

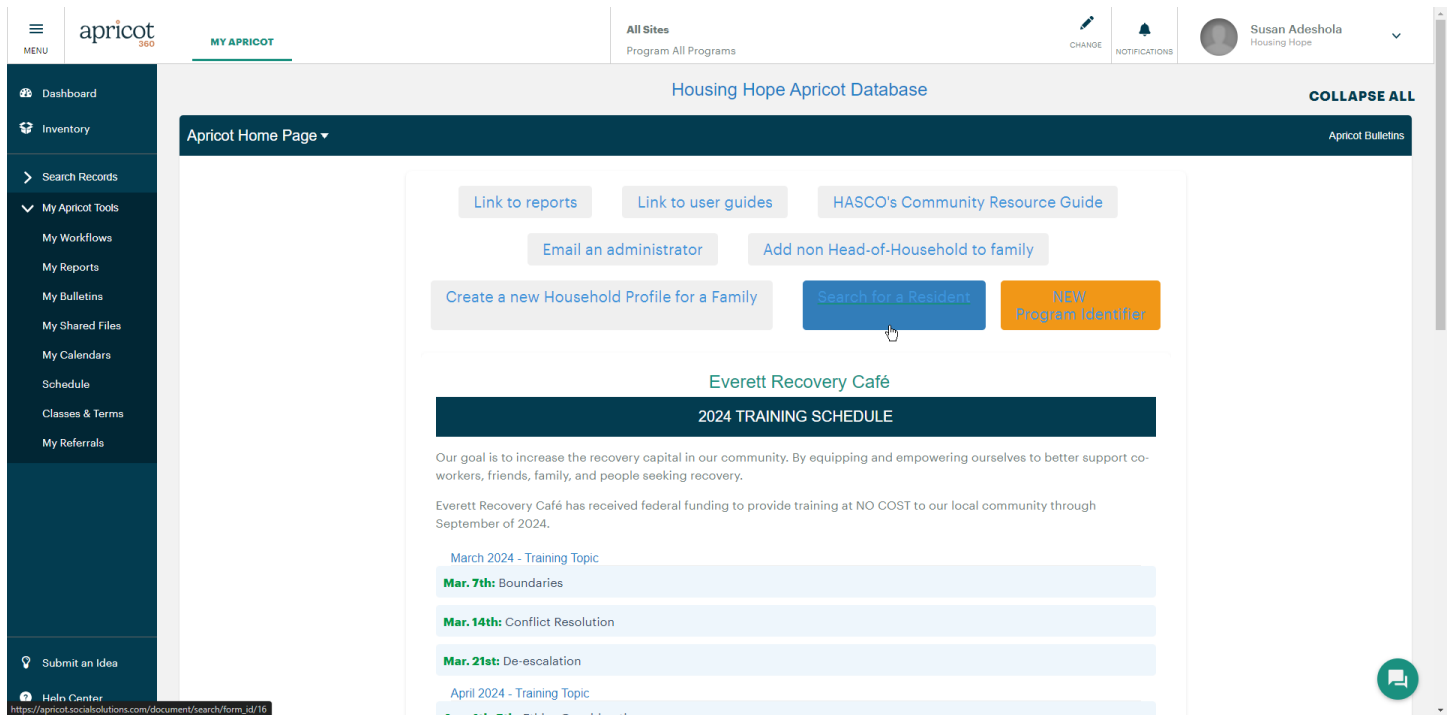
Exit from Homeless Housing Datasheet Guide



**HOUSING
HOPE**
we keep hope alive

apricot

Date Updated: 06/13/2024



Step 1: Accessing the Resident Search Function

- 1.) Log in to the Housing Hope Apricot Database.
- 2.) From the home page, locate the 'Search for a Resident' button in the center-right of the screen, indicated by a blue background when hovered over. Click on this button to begin the search process.

