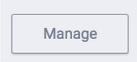
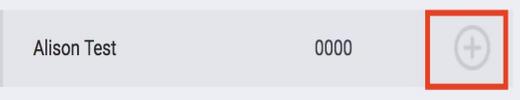
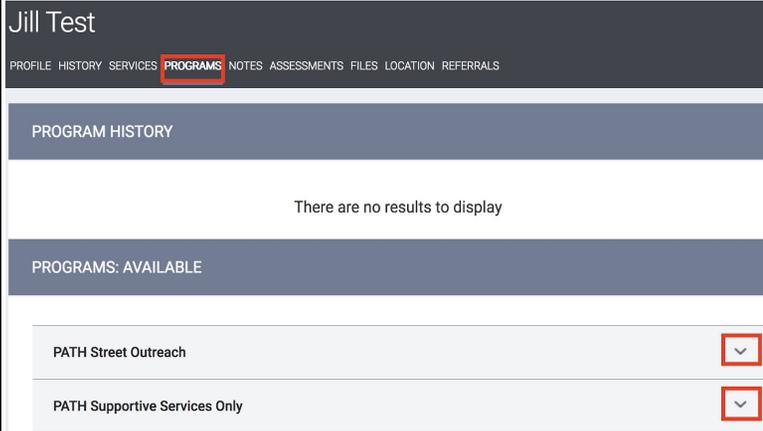
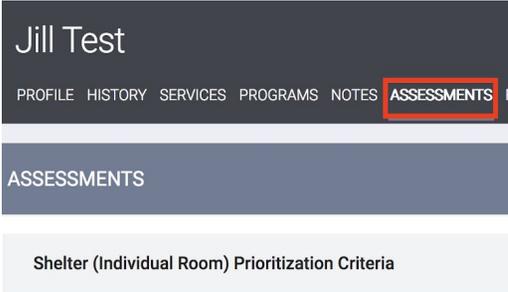
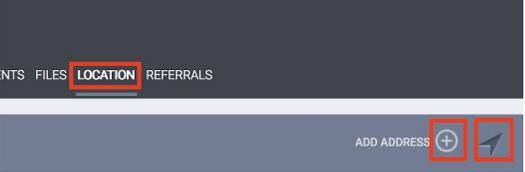
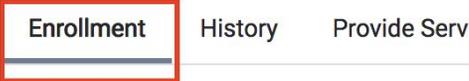


SF-HOT PATH: Quick Guide



- 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	2. Enrollment (Date of First Contact)	3. Complete Assessment
<ul style="list-style-type: none">• Search for client• Add client if needed• 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 	<ul style="list-style-type: none">• Programs tab• Enroll in PATH Street Outreach if client lives in a place <u>not</u> meant for human habitation or PATH Supportive Services Only if a client lives in a place meant for human habitation.• Project Start Date is first date of Contact• Select "data not collected" for information not yet known, and click save. 	<ul style="list-style-type: none">• Complete the <u>Shelter (Individual Room) Placement Assessment</u> for the Head of Household.• Answer the following questions:<ul style="list-style-type: none">◦ "Has this family been verified unsheltered by SFHOT or Access Point Outreach Teams?"◦ "How many people do you have in your immediate family that are in need of shelter?"◦ Click save.• All other questions will be completed by the Access Points 

<h3>4. Update Client's Location</h3>	<h3>5. Outreach Contact Service</h3>	<h3>6. Date of Engagement</h3>
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Record Outreach Contacts by clicking Programs  Open the program enrollment  Click the Provide Services tab <ul style="list-style-type: none"> Select PATH Outreach Contact <ul style="list-style-type: none"> Not Staying on Streets ES, or SH Staying on Streets ES, or SH Worker unable to determine Later contacts, use Attendance from the Launcher menu  	<p>Date of Engagement</p> <ul style="list-style-type: none"> Programs Tab Open the program enrollment Record the Date of Engagement "The point at which an interactive client relationship results in a deliberate client assessment or the beginning of a case plan" 
<h3>7. Date of Status Determination</h3> <ul style="list-style-type: none"> Programs Tab Open the program enrollment Record the Date of Status Determination "The point at which the PATH-funded worker can determine if a person is eligible for the PATH Program. Only persons eligible for PATH can receive a PATH-funded service or referral." 	<h3>8. Record PATH Services and Referrals</h3> <ul style="list-style-type: none"> Programs Tab Click Provide Services 	<h3>9. Exit</h3> <ul style="list-style-type: none"> If no service in 90 days, client is automatically exited Manual Exit: (Especially if housed!!!) <ul style="list-style-type: none"> Search for client Programs Tab Open the program enrollment Click on Exit Fill in screen