

**City of Oakland**  
**Department of Violence Prevention**

# **Data Entry and Reporting Manual**

## **Apricot 360 Data Management System**



Thank you for using the DVP’s Apricot 360 system. Accurate data is crucial for the DVP to report on how funds are being spent to various stakeholders including City Council, and is critical to the Measure Z evaluation to be able to demonstrate all the work that you do. Entering data on your services will allow the DVP and the City to understand the work that the DVP network does for violence prevention and intervention every single day.

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# Important Notes on the Apricot 360 Data Management System

## Data Entry and Deliverables

Nearly all deliverables are auto-counted in Apricot based on data entry. For example, the number of participants served pulls from the number of participants entered, and the number of service hours delivered pulls from the duration of service notes.

## Folder Structure

Apricot is organized into Tier 1 and Tier 2 forms. Tier forms are like folders and Tier 2 forms are like pieces of paper in the folder. On the lefthand side you will see the Tier 1 forms you have access to. You will only have access to forms that are relevant to you.

**Apricot Bulletins**

Welcome to Apricot! ▾

Welcome to Apricot, DVP Grantees!

Hello everyone and welcome to the Apricot 360 site for the DVP network. We are very excited to be transitioning to this system to move our work forward. We recognize that change and transitions can be hard, and we want you to know that we are here to support you every step of the way. We will work closely with you to make sure you feel adequately trained and have access to additional training resources, and that you know how to use the system.

The great news is that Apricot 360 is a very user-friendly system with improved capabilities such as mobile access, in-system referrals, dashboards, charts, and reporting, and more. We are very excited about how this system will make data entry easier and more straightforward, will help you do your jobs, and will help you of the work and justify current and future funding for violence prevention programming.

Timeline

Date	Task
December 5, 2022 – December 9, 2022	<ul style="list-style-type: none"><li>Grantees confirm user accounts with DVP via response to email from Cat Grey</li></ul>
December 20, 2022 – January 6, 2023	<ul style="list-style-type: none"><li>Grantees receive Apricot user logins and access to online Apricot training library</li><li>Grantees begin reviewing training library to become oriented with Apricot's functionality</li></ul>
January 13, 2023	<ul style="list-style-type: none"><li>Grantees ensure all Q2 data and Q3 data through January 13, 2023, has been entered into Cityspan*</li><li>Grantees complete Q2 Reports in Cityspan (due January 13, 2023)</li></ul>
January 16, 2023 – January 20, 2023	<ul style="list-style-type: none"><li>DVP uploads all FY22-23 Cityspan data into Apricot</li><li>Grantees STOP entering data into Cityspan</li></ul>
January 23, 2023	<ul style="list-style-type: none"><li>Apricot system is live and available for data entry by grantees</li></ul>
January 23, 2023 – January 27, 2023	<ul style="list-style-type: none"><li>DVP conducts strategy &amp; sub-strategy-specific Apricot trainings and making training recordings available to grantees</li><li>Grantee staff who will use Apricot attend trainings or watch recordings of trainings</li></ul>
January 30, 2023 – February 24, 2023	<ul style="list-style-type: none"><li>DVP meets with agencies that currently use Apricot or ETO to discuss syncing and automatic data imports to reduce double entry</li><li>DVP meets with agencies who use other data systems such as Salesforce to discuss this as needed.</li></ul>
Ongoing	<ul style="list-style-type: none"><li>DVP is available for technical assistance and training</li></ul>

\*Please note that no data entered into Cityspan after January 13, 2023 will be transferred to Apricot. This means that between January 16, 2023, and January 22, 2023, the system will be fully live and ready for data entry on Monday, January 23<sup>rd</sup>, 2023.

DVP-specific Strategy and Substrategy Trainings on the System will be held the week of January 23<sup>rd</sup>-January 27<sup>th</sup>.

Details have been emailed out and are also below:

## Tier 2 Participant Folder

< Test Participant

Edit 

Create 

Print 



 Quick View Information

DOCUMENT FOLDER

CENSUS


LINKS


ENROLLMENTS

APPOINTMENTS


All Documents

☐ Expand Multiline


 Search Forms

 Program Enrollment (1 record)



 Service Notes (2 records)




 Referral (1 record)




 Intake and Needs Assessment (1 record)




 Life Map Goals and Activities (1 record)



 Housing Placement (1 record)



 Relocation (1 record)



 Work Experience/Job Placement (1 record)

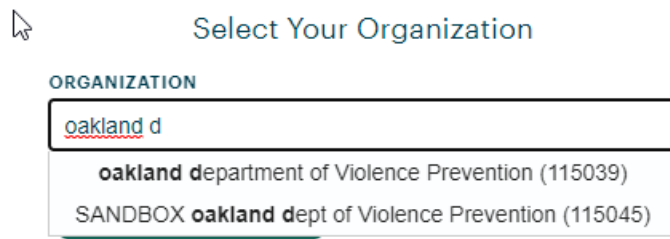


 Group Activity Attendance (1 record)



