SF-HOT Non PATH: Quick Guide



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

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

1. Search Client/Create Family	2. Enroll Client into Street Outreach (Non-PATH)	3. Complete Program	Enrollment
 Search for client Add client Family only 	 Click the Programs tab Enroll client into the Street Outreach (Non-PATH) Jill Test 	• Fill out the question Program Enrollme Save.	ons on the ent Screen and
 If client is a part of a family, search and/or add each family member. 	PROGRAM HISTORY	Enroll Program for client Jill Test	
 Once all of the clients in the family are added, go to the head of household's profile and select Manage on the right side of the screen. Find the household members and click the arrow to add the person to the household 	PROGRAMS: AVAILABLE PATH Street Outreach PATH Supportive Services Only SF Hot Case Management Street Outreach (Non-PATH)	Project Start Date Is the Client an Adult or Head of Household? Is the Program Type a Permanent Housing Program Type? Living Situation Type of Residence Length of Stay in Prior Living Situation Approximate Date Homelessness Started	08/01/2017
Alison Test 0000	 Click the toggles to include family members (if applicable) and enroll Funding Source Other (VA) Availability Full Availability 	Number of times on the streets, in ES, or Safe Haven in the past three years Total number of months homeless on the streets, in ES, or Safe Haven in the past three years Disabling Conditions and Barriers Disabling Condition	One Time One month (this time is the first month) Yes
* What happens if I see a duplicate profile?* Get Support at <u>onesf@bitfocus.com</u>	Include group members:	Physical Disability Developmental Disability	Yes V Long Term Yes
	PRINT DIRECTIONS DOC REQUIREMENTS	Chronic Health Condition	No Y

4. Update Client's Location	5. How to review the History Tab	6. Record an Outreach Service Contact
 Click on the Location Tab to add details about the client's location Ex: Cross streets, phone numbers. + Allows the address to be entered manually The Arrow will use GPS to enter your location when with the client. Use the Location Tab to enter as many locations as needed for a client 	Review the History Tab to see the client's active program enrollments and whether or not the client went to the access point. Kiwi Fruit PROFILE HISTORY BERVICES PROGRAMS NOTES ASSESSMENTS FILES LOCATION REFERRALS HISTORY Advanced Search Options View ~ Service Name Street Outreach (Non-PATH) TRANING HSH: SPHOT Outreach Contact:Not staying on Streets, ES, or SH TRANING HSH: SPHOT Outreach Contact:Not staying on Streets, ES, or SH TRANING HSH: SPHOT Referral: Rapid Rehousing TRANING Baylew Access Point referral to Housing Test Agency	Go to the History or Programs Tab and place mouse to the left of client's active enrollment in Street Outreach (Non-PATH) The edit icon will appear: Street Outreach (Non-PATH) [TRAINING] HSH: SFHOT Click Provide Services. Next, click the drop down next to the Non-PATH Outreach Contact Service.
6. Record an Outreach Service Contact	7. Record a Declined Offer of Congregate	9 Evit
Continued	Shelter	2. LAR
Enrollment History Provide Services Notes Files Forms X Ext Services Declined Offer of Congregate Shelter. First Prierdallip Outreach Confact Outreach Confact Declined Offer of Congregate Shelter. First Prierdallip Outreach Confact Outreach Confact New-PATH@Outreach Contact Outreach Contact Outreach Contact	Shelter Go to the History Tab and find the Street Outreach (Non-PATH) program. Place mouse to the left and the edit icon will appear Street Outreach (Non-PATH) [TRAINING] HSH: SFHOT	 If no service in 90 days, client is automatically exited *The client's profile will remain in the ONE System*

Updated: 03/27/2019