The screenshot displays the 'Participant Profile' search interface in the Apricot 360 system. The top navigation bar includes the Apricot 360 logo, 'MY APRICOT' status, 'ADMINISTRATOR' role, 'All Sites' dropdown, and user profile for 'Dane Wagenhoffer'. The left sidebar contains navigation links for Dashboard, Inventory, Search Records, Household Profile, Participant Profile, College of Hope Sign-In, College of Hope Class Review Form, Incidents of Abuse and Neglect, College of Hope Demographic Form, College of Hope Classes, College of Hope Class Dates, Unit Tracker, My Apricot Tools, Submit an Idea, and Customer Care. The main content area is titled 'Participant Profile' and features a 'Participant Profile Search' section. This section includes a search bar with 'test' entered, a 'Clear Field' button, and a table of results. The table has columns for Name, Date, Date Of Birth, HMIS Client Number, HMIS Head Of Household Client, and Cell Phone. One result is shown: 'test fsd' with a date of 11/08/2023 and a date of birth of 11/01/2023. A 'Search Results' button is located below the table. The right sidebar contains an 'EXPAND ALL' button, 'Search Actions' (New Participant Profile, Clear Search History, Program Access, Merge Folders, Create Referral, Show Enrollment Actions), 'Create Batch Records' (COH - Childcare..., COH - Class...), 'Favorite Lists' (Select Favorite List), and 'Favorite Details'. The bottom of the page shows a URL: https://apricot.socialsolutions.com/document/edit/4/24476.

Step 2: Searching for a Resident

1.) Enter the Resident's Information:

- In the 'Participant Profile Search' section, add search fields as needed.
- Enter the resident's name or other identifying information in the appropriate fields (e.g., Name, Date of Birth).

2.) View Search Results:

- Once the information is entered, a list of matching participant profile records will be displayed.
- Locate the desired resident from the list. In this example, the resident named 'test fsd' is found.

3.) Select the Resident Profile:

- Click on the resident's name in the search results to access their profile. Clicking on the mint text will direct you to the record, while clicking on the gray text will take you to the Tier 1 document folder.

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All Sites

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NOTIFICATIONS

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Emergency/Alternate Contact Information

Emergency/Alternate Contact Name

Emergency/Alternate Contact Phone Number

Relationship

System Fields

Linked 'Household Profile' Records

Link Instructions

| Household Profile | Start Date | End Date | Name of Head of Household | HHS client ID for HHS | Household Address | Link Info | Active | Delete | Date |
|-------------------|------------|------------|---------------------------|-----------------------|-------------------|-----------|--------|--------|---------------------|
| | 01/01/2020 | 01/15/2020 | Test Test | 0 | | | | | Added on 08/18/2024 |

Total Active Links:0, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Linked 'Exit from Homeless Housing Data Sheet' Records

Link Instructions

Total Active Links:0, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Linked 'Occupancy/Departure' Records

Link Instructions

Total Active Links:0, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Linked 'Occupancy/Departure' Records (1)

Link Instructions

Total Active Links:0, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Record Options

Save Record

Print Mode

Archive Record

View History

New Participant Profile

View Folder

Go To Search

Assigned Programs

Housing - Beachwood

Housing - Cloverdale

Housing - Fairview

and 1 more

Program Access

Record Save Checklist

Required Field Checks

Field Validation Checks

Form Logic Rules

Demographic Info

Last Saved

08/19/2024 10:14 AM PDT

Dane Wagenhoffer

Favorites

My Participant Profile

Records

See Favorites

Step 3: Accessing Household Profile Records

- 1.) Locate Emergency/Alternate Contact Information:
 - Scroll down the resident profile page until you reach the 'Emergency/Alternate Contact Information' section. Review and update any contact details if necessary.
- 2.) Find Linked Household Profile Records:
 - Continue scrolling to the 'Linked Household Profile Records' section. This section lists all household profiles linked to the resident.
- 3.) Proceed to Household Profile:
 - Click on the household profile name to view more details or to update the occupancy departure information.

The screenshot displays the 'Household Profile' page in the Apricot 360 system. The page is divided into a main content area and a right-hand sidebar. The main area is titled 'Identifying Information for Household' and contains various input fields for household details. The sidebar, under the 'COLLAPSE ALL' button, includes sections for 'Record Options' (with buttons for Save Record, Print Mode, Archive Record, View History, New Household Profile, and View Folder), 'Assigned Programs' (listing Housing - Avondale and Housing - Commerce Bldg), 'Record Save Checklist' (showing Required Field Checks and Field Validation Checks as complete), 'Last Saved' (timestamped 04/08/2024 10:28 AM PDT by Dane Wagenhoffer), and 'Favorites' (with options for My Household Profile and Set Favorites).