## Logging In

If your agency also uses Apricot as an internal data system, we advise setting (or resetting) your passwords for both Apricot systems to be the same. Once you have done that it will have you select which site to login to after entering your username and password. It will look similar to this:



Select Your Organization

ORGANIZATION

oakland d

oakland department of Violence Prevention (115039)

SANDBOX oakland dept of Violence Prevention (115045)

## Privacy and Security

Apricot has comprehensive security measures in place and is compliant with the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), United States Department of Housing and Urban Development (HUD) Domestic Violence standards, Homeless Management Information System (HMIS) standards, Social Security Administration data management and security protocols, and the Federal Risk and Authorization Management Program (FedRAMP) standards. This system has received review and approval from the Oakland City Council, the Public Safety Committee, and the Privacy Advisory Commission.

Only Data and Evaluation and specific Program Coordination staff and at the DVP have access to individual-level data, and all staff with this access maintain current certifications in data privacy, research standards, and HIPAA compliance.

**Please note that if a participant is in multiple programs including yours, you will see the other DVP programs they are being served by, but you will not see any details of services provided at other agencies.**

## Saving and Returning to Records

To save records, click on 'Save Record' on the upper righthand side. You can always return to and edit saved records.

The screenshot displays the 'Participant' record page in the Apricot system. The interface includes a left sidebar with navigation options: Dashboard, Search Records, Hidden Records, and My Apricot Tools. The main content area is titled 'Participant' and contains three sections: 'System Fields', 'Life Coach/Case Manager Assignment', and 'Participant Details'. The 'System Fields' section shows a table with one record. The 'Life Coach/Case Manager Assignment' section has a text input field. The 'Participant Details' section includes fields for Name (First, Middle, Last) and Email. On the right side, there is a sidebar with a 'COLLAPSE ALL' button and three expandable sections: 'Record Options', 'Assigned Programs', and 'Record Save Checklist'. The 'Record Options' section is expanded, and the 'Save Record' button is highlighted with a red box. Other options in this section include Print Mode, Archive Record, View History, New Participant, View Folder, and Go To Search. The 'Assigned Programs' section shows 'Test Program' and 'Program Access'. The 'Record Save Checklist' section shows 'Required Field Checks' and 'Field Validation Checks' both with green checkmarks.

Record ID	Modification Date	Modified By	Creation Date	Created By	Assigned Programs
69836	04/20/2023 4:13 PM CDT	DVP Apricot	04/20/2023 4:13 PM CDT	DVP Apricot	- Test Program

**Participant Details**

\*Name: First: test, Middle: , Last: test

Email: customer\_care@apricot.infr

**Record Options**

- Save Record
- Print Mode
- Archive Record
- View History
- New Participant
- View Folder
- Go To Search

**Assigned Programs**

- Test Program
- Program Access

**Record Save Checklist**

- Required Field Checks ✓
- Field Validation Checks ✓

## Archiving Records

You are able to delete or archive any record by clicking 'Archive Record' on the righthand side. If you accidentally delete/archive a record, you cannot recover it yourself. Reach out to the DVP or to Apricot support to recover it.

The screenshot displays the 'Participant' record page in the Apricot system. On the left is a dark blue sidebar with navigation links: 'Dashboard', 'Search Records', 'Hidden Records', and 'My Apricot Tools'. The main content area is titled 'Participant' and contains three expandable sections: 'System Fields', 'Life Coach/Case Manager Assignment', and 'Participant Details'. The 'System Fields' section shows a table with one record:

Record ID	Modification Date	Modified By	Creation Date	Created By	Assigned Programs
69836	04/20/2023 4:13 PM CDT	DVP Apricot	04/20/2023 4:13 PM CDT	DVP Apricot	- Test Program

The 'Life Coach/Case Manager Assignment' section has a header 'Assigned Life Coach/Case Manager' and an empty input field. The 'Participant Details' section includes a '\*Name' field with three sub-fields (First: 'test', Middle: 'Middle', Last: 'test') and an 'Email' field with the value 'customer\_care@apricot.info'. On the right side of the interface, there is a 'COLLAPSE ALL' button and a 'Record Options' panel. The 'Record Options' panel contains buttons for 'Save Record', 'Print Mode', 'Archive Record' (highlighted with a red rectangle), 'View History', 'New Participant', 'View Folder', and 'Go To Search'. Below this is an 'Assigned Programs' panel showing 'Test Program' and 'Program Access'. At the bottom of the right panel is a 'Record Save Checklist' showing 'Required Field Checks' and 'Field Validation Checks' both with green checkmarks.



## Searching for Records

To search for records, you can click 'Add Search Field' and search by various fields on that form as well as Tier 2 forms underneath that form. You can also sort by each column to alphabetize or order records by number or date.

