

Completing a SFHOT Program Exit

This document outlines how to complete a SFHOT Program Exit.

Step 1: Search for the client in the search box. Search can be conducted by entering a partial first name, partial last name, Date of Birth, or Social Security number.

Step 2: Click edit to the left of the person's name to open their profile screen (red arrow).



SEARCH FOR A CLIENT ADD CLIENT +

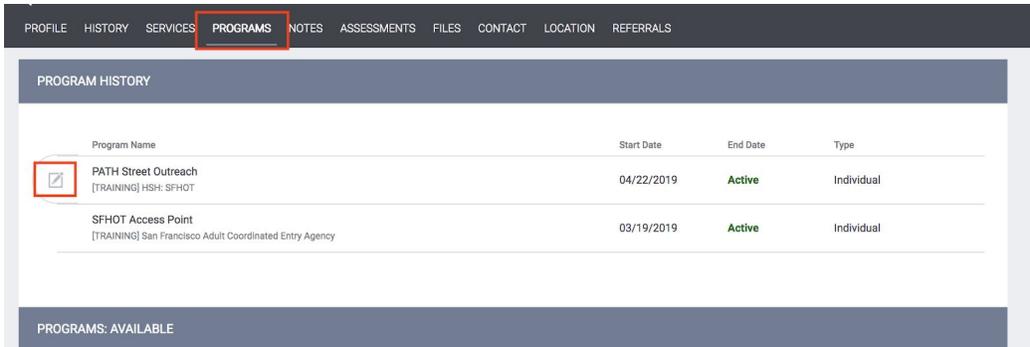
test SEARCH

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

	Date of Birth	Last Four SSN	Last Updated
Abtest Abtest		0000	06/12/18
 Amy Test	12/03/76	4656	06/06/18

Step 3: Open the applicable client file. Click the “Programs” tab.

Step 4: Click the edit button to the left of the SFHOT program enrollment.



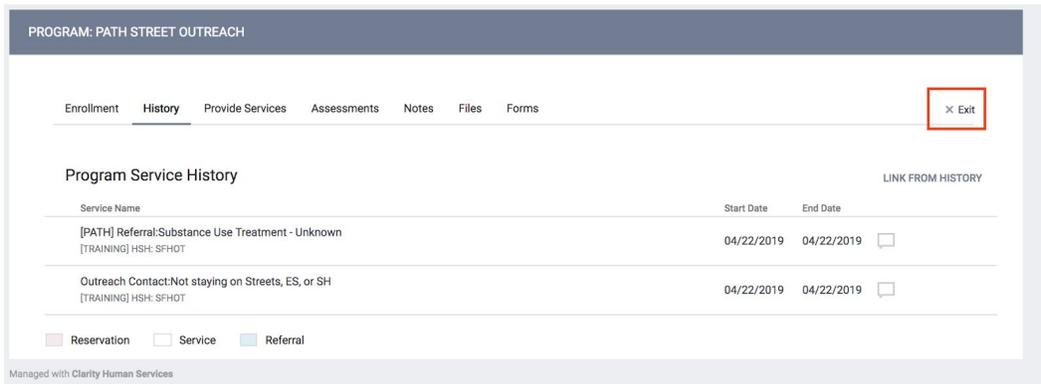
PROFILE HISTORY SERVICES **PROGRAMS** NOTES ASSESSMENTS FILES CONTACT LOCATION REFERRALS

PROGRAM HISTORY

Program Name	Start Date	End Date	Type
 PATH Street Outreach [TRAINING] HSH: SFHOT	04/22/2019	Active	Individual
SFHOT Access Point [TRAINING] San Francisco Adult Coordinated Entry Agency	03/19/2019	Active	Individual

PROGRAMS: AVAILABLE

Step 5: Click “Exit”.



PROGRAM: PATH STREET OUTREACH

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

Program Service History LINK FROM HISTORY

Service Name	Start Date	End Date	
[PATH] Referral:Substance Use Treatment - Unknown [TRAINING] HSH: SFHOT	04/22/2019	04/22/2019	<input type="checkbox"/>
Outreach Contact:Not staying on Streets, ES, or SH [TRAINING] HSH: SFHOT	04/22/2019	04/22/2019	<input type="checkbox"/>

Reservation Service Referral

Managed with Clarity Human Services

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Step 6: Fill in the necessary fields. Project Exit Date should be the last day that the client is served in SFHOT.

Note: Some of the answers may have auto-populated from the program enrollment. Please make confirm those answers are still correct and update anything that is needed.

Enrollment History Provide Services Assessments Notes Files Forms

End Program for client Quartz Test

Project Exit Date 04/22/2019 

Destination Select

Connection with SOAR No

COMPLETE DATE OF STATUS DETERMINATION WHEN THE ENROLLMENT STATUS FOR THE CLIENT HAS BEEN DETERMINED

Date of Status Determination 

DISABLING CONDITIONS AND BARRIERS

Disabling Condition Yes

Physical Disability No

Developmental Disability No

Chronic Health Condition No

HIV - AIDS No

Mental Health Problem Yes Long Term Yes

Substance Abuse Problem Alcohol Abuse Long Term Yes

CASH INCOME FOR INDIVIDUAL

Income from Any Source Yes

Step 7: Click “Save and Close”.

Private Pay Health Insurance	<input type="checkbox"/>
State Health Insurance for Adults	<input type="checkbox"/>
Indian Health Services Program	<input type="checkbox"/>
Other Health Insurance	<input type="checkbox"/>