

SF-HOT Non PATH: Quick Guide



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

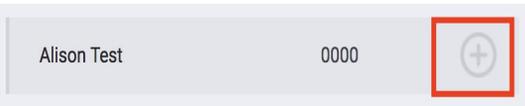
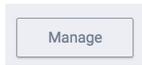
- Need Help? Get Support at onesf@bitfocus.com or
- +1 (415) 429-4211
- Access training materials online: [ONESF Handouts](#)

1. Search Client/Create Family

- Search for client
- Add client

Family only

- If client is a part of a family, search and/or add each family member.
- 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

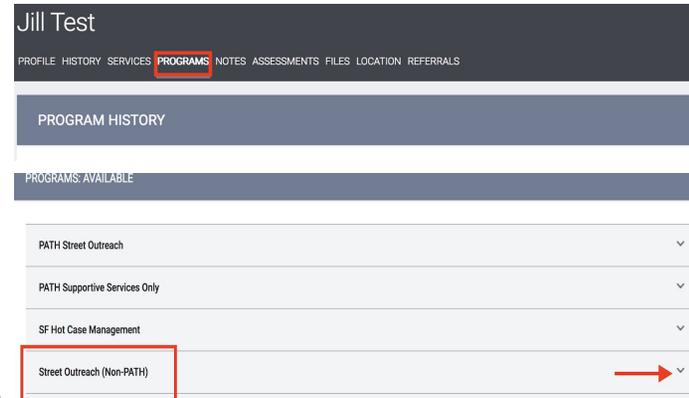


*** What happens if I see a duplicate profile?***

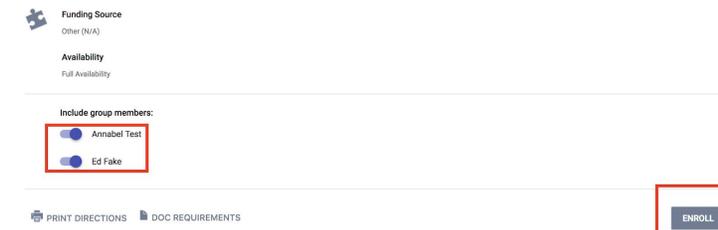
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2. Enroll Client into Street Outreach (Non-PATH)

- Click the Programs tab
- Enroll client into the Street Outreach (Non-PATH)



- Click the toggles to include family members (if applicable) and enroll



3. Complete Program Enrollment

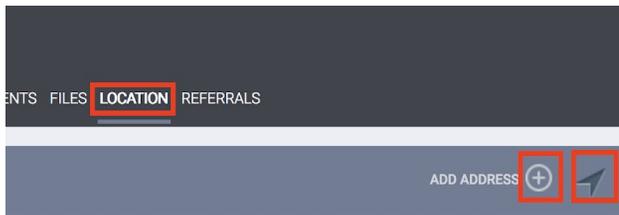
- Fill out the questions on the Program Enrollment Screen and Save.

Enroll Program for client Jill Test

Project Start Date	08/01/2017
Is the Client an Adult or Head of Household?	Yes (Automatically Generated Response)
Is the Program Type a Permanent Housing Program Type?	Yes (Automatically Generated Response)
Living Situation	
Type of Residence	Place not meant for habitation
Length of Stay in Prior Living Situation	One night or Less
Approximate Date Homelessness Started	08/01/2018
Number of times on the streets, in ES, or Safe Haven in the past three years	One Time
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	One month (this time is the first month)
Disabling Conditions and Barriers	
Disabling Condition	Yes
Physical Disability	Yes Long Term Yes
Developmental Disability	No
Chronic Health Condition	No

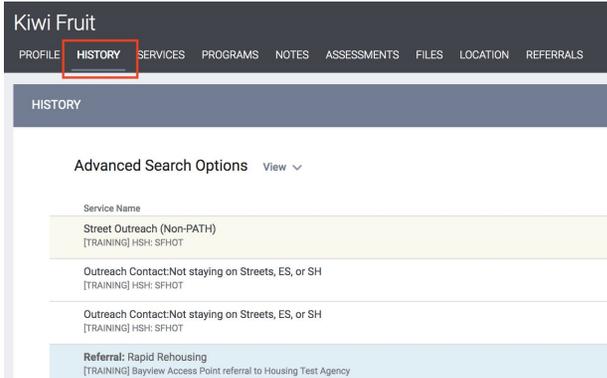
4. Update Client's Location

- 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



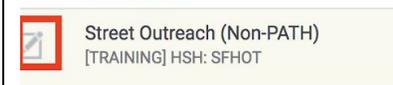
5. How to review the History Tab

Review the History Tab to see the client's active program enrollments and whether or not the client went to the access point.



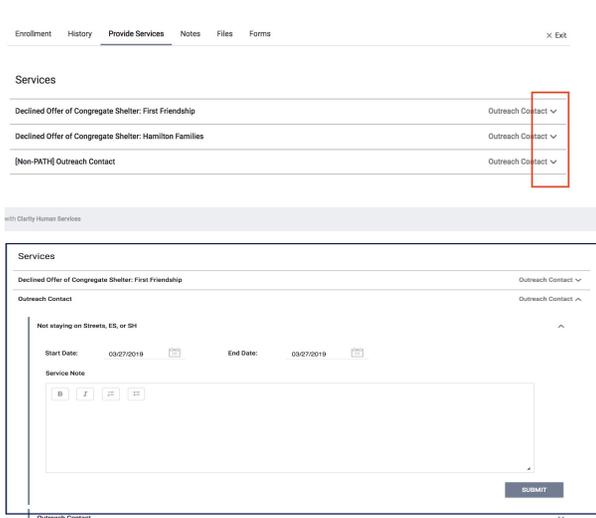
6. Record an Outreach Service Contact

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:



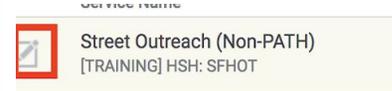
Click Provide Services. Next, click the drop down next to the Non-PATH Outreach Contact Service.

6. Record an Outreach Service Contact Continued

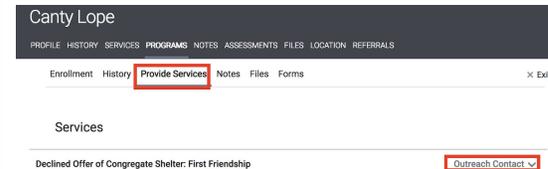


7. Record a Declined Offer of Congregate Shelter

Go to the History Tab and find the Street Outreach (Non-PATH) program. Place mouse to the left and the edit icon will appear



Next, click Provide Services to record when a family declines an offer to shelter.



9. Exit

- If no service in 90 days, client is automatically exited
The client's profile will remain in the ONE System