### Participant

#### Participant Search

-- Add Search Field --

Browse All

**Name (Participant)** [Clear Field](#)

test

Middle

Last

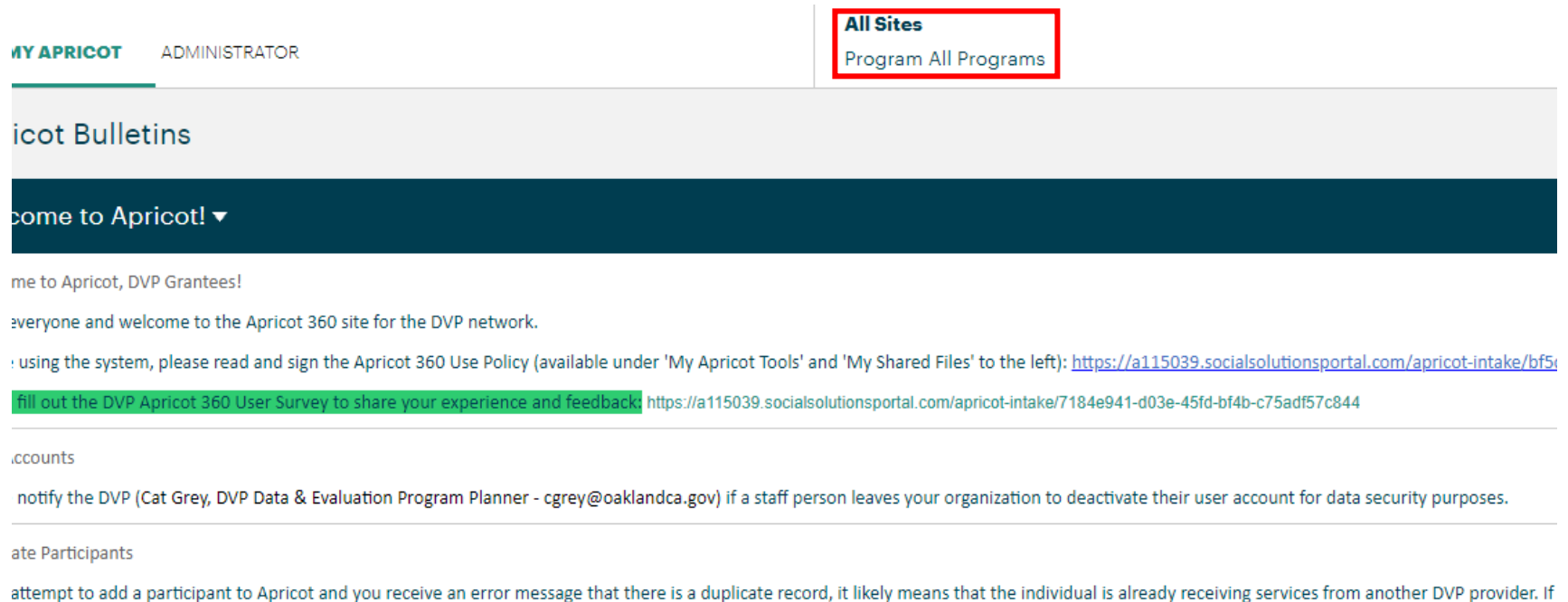
The following 3 Participant records matched your search criteria

Name ▾	Record ID ▾	Creation Date ▾	Assigned Programs ▾	Assigned Life Coach/Case Ma... ▾
test test	69836	04/20/2023 4:13 PM CDT	- Test Program	
Test Test	70754	04/24/2023 1:19 PM CDT	- DVP - Direct Service Team	
Test Test	86132	05/10/2023 2:36 PM CDT	- YA - Violence Interrupters	

Click any of the mint text to go directly to that record. Clicking any gray text will take you to the Tier 1 document folder.

## Sites and Programs

If you are a grantee with multiple contracts, always do the first step of navigating to that specific grant by click 'all sites-all programs' at the top.



**MY APRICOT** ADMINISTRATOR

**All Sites**  
Program All Programs

### Apricot Bulletins

#### Welcome to Apricot! ▼

Welcome to Apricot, DVP Grantees!

Everyone and welcome to the Apricot 360 site for the DVP network.

When using the system, please read and sign the Apricot 360 Use Policy (available under 'My Apricot Tools' and 'My Shared Files' to the left): <https://a115039.socialsolutionsportal.com/apricot-intake/bf5d1e1e-45fd-bf4b-c75adf57c844>

[fill out the DVP Apricot 360 User Survey to share your experience and feedback](https://a115039.socialsolutionsportal.com/apricot-intake/7184e941-d03e-45fd-bf4b-c75adf57c844) <https://a115039.socialsolutionsportal.com/apricot-intake/7184e941-d03e-45fd-bf4b-c75adf57c844>

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Accounts

Notify the DVP (Cat Grey, DVP Data & Evaluation Program Planner - [cgrey@oaklandca.gov](mailto:cgrey@oaklandca.gov)) if a staff person leaves your organization to deactivate their user account for data security purposes.

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Invite Participants

If you attempt to add a participant to Apricot and you receive an error message that there is a duplicate record, it likely means that the individual is already receiving services from another DVP provider. If

## Training, Support, and Technical Assistance

For support with Apricot, please first review the training materials, including this manual as well as recordings and instructions found on under 'My Apricot Tools' on the lefthand side and 'My Shared Files'.

The screenshot displays the Apricot system interface. On the left is a dark blue sidebar with navigation links: Dashboard, Search Records, Hidden Records, My Apricot Tools (expanded), My Caseloads, My Reports, My Bulletins, My Shared Files (highlighted with a red box), Schedule, Classes & Terms, My Aggregate Reports, and My Referrals. The main content area is titled 'Shared Files' and contains a list of files. The 'Training Recordings and Instructions' section is highlighted with a red box and includes the following files:

File Name	Actions
Grantee Manual ▶	
Consent Form ▶	
Budget & Scope Modification Forms ▶	
Training Recordings and Instructions ▼	
TrainingVideoLinks.pdf ▶	Actions ▶
ApricotTrainingInstructions-QuarterlyReporting.pdf ▶	Actions ▶
ApricotTrainingInstructions-CommunityHealingandRestoratio... ▶	Actions ▶
ApricotTrainingInstructions-GBVHousing.pdf ▶	Actions ▶
ApricotTrainingInstructions-GBVWraparoundandCrisisRespons... ▶	Actions ▶
ApricotTrainingInstructions-YouthandAdultEmploymentandEdu... ▶	Actions ▶
ApricotTrainingInstructions-YouthandAdultLifeCoaching&... ▶	Actions ▶
ApricotTrainingInstructions-SchoolsiteVIPTeams.pdf ▶	Actions ▶
ApricotTrainingInstructions-ViolentIncidentCrisisResponse... ▶	Actions ▶
DataProtocol-ViolenceInterrupters.pdf ▶	Actions ▶

For convenience, training video links are listed below:

#### Training Video Links

Password to view videos: Apricot360!

Quarterly Reporting—<https://vimeo.com/812515153>

Community Healing – <https://vimeo.com/794946371>

GBV Housing – <https://vimeo.com/795033451>

GBV Wraparound Services & Crisis Response – <https://vimeo.com/795037156>

School-Site VIP Teams – <https://vimeo.com/795068897>

Violent Incident Crisis Response – <https://vimeo.com/795393453>

Youth and Adult Employment & Education – <https://vimeo.com/794655461>

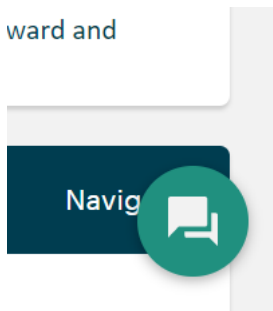
Youth and Adult Life Coaching & Youth Diversion – <https://vimeo.com/795390509>

For additional support, grantees can reach out to DVP Data and Evaluation Staff and/or their Program Officer(s).

Grantees also have direct access to Apricot 360's chat support feature the bottom righthand of the screen.

Please note that the DVP has a limited number of support cases available per year, so the feature may be turned off if it has been exhausted.

ward and



*Last Revised: June 2023*

## Quarterly Reports

Each grant in Apricot has a 'Site Profile', which includes the Scope of Work Deliverables, Fiscal Year Budget, Quarterly Reports, and Grant Payment Authorizations for that grant. To find the Site Profile, navigate to 'Search Records' on the left, and click 'Site Profile'. Then click on the relevant one to you.

MENU

apricot  
360

MY APRICOTADMINISTRATOR

All Sites  
Program All Programs

Dashboard

✓ Search Records

Site Profile

Participant

DVP Consent Form

Group

Activity/Event/Drop-in Center

Site Profile

Site Profile Search

-- Add Search Field -- Browse All

Showing 1 - 20 of 63 available Site Profile records

Organization	Fiscal Year	Strategy	Substrategy
Abode - Adult Life Coaching (Housing Focused)	FY 22-23	Group and Gun Violence	Youth & Adult Life Coaching & Youth Diversion
BOSS - GBV Employment	FY 22-23	Gender Based Violence (GBV)	GBV Wraparound Services
BOSS - Healing/Restorative Activities	FY 22-23	Community Healing	Healing/Restorative Activities
BOSS - Neighborhood and Community Teams	FY 22-23	Community Healing	Neighborhood and Community Teams & Town Nights

All Documents

☐ Expand Multiline

+ Document Folder (2 records)

+ Scope of Work Deliverables (1 record)

+ Fiscal Year Budget (1 record)

+ Quarterly Report (3 records)

+ Grant Payment Authorization (4 records)

+

+

+

+

+

You can view the Scope of Work Deliverables and Fiscal Year Budgets but you cannot edit them. To add a new Quarterly Report, click the blue and white 'plus' button on the righthand side.

To fill out the Quarterly Report, enter the Fiscal Year, Quarter, requested amount, narrative, and expenditures, and upload the Scope of Work Deliverables Report.

Main ▾

\*Fiscal Year

--Please Select-- ▾

\*Quarter

☐ Q1

☐ Q2

☐ Q3

☐ Q4

☐ Q5

This field is required.

\*Current Quarter Requested Amount

\$1,000.00

Please give a brief explanation if payment request amount differs from your scheduled payment.

Notes

Narrative ▾

Please briefly highlight any significant successes or milestones achieved this reporting period. You may include a case study describing a participant's issues and successes in your program. (A case study is required in the 3rd Quarter report. Do not include real client names, you must use a fake name, (e.g., Jane Doe).)

Major Successes

Notes

Please briefly describe any significant problems or barriers you experienced and how you plan to overcome them. Did these problems or barriers hinder your organization's ability to meet your deliverable goals? If so, how?

Major Obstacles

Notes

Last Revised: June 2023

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## Spend Down ▼

### Positions

#### Position - A

#### Position - B

#### Position - C

#### Position - D

#### Position - E

#### Position - F

#### Position - G

#### Position - H

### Benefits

### Operating Expenses/Other

### Quarterly Expenditures

#### Position - A - CURRENT

#### Position - B - CURRENT

#### Position - C - CURRENT

#### Position - D - CURRENT

#### Position - E - CURRENT

#### Position - F - CURRENT

#### Position - G - CURRENT

#### Position - H - CURRENT

#### Benefits - CURRENT

#### Duplicating/Copying - CURRENT

#### Emergency Support Funds - CURRENT

#### Equipment/Computer Upgrades - CURRENT

#### Facilities/Classroom Rental - CURRENT

### Fiscal Year Budget

(click 'Link' at bottom of form for fields in this column to autopopulate)

#### Position - A - FY Budget

#### Position - B - FY Budget

#### Position - C - FY Budget

#### Position - D - FY Budget

#### Position - E - FY Budget

#### Position - F - FY Budget

#### Position - G - FY Budget

#### Position - H - FY Budget

#### Benefits - FY Budget

#### Duplicating/Copying - FY Budget

#### Emergency Support Funds - FY Budget

#### Equipment/Computer Upgrades - FY Budget

#### Facilities/Classroom Rental - FY Budget

To view and download your Scope of Work (SOW) Deliverables report follow the below steps:

- Navigate to 'My Apricot Tools' and 'My Reports' on the lefthand side of the screen.
- Run the appropriate report for this contract by clicking 'Run' under actions on the righthand side.
- Click 'Print' on the righthand side of the screen and save the document as a PDF.
- Upload the PDF in the designated location.

Once the report is complete and the Executive Director or Program Manager has signed at the bottom, the Program Officer will then get an automatic email notification that the report has been signed and is ready for review. They will then review and create a Grant Payment Authorization to process your payment.

**Scope of Work Deliverables Report Upload** ▼

To view and download your Scope of Work (SOW) Deliverables report follow the below steps:

- Navigate to 'My Apricot Tools' and 'My Reports' on the lefthand side of the screen.
- Run the appropriate report for this contract by clicking 'Run' under actions on the righthand side.
- Click 'Print' on the righthand side of the screen and save the document as a PDF.
- Upload the PDF below.

**\*Attach SOW Deliverables Report for Relevant Quarter**

No file chosen

Up to 25 MB

If you feel that any of the numbers in your SOW deliverables report are not accurately reflecting your work or data entered, please list the accurate number in the narrative section of this report.


**Signature** ▼

Signature must be by Executive Director or Program Manager.

**Quarterly Report Signature**

**Name**

**Quarterly Report Signature Date**



**Signature**

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## Reviewing the Scope of Work Deliverables Report

When reading the SOW Deliverables Report, only look at the sections that apply, which you can tell because they have their deliverable numbers by quarter. Compare the Q3 deliverable number to the 'actual' number below to see if they have met their deliverables.

For example, this deliverable applies as it has their quarterly numbers under the deliverable section. By Quarter 3, their deliverable was to serve 28 individuals, and they have served 34.

### # of individuals served (unduplicated) - Deliverable

#### Forms

Scope of Work Deliverables

Site Profile

#### Filters

#### Limit Sections

Organization	Q1 # of individuals served	Q2 # of individuals served	Q3 # of individuals served	Q4 # of individuals served
LFCD - Youth Career Exploration and Education Support	10	18	28	32

### # of individuals served (unduplicated) - Actual

#### Forms

Participant

#### Limit Sections

Distinct Record ID Values
<b>34</b>

Total Rows
<b>34</b>

This deliverable does not apply because it does not have their deliverable numbers.

\*Please note that numbers may still appear in the actual sections even if they are not deliverables for that grant—you can ignore those but they may be interesting for you to know.

### # of individuals retained in permanent jobs for 90 days - Deliverable

#### Forms

Scope of Work Deliverables

Site Profile

#### Filters

#### Limit Sections

Q1 # of individuals retained in permanent...	Q2 # of individuals retained in permanent...	Q3 # of individuals retained in permanent...	Q4 # of individuals retained in permanent...
0	0	0	0

### # of individuals retained in permanent jobs for 90 days - Actual

#### Forms

Work Experience/Job Placement

Participant

#### Filters

#### Filter Logic

1 and 4 and (2 or (3 and 5))

#### Limit Sections

Participant Record ID	Employment Status	Job Start Date	Job Start Days Ago	Job End Date	Job Retention Duration
Distinct Participant Record ID Values					

## Participants

To enter a new participant, navigate to 'Search Records' on the lefthand side and click 'Participant', then '+ new participant' on the righthand side. You will then enter their name and contact information as well as their demographics and their response to the consent form.

Dashboard

Search Records

Site Profile

Participant

Participant

Participant Search

-- Add Search Field --  
Showing 1 - 20 of 3956 available Participant records

Record ID

Creation Date

Assigned Programs

Assigned Life Coach/Case Ma...

Name

EXPAND ALL

Search Actions

New Participant

Clear Search History

Program Access

Merge Folders

Participant

System Fields

Record ID	Modification Date	Modified By	Creation Date	Created By	Assigned Programs
--	--	--	--	--	<div>- BOSS - Therapeutic S</div> <div>- Abode - Adult Life Co.</div> <div>- BOSS - GBV Employm</div> <div>- and 63 more.</div>

Life Coach/Case Manager Assignment

Assigned Life Coach/Case Manager

Participant Details

\*Name

FirstMiddleLast

\*Date of Birth

MM/DD/YYYY

Primary Phone

ext.

Emergency Contact Name

Address Lookup

Clear

Select to map

No results found

Address

Line 1

Line 2

City

City

State

Email

customer\_care@apricot.inf

Secondary Phone

ext.

Emergency Contact Phone

ext.

If you try to enter a participant who is already being served by another DVP program, you will receive a Duplicate Record Warning.

## Duplicate Record Warning

The document you are creating is a duplicate and cannot be saved. Please either view the record in question or alter your current record. If you leave this page to view the record that is causing this duplicate error, you will lose any data you have entered into this form.

### Quick View Information For Duplicate Record

You do not have access to this record. Please contact your administrator

Alter Current Record

In this situation, please fill out this form (also on the Apricot front page) and the DVP will add the participant to your site:

<https://a115039.socialsolutionsportal.com/apricot-intake/137b11e4-a493-4fba-99f6-8397fc64ef2c>

## Duplicate Participant Record Request

\*Required

If you attempt to add a participant to Apricot and you receive an error message that there is a duplicate record, it likely means that the individual is already receiving services from another DVP provider. If this is the case, please fill out this form and DVP staff will add them to your site.

Participant Name\*

FIRST\*

MIDDLE

LAST\*

Participant Date of Birth\*

mm/dd/yyyy

Program\*

-- Select --

## Consent Form

There is a link to the online version of the consent form on this page (<https://a115039.socialsolutionsportal.com/apricot-intake/5a63d8e3-5e91-4199-949c-b64481359c1f>), or you can use the paper consent form, which can be found by navigating on the lefthand side to 'My Apricot Tools' and 'My Shared Files', and then 'Consent Forms'.

The screenshot displays the Apricot 360 web application interface. On the left, there is a 'Demographic Information' form with fields for Age, Race, Gender, Sexual Orientation, Primary Language, Marital Status, Do they have Children?, Highest Level of Education Completed, Current Employment Status, and Did participant provide consent for PII to be shared with an external DVP evaluator?. Below these fields is an 'Upload paper Evaluation Consent Form' section with a 'Choose File' button and a file size limit of 'Up to 25 MB'. There is also an 'On Probation or Parole' section with radio buttons for 'Yes' and 'No'.

On the right, there is a navigation menu. The 'My Apricot Tools' section is expanded, showing 'My Reports', 'My Bulletins', 'My Shared Files' (highlighted in orange), 'Schedule', and 'Classes & Terms'. The 'My Shared Files' section is further expanded, showing a list of files: 'Grantee Manual', 'Consent Form' (highlighted with a red box), 'Budget & Scope Modification Forms', 'Training Recordings and Instructions', 'Apricot 360 Use Policy', 'Grantee Data Upload Templates and Instructions', and 'Eligibility Screener'.

