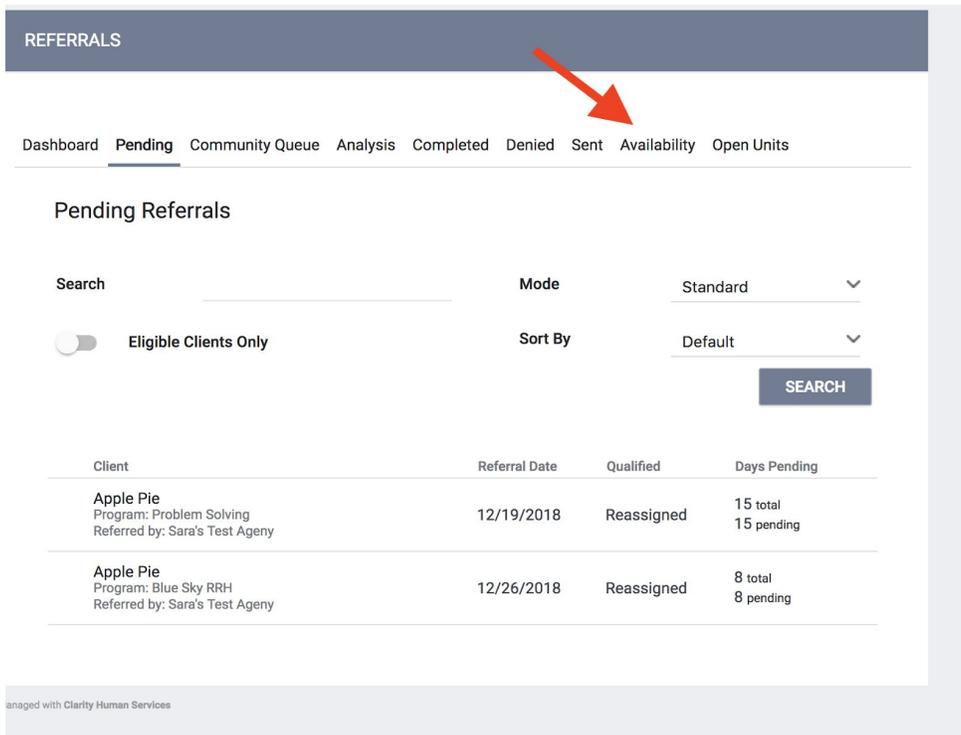
How to Post an Open Unit

1) Click the “Referral Tab” in the top right corner under the agency name.



The screenshot shows the Bitfocus dashboard interface. In the top right corner, the user's name "Sara Hoffman, Sara's Test Agency" is displayed next to a profile icon "SH". Below the name, there are navigation tabs: "SEARCH", "CASELOAD", and "REFERRALS". A red arrow points to the "REFERRALS" tab, which is currently selected. On the left side, there is a search bar with a "SEARCH" button and a placeholder text "partial name, date of birth or any combination." Below the search bar, there is a "Recover deleted data" link. On the right side, there is a section titled "Your recent client searches accessed:" with a list of search results: "Apple Pie", "Apple Fruit", "Peter Johnson", "Juliet Mendoza", and "Will Wilson".

2) Click “Availability”.



The screenshot shows the Bitfocus Referrals page. At the top, there is a dark blue header with the word "REFERRALS" in white. Below the header, there is a navigation bar with tabs: "Dashboard", "Pending", "Community Queue", "Analysis", "Completed", "Denied", "Sent", "Availability", and "Open Units". A red arrow points to the "Availability" tab, which is currently selected. Below the navigation bar, there is a section titled "Pending Referrals". This section contains a search bar, a "Mode" dropdown menu set to "Standard", a "Sort By" dropdown menu set to "Default", and a "SEARCH" button. Below the search bar, there is a toggle switch labeled "Eligible Clients Only" which is currently turned off. Below the search bar and filters, there is a table with the following data:

Client	Referral Date	Qualified	Days Pending
Apple Pie Program: Problem Solving Referred by: Sara's Test Agency	12/19/2018	Reassigned	15 total 15 pending
Apple Pie Program: Blue Sky RRH Referred by: Sara's Test Agency	12/26/2018	Reassigned	8 total 8 pending

At the bottom left of the page, there is a small text: "Managed with Clarity Human Services".

How to Post an Open Unit

3) Find the applicable housing program and make sure the program is set to limited availability.
Note: If it is set to full or no availability, you will not be able to post opening.

Dashboard Pending Community Queue Analysis Completed Denied Sent Availability Open Units

Program Availability

Blue Sky RRH	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Cloudy Case Management	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	
Problem Solving	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	
Sunny Days Housing	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Sunshine Housing Program	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	

4) Click the drop down next to the correct housing program and select “Add a Single Opening”.

Program Availability

Blue Sky RRH	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Cloudy Case Management	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	
Problem Solving	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	
Sunny Days Housing	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	^

There are no available openings
There are no reserved openings

2   ADD SINGLE OPENING  ADD MULTIPLE OPENINGS

1 

How to Post an Open Unit

5) Fill in the fields to provide specific information about that unit. Click “Save Changes”. Please use the notes box to add any additional information (i.e. the unit has strobe lighting for sight impaired clients).

ADD AN OPENING ✕

Date / / 📅

Additional Notes

Unit Number 📅

Unit Size (# of bedrooms)

Minimum Household Size (min. # of ppl)

Maximum Household Size (max. # of ppl)

What floor is the unit on?

Does the building have an elevator?

Does the building have stairs?

Special Population: Veteran

Special Population: Adult

Special Population: Family

Access Point Staff required for Filling Opening

ADA Unit

Chron A

HDAP

MHSA

SAVE CHANGES **CANCEL**

< February 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Please be sure to select a “Special Population” by toggling on the appropriate population.

How to Post an Open Unit

6) You should now see the unit posted under the “Availability” tab.

REFERRALS

Dashboard Pending Community Queue Analysis Completed Denied Sent **Availability** Open Units

Program Availability

Blue Sky RRH	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Cloudy Case Management	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Problem Solving	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▼
Sunny Days Housing	FULL AVAILABILITY	LIMITED AVAILABILITY	NO AVAILABILITY	▲

AVAILABLE OPENINGS

02/13/2019	sf_ada_unit : 1 sf_chron_a : 0 sf_hchap : 0 sf_mhba : 0 Unit Number : 100 Unit Size (# of bedrooms) : 1 Minimum Household Size (min. # of ppl) : 1 Maximum Household Size (max. # of ppl) : 3 What floor is the unit on? : 1 Does the building have an elevator? : No 2 more fields	📄 🗑️
02/21/2019	sf_ada_unit : 0 sf_chron_a : 0 sf_hchap : 0 sf_mhba : 0 Unit Number : 110 Unit Size (# of bedrooms) : 1 bedroom Minimum Household Size (min. # of ppl) : 1 Maximum Household Size (max. # of ppl) : 3 What floor is the unit on? : 2 Does the building have an elevator? : Yes 4 more fields	📄 🗑️
03/01/2019	Note	📄 🗑️