Household Profile

Identifying Information for Household ▼

*Start Date
01/16/2020

End Date
MM/DD/YYYY

*Name of Head of Household
test | Middle | test2

HMIS client ID for HoH
0

Household Type
--Please Select--

Household Address Clear Select to map
No results found

Address
Line 1
Line 2
City
State
--Please Select--
County
County
Zip

COLLAPSE ALL

Record Options ▼

- Save Record
- Print Mode
- Archive Record
- View History
- New Household Profile
- View Folder**
- Go To Search

Assigned Programs ▼

- Housing - Avondale
- Housing - Commerce Bldg ...
- Program Access

Record Save Checklist ▼

- Required Field Checks ✓
- Field Validation Checks ✓

Last Saved ▼

04/08/2024 10:28 AM PDT
Dane Wagenhoffer

Favorites ▼

- ☐ My Household Profile
- Records
- Set Favorites

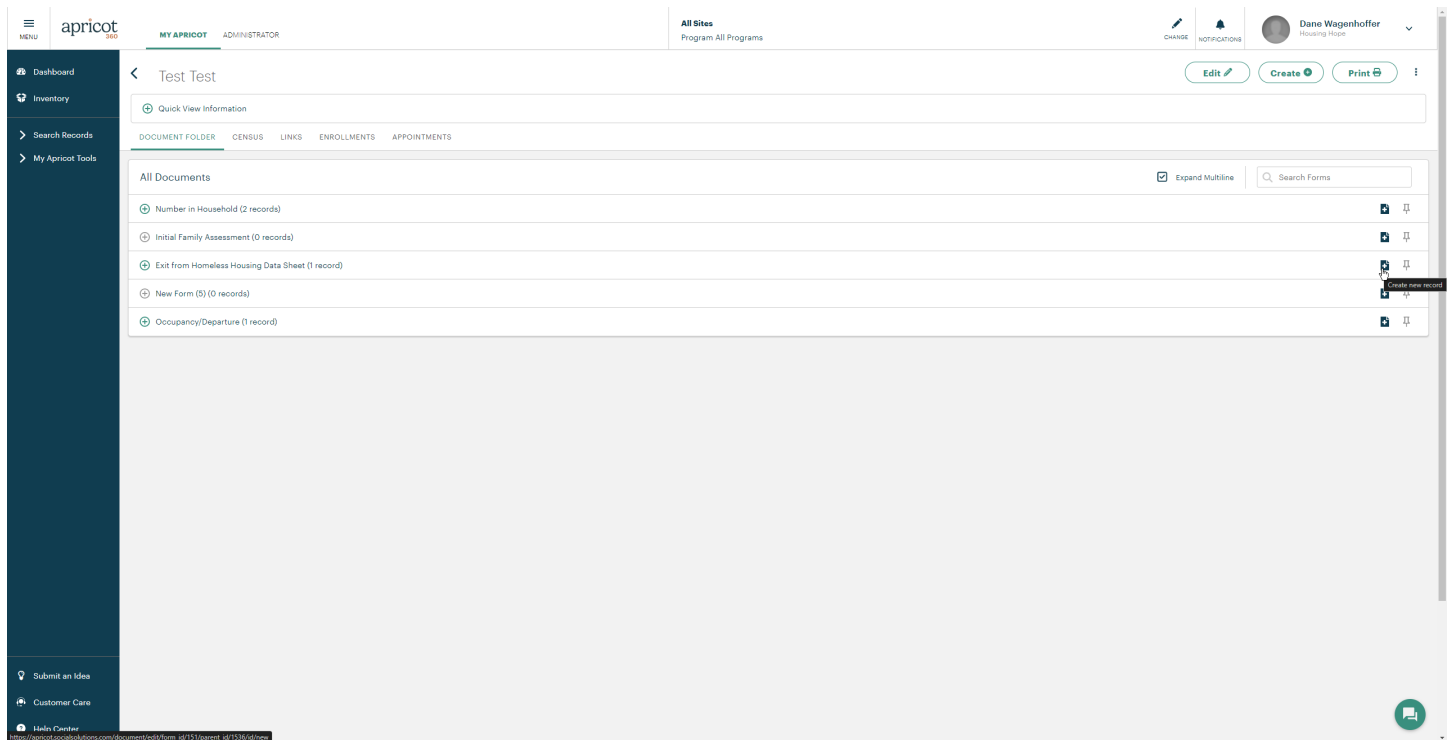
Step 4: Viewing the Household Folder

1.) Review Household Profile Details:

- After selecting the household profile, you will be taken to the 'Household Profile' page.
- Review the identifying information for the household, including the start date, name of the head of household, and household address.

2.) Access the Household Folder:

- On the right-hand side, under 'Record Options,' locate and click the 'View Folder' button. This will open the folder containing all related documents and forms for the household.