To view a participant that is already entered, click on that participant and it will take you to their participant folder.

Please note that if a participant is in multiple programs including yours, you will see the other DVP programs they are being served by, but you will not see any details of services provided at other agencies (for example, Abode CANNOT see TMC's Service Notes nor can TMC see Abode's Service Notes for participant 10428).

Record ID ▼	Creation Date ▼	Assigned Programs ▼
10428	01/18/2023 1:19 PM CST	- Abode - Adult Life Coaching (Housing Focused) - TMC - Adult Life Coaching
10749	01/18/2023 1:33 PM CST	- CEO - Adult Employment and Education Support - TMC - Adult Life Coaching
10775	01/18/2023 1:34 PM CST	- CURYJ - Adult Life Coaching - CURYJ - Neighborhood & Community Teams - TMC - Adult Life Coaching
11239	01/18/2023 2:41 PM CST	- OPIC - Adult Employment and Education Support - TMC - Adult Life Coaching
11395	01/18/2023 2:45 PM CST	- Abode - Adult Life Coaching (Housing Focused) - TMC - Youth Life Coaching - TMC - Adult Life Coaching

In the participant folder, you will see various forms:

- Program Enrollment
- Service Notes
- Referral
- Intake and Needs Assessment
- Life Map Goals and Activities
- Housing Placement
- Relocation
- Work Experience/Job Placement

All Documents		<input type="checkbox"/> Expand Multiline	<input type="text" value="Search Forms"/>
	Program Enrollment (2 records)		
	Ceasefire (0 records)		
	Service Notes (48 records)		
	Referral (0 records)		
	Intake and Needs Assessment (0 records)		
	Life Map Goals and Activities (0 records)		
	Housing Placement (0 records)		
	Relocation (0 records)		
	Work Experience/Job Placement (0 records)		

## Program Enrollment

When you start working with a participant, please enter a Program Enrollment form to log their start date, referral source, and eligibility screener questions (for Life Coaching and Employment) by clicking the blue and white plus button on the righthand side under Program Enrollment under the Participant folder.

When and if a participant exits the program, please return to this form to log their exit date and exit reason.

**Enrollment ▼**

**\*Program Enrolling**  
--Please Select-- ▼

**\*Site**  
--Please Select-- ▼

**\*Start Date**  
MM/DD/YYYY 

**\*Referral Source**  
--Please Select-- ▼

**Enrollment Notes**  
Notes 

**Exit ▼**

**Exit Date**  
MM/DD/YYYY 



## Service Notes

Any time you meet with a participant, log a Service Note to log the date, time, type of service, and any notes by clicking the blue and white plus button on the righthand side under Service Notes under the Participant folder.

Main ▾

\*Date of Service

\*Start Time

Duration of Service in Minutes

minutes

Service Notes

Notes

\*Service Provided

--Please Select-- ▾

\*End Time

If you are referring a participant for a service, please use the "Referral" form in the participant folder.

Schedule Future Appointment through Apricot?

☐ Yes

☐ No

## Referral

When you make a referral for a participant either within the DVP network or outside of the network, please utilize the Referral form in the Participant folder. If it is in the DVP network, you will click 'add' to select which agency and program you referred the individual to, and you have the *option* to send an automated email to the main referral contact for the agency you are referring the participant to if that would be helpful for notification purposes, but it is not required.

When a referral is completed/accepted, it is very important to return to this page to update the referral status.

Internal or External Referral ▾

Is this referral to an agency within the DVP network or outside of the DVP network?

☒ Within DVP network


☐ Outside of the DVP network

Within DVP Network ▾

Agency Referring To

☒ Hide Deactivated Links

+ Add

Organization Name 

Agency Contact for Referral

First

Middle

Last

Email for Referral

customer\_care@apricot.infr

OPTIONAL - Would you like to send an email to the contact at this agency to notify them of the referral?

☐ Yes

☐ No

Referral Status ▾

\*Status

☒ Pending

☐ Accepted

☐ Declined

## Intake and Needs Assessment

To enter an Intake and Needs Assessment for Life Coaching participants, click the blue and white plus button on the righthand side of the Participant folder.

All Documents

☐ Expand Multiline

Program Enrollment (2 records)	
Ceasefire (0 records)	
Service Notes (48 records)	
Referral (0 records)	
Intake and Needs Assessment (0 records)	
Life Map Goals and Activities (0 records)	

System Fields ▾

Record ID	Modification Date	Modified By	Creation Date	Created By	Assigned Programs
					- BOSS - Therapeutic Support for Gender - Abode - Adult Life Coaching (Housing) - BOSS - GBV Employment - and 63 more.

Main ▾

\*Case Manager Name

Date Completed

Safety ▾

Are there areas of the City/Town that are unsafe for you?

☐ Yes  
☐ No

Are there specific places (school, home, church, etc.) that are unsafe for you?

