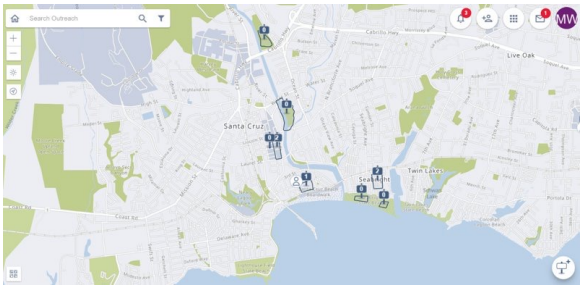
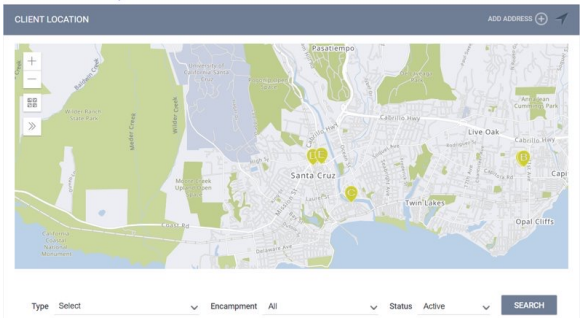
Santa Cruz Outreach Field Guide

Outreach Map



Location Tab



Housed/Deceased Badge

Creating and Managing Encampments

- To create an encampment, click on the encampment icon at the bottom of the map and draw the encampment parameters using the polygon tool. Save the encampment by clicking on the green check mark.
- After creating the encampment, complete the fields in the Encampment Screen then SAVE. The encampment created should now be accessible on the map.
- To edit an encampment and/or provide Encampment Status Updates, utilize the Encampment Profile.
- **Search Outreach** by using an address, encampment UID, or encampment name.

Adding and Moving Persons to Encampments

- Add clients to the encampment using following functionality:
  - By clicking on the person icon within the **Encampment Profile,** and searching for the client using a name, DOB, SSN or UID.
  - Through the **Location tab** in the client's record using the field interactions icon.
- If the client does not have an existing record, click Create New Client and add a new profile. The system will navigate back to Outreach after the profile is saved.
- To move a client from one encampment to another, navigate to the encampment profile then click on the Move Persons to Different Outreach Encampment (two persons with two-way arrow) icon.
- **NOTE**: If a client is housed or deceased when attempting to add to an encampment, the client's profile will have a Housed or Deceased badge attached to it.

Adding Individuals to the Outreach Map

- Before adding to the Outreach map, enable Individuals as a Data Filter.
- Then click on the person icon near the launchpad to add a name, DOB, UID, or SSN to search for the client. If the client does not have an existing record, click Create New Client in the Add Individual screen to create a client profile.
- After finding or creating the client profile, click on the toggle to the right of the client's name then add client to the map by clicking Add 1 Person(s).
- Click confirm after the message "1 person(s) selected" appears on the screen.

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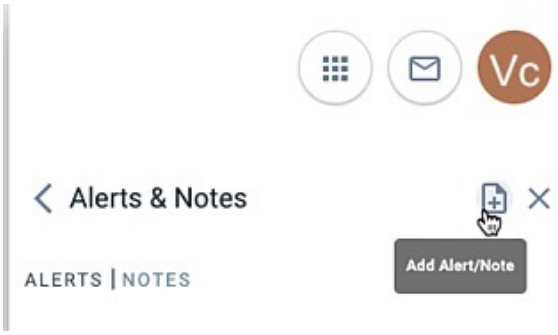
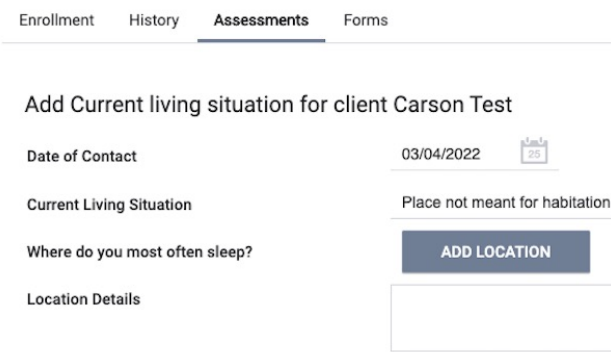
Alerts and Notes



CLS Geolocation Field



Outreach: Alerts and Notes

- Add alerts and notes by clicking on the bell icon then selecting the add alert/note icon.
- To view alerts and notes for a specific encampment, select the encampment on the map and click on the bell icon.
- To view alerts and notes for an area of the Outreach map, click on the area notes/alerts (bell icon) in the upper right corner of the map. A red number on the icon indicates the total number of alerts for the area. The number will update according if you zoom in and out of the map.

CLS Geolocation Field

- Complete a geolocation within the Current Living Situation (CLS) Assessment screen for clients residing places not meant for habitation. The CLS must be collected within the Northern Nevad Outreach program enrollment.
- To add, click on the ADD LOCATION after selecting the Current Living Situation for the client.
- Add an address in the address field or click on the Current Location icon to mark your device's location.
- Save by clicking on SAVE & CLOSE. The client's location added through the location field will also be visible on the Location Tab.