Step 5: Creating an Exit from Homeless Housing Datasheet

1.) Open the Household Folder:

- After clicking 'View Folder' in the previous step, you will be taken to the household's document folder.

2.) Locate the Exit from Homeless Housing Datasheet:

- In the document folder, find the 'Exit from Homeless Housing Datasheet' section. This section lists all existing Exit from Homeless Housing Datasheet records for the household.

3.) Create a New Record:

- Click the icon on the right-hand side of the 'Exit from Homeless Housing Datasheet' section labeled 'Create new record' to initiate the process of creating a new Exit from Homeless Housing Datasheet record.

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Exit from Homeless Housing Data Sheet

Test Test

Quick View Information

Exit Sheet

Date

06/13/2024

Person's Exiting at This Time

Hide Deactivated Links

Add

Yes

Reason for Leaving

Please Select

Rehousing Eligibility

Client is leaving in good standing

Client is Program Terminated BUT qualifies for re-housing under the following circumstances

Client is Program Terminated/Voluntary Vacate and DOESN'T qualify for re-housing because of the following reason(s)

Destination

Client doesn't know

Client refused to disclose

Deceased

Emergency shelter, including hotel/motel pd w/ voucher

Foster care home

Hospital or other residential non-psychiatric med facility

Hotel/motel, no voucher

Jail, prison, juvenile detention

Other

Owned by client, no subsidy

Owned by client with ongoing housing subsidy

Perm hag for formerly homeless e.g. CoC proj or HUD legacy programs

Place not meant for habitation

Psychiatric hospital or other psychiatric facility

Rental by client with ongoing subsidy

Rental by client, with NO ongoing housing subsidy

Staying / living with family, permanent tenure

Staying / living with family, temporary tenure (under 90 days)

Staying / living with friends, permanent tenure

Staying / living with friends, temporary tenure (under 90 days)

Substance abuse treatment facility

PSY/Homeless Housing

No exit interview completed (client disappeared w/o disclosing)

This field is required.

Services Received

Care/Care Management

Consumer Assistance & Protection

Criminal Justice/Legal Services

Childcare

Education

Emergency Shelter

Employment

Financial Assessment

Food

Health Care

Material Goods

Mental Health Care/Counseling

Parental Plan

Permanent Supportive Housing (Homeless Housing)

Personal Enrichment

Referral to other Services

Substance Abuse Services

Transportation Assistance

Utility Assistance

System Fields

COLLAPSE ALL

Record Options

Save Record

New Exit from

View Folder

Go To Search

Assigned Programs

Program Accots

Record Save Checklist

Required Field Checks

Person's Exiting at This Time

Rehousing Eligibility

Destination

Services Received

Reason for Leaving

Field Validation Checks

Form Logic Rules

Client is Program Terminated BUT qualifies for re-housing under the following circumstances

OTHER Client is Program Terminated/Voluntary Vacate and DOESN'T qualify for re-housing because of the following reason(s)

Client is Program

Step 6: Completing the Exit from Homeless Housing Datasheet

- Review the date field:
 - On this form, the date defaults to the current day, please try to make this match the participant's exit date.
- Click add, in the next step we will be linking participants exiting.

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Date

06/13/2024

Person's Exiting at This Time

Hide Deactivated Links

Add

Links to be Added Upon Save

HOH/IE TEST TEST

Reason for Leaving

Please Select

Rehousing Eligibility

Client is leaving in good standing

Client is Program Terminated BUT qualifies for re-housing under the following circumstances

Client is Program Terminated/Voluntary Vacate and DOESN'T qualify for re-housing because of the following reason(s)

Destination

Client doesn't know

Client refused to disclose

Deceased

Emergency shelter, including hotel/motel pd w/ voucher

Foster care home

Hospital or other residential non-psychiatric med facility

Hotel/motel, no voucher

Jail, prison, juvenile detention

Other

Owned by client, no subsidy

Owned by client with ongoing housing subsidy

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Staying / living with family, permanent tenure

Staying / living with family, temporary tenure (under 90 days)

Staying / living with friends, permanent tenure

Staying / living with friends, temporary tenure (under 90 days)

Substance abuse treatment facility

PSH/Homeless Housing

No exit interview completed (client disappeared w/o disclosing)

HoH Exiting?

Yes

HoH Exiting?