☐ Yes  
☐ No

What is your most common method of transportation

Safety - Of the items below, please mark what is a priority to you

☐ Stay out of any gun-related activity

☐ Staying out of fights and conflicts












☐ Fleeing DV/IPV/CSE(C)

☐ Stalking and Harassment

☐ Target of Hate Crime (race, gender, LGBT+, religion, etc.)

## Life Map Goals and Activities

To enter or update information on a goal that a Life Coaching participant sets, click the blue and white plus button on the righthand side of the Participant folder under 'Life Map Goals and Activities'. Please enter a new form for each life map goal.

All Documents	<input type="checkbox"/> Expand Multiline	<input type="text" value="Search Forms"/>
<a href="#">+ Program Enrollment (2 records)</a>		
<a href="#">+ Ceasefire (0 records)</a>		
<a href="#">+ Service Notes (48 records)</a>		
<a href="#">+ Referral (0 records)</a>		
<a href="#">+ Intake and Needs Assessment (0 records)</a>		
<a href="#">+ Life Map Goals and Activities (0 records)</a>		

When the goal is completed and an incentive is given out, go back to the goal to update it with the incentive amount.

Main ▾

Please enter a new form for each life map goal

**\*Goal Start Date**

**\*Goal Category**

**Goal Notes**

**Target Date**

**\*Goal Status**  
☐ In Progress  
☐ Complete  
☐ Abandoned  
This field is required.

Incentive Information ▾

<b>Date Disbursed</b> <input type="text" value="MM/DD/YYYY"/>	<b>Incentive Amount</b> <input type="text" value="\$1,000.00"/>	<b>Upload Proof of Incentive</b> <input type="button" value="Choose File"/> No file chosen <small>Up to 25 MB</small>
--	--	---

## Housing Placement

To enter or update information on a Housing Placement, click the blue and white plus button on the righthand side under 'Housing Placement' in the participant folder. When and if a participant exits housing, return to this form to include the exit date and reason.

Main ▾

\*Housing Start Date

06/02/2023

Reason for Housing End Date

--Please Select-- ▾

Landlord or Manager Contact Name (optional)

First

Middle

Last

Housing Address (optional)

Select to map  
No results found

Address

Line 1

Line 2

City

State

--Please Select-- ▾

County

County

Zip

Housing End Date

06/02/2023

\*Housing Type

--Please Select-- ▾

This field is required.

## Relocation

To enter or update information on a Relocation, click the blue and white plus button on the righthand side under 'Relocation' in the participant folder, including date, if funding was disbursed, and how much.

Main ▾

\*Number of Individuals in Family

\*Relocation Funding Disbursed

☒ Yes

☐ No

Notes

\*Was Safety Assessment Conducted?

☐ Yes

☐ No

Date Funding Disbursed

June ▾

2 ▾

2023 ▾

Funding Amount Disbursed

## Work Experience/Job Placement and Job Placement Employer Profile


When a participant starts a new job or work placement, click the blue and white plus button on the righthand side under 'Work Experience/Job Placement' in the participant folder. Please note that this only needs to be logged at the beginning of the job and at the end—weekly attendance does not need to be taken, only the average hours worked per week should be logged in the beginning and end.

Main ▾

\*Employer


Hide Deactivated Links

Add

\*Employer Name 

\*Job Start Date

MM/DD/YYYY



\*Job Title

\*Employment Status

--Please Select--

▾

Starting Wage

\$1,000.00

Hours per Week

00

Placement Closure ▾

Job End Date

MM/DD/YYYY



Last Revised: June 2023

31

You must link the Work Experience/Job Placement to an employer, which you can select from the list when you click the green '+Add' button, or you can create a new one by clicking the green '+Create New' button or by navigating to 'Search Records' and 'Job Placement Employer Profile' on the lefthand side and clicking '+New Job Placement Employer Profile' on the righthand side.

Dashboard
Search Records
Site Profile
Participant
DVP Consent Form
Group
Activity/Event/Drop-in Center
Community
Engagement Team Outreach
Family
Hospital Response
Job Placement Employer Profile

### Job Placement Employer Profile Search

+ Create New
Link All
Clear History

-- Add Search Field --
Browse All

Showing 1 - 10 of 80 available Job Placement Employer Profile records

Employer Name	Industry
5T solutions	Administrative and support services
Allied Universal Security Services	Security
America's Job Center of California	Social Services
Avis Budget Group	Transportation and warehousing
Bay Ship & Yacht	Transportation and warehousing
Bay Ship and Yacht	Transportation and warehousing
Block by Block - Oakland	Groundskeeping
Bojax Kitchen	Hospitality and food services
Broadway Carwash	Car Wash
California Youth Outreach	Healthcare and social assistance

--Please Select--

**Starting Wage**

### Job Placement Employer Profile

Main

\*Employer Name

\*Industry
--Please Select--

**Current Job Placement Contