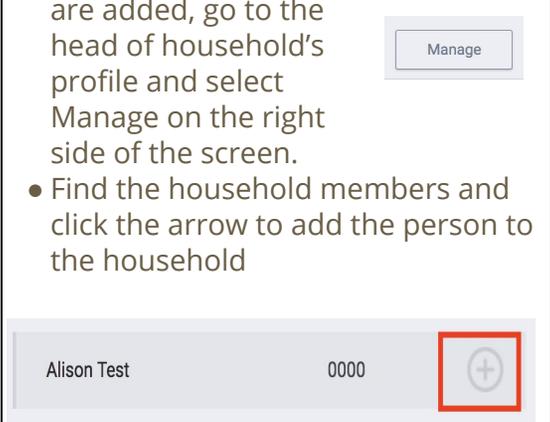
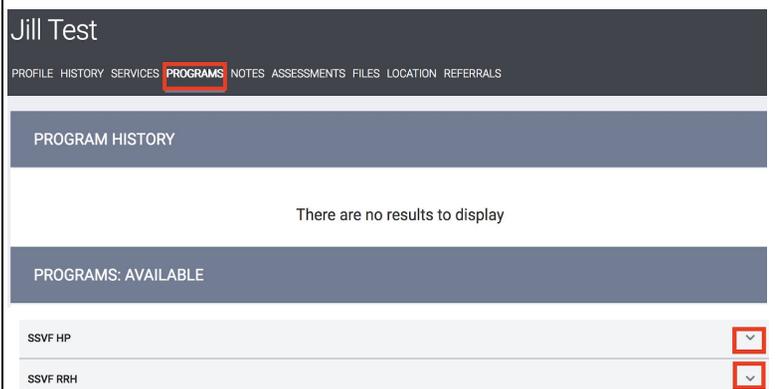
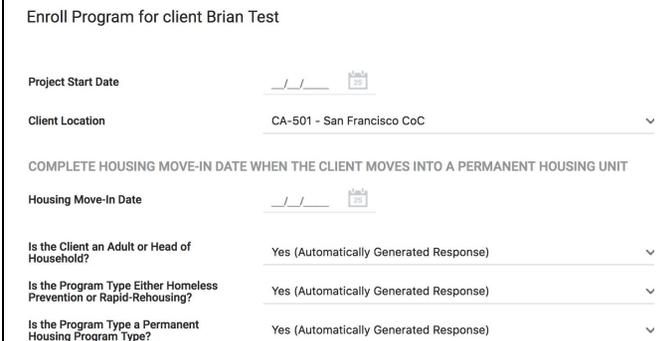


SSVF: Quick Guide



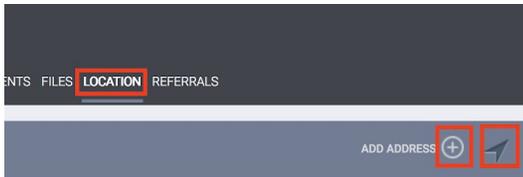
- Onesf.clarityhs.com
- Log in
- *DO NOT* share username and password

- 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. Enroll in SSVF HP or SSVF RRH program	3. Complete Enrollment Screen
<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 (head of household is the Veteran). • 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 SSVF HP if a client lives in a place <u>meant</u> for human habitation. • Enroll in SSVF RRH if client lives in a place <u>not</u> meant for human habitation, shelter, safe haven, hotel, fleeing domestic violence, or exiting an institution after a stay of 90 days or less who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. 	<ul style="list-style-type: none"> • <u>Project Start Date Homelessness Prevention</u>: Record the date the client first began working with the project and generally received the first provision of service. • <u>Project Start Date Rapid Re-Housing</u>: <ol style="list-style-type: none"> Record the date following that the client was admitted into the project. Complete Housing Move in Date when the client moves into PSH. 

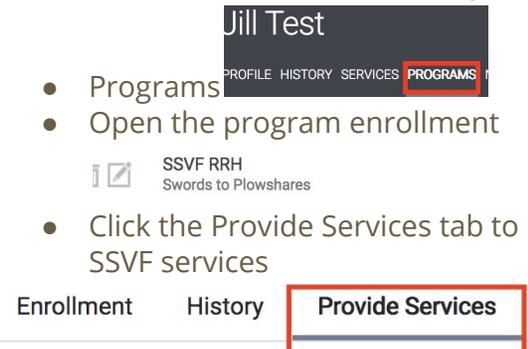
4. Update Client's Location

- 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. Record SSVF Services

- Record Outreach Contacts by clicking
- Programs
- Open the program enrollment
- Click the Provide Services tab to record the SSVF services



7. Run CSV for Monthly Repository

- Click on the Launcher Menu
- Select Reports
- HUD Reports: HUDX-111 HUD CSV/XML Program Data Export
- Click Run



6. Upload Repository

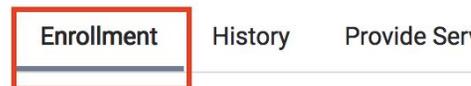
<https://www.hmisrepository.va.gov/>

Veteran Status Query and Response Exchange System (SQUARES)

The repository application will process uploads of data exported from HMIS and uploaded by SSVF grantees for use by the Department of Veteran Affairs.

7. Update Move-in Date SSVF-RRH

- Programs Tab
- Open the program enrollment
- Record the Move in Date when the client moves into permanent housing



8. Exit Screen

- The Project Exit Date is the last date on which services or residence is provided to the household. This may be the last day of any month for which rental assistance is provided, even if no other services were provided on that date
- Programs Tab
 - Open the program enrollment
 - Click on Exit
 - Complete the fields screen