Services Received

Case/Care Management

Consumer Assistance & Protection

Criminal Justice/Legal Services

Childcare

Education

Emergency Shelter

Employment

Financial Assessment

Food

Health Care

Material Goods

Mental Health Care/Counseling

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Record Save Checklist

Required Field Checks

Rehousing Eligibility

Destination

Services Received

Reason for Leaving

Final Validation Checks

Form Logic Rules

Client is Program Terminated BUT qualifies for re-housing under the following circumstances

OTHER Client is Program Terminated/Voluntary Vacate and DOESN'T qualify for re-housing because of the following reason(s)

Client is Program

Step 8: Indicate if the Head of Household is Exiting

1.) Denote HoH exit status:

- The checkbox to the right of the newly linked individual, and the Add button, is used to denote whether the Head of Household is leaving as part of this exit.
- If the Head of Household is leaving as part of this exit, please check this box.

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Exit Sheet

Date

06/13/2024

Person's Exiting at This Time

Hide Deactivated Links

Add

Yes

Links to be Added Upon Save

HOLLIE TEST TEST

Reason for Leaving

Please Select

Completed program

Criminal Activity/Destruction of property/Violence

Death

Disagreement with rules/persons

Left for a housing opportunity before completing program

Needs could not be met by program

Non-compliance with program

Non-payment of Rent / Occupancy Change

Other (list)

Unknown/Disappeared

Lease violation

Deceased

Emergency shelter, including hotel/motel pd w/ voucher

Foster care home

Hospital or other residential non-psychiatric med facility

Hotel/motel, no voucher

Jail, prison, juvenile detention

Other

Owned by client, no subsidy

Owned by client with ongoing housing subsidy

Perm hqg for formerly homeless e.g. CoC proj or HUD legacy programs

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Rental by client, with NO ongoing housing subsidy

Staying / living with family, permanent tenure

Staying / living with family, temporary tenure (under 90 days)

Staying / living with friends, permanent tenure

Staying / living with friends, temporary tenure (under 90 days)

Substance abuse treatment facility

PSH/Homeless Housing

No exit interview completed (client disappeared w/o disclosing)

HOH Exiting?

Yes

Services Received

Case/Care Management

Consumer Assistance & Protection

Criminal Justice/Legal Services

Childcare

Education

Emergency Shelter

Employment

Financial Assessment

Food

Health Care

Material Goods

Mental Health Care/Counseling

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Program Accets

Record Save Checklist

Required Field Checks

Rehousing Eligibility

Destination

Services Received

Reason for Leaving

Final Validation Checks

Form Logic Rules

Client is Program

Terminated BUT qualified for re-housing under the following circumstances

OTHER Client is Program

Terminated/Voluntary Vacant and DOESN'T qualify for re-housing because of the following reason(s)

Client is Program

System Fields

Step 9: Completing the rest of the form

1.) Complete familiar fields:

- The remaining fields should look familiar, as they have not changed from the paper form.
- This form is entered in HMIS.

Assign Programs

Available Programs

Add All >>

Housing - New Century Village MH PSH

Housing - New Century Village Other

Housing - New Century Village Other PSH

Housing - Pending Move-In

Add >

< Remove

Assigned Programs

<< Remove All

Housing - New Century Village Teen and Young Family

Use the Add and Remove buttons above to update program assignment

You must save the record for the access changes to be applied

Apply

Cancel

Step 11: Assigning the Correct Program

1.) Navigate to Program Access:

- On the 'Exit from Homeless Housing Datasheet' form, after adding the exited unit and family members exiting, locate the 'Program Access' button under 'Assigned Programs' on the right-hand side.

2.) Open Assign Programs Window:

- Click on the 'Program Access' button to open the 'Assign Programs' window.

3.) Select the Appropriate Program:

- In the 'Assign Programs' window, you will see a list of available programs on the left and assigned programs on the right.
- Find the correct program for the household by scrolling through the list of 'Available Programs' on the left.

4.) Add the Program:

- Click on the desired program to highlight it, then click the 'Add' button to move it to the 'Assigned Programs' list on the right.

5.) Apply Changes:

- Once the correct program is in the 'Assigned Programs' list, click 'Apply' to save the changes.

Record Options ▼



Save Record



New



View Folder



Go To Search

Step 12: Saving the Record

1.) Save the Record:

- On the right-hand side under 'Record Options,' locate the 'Save Record' button.
- Click on 'Save Record' to finalize and save all the information entered.

2.) Confirmation:

- After clicking 'Save Record,' verify that the changes have been saved correctly. You should see a confirmation message or an update indicating that the record has been saved successfully with the message "Record Saved" at the top of the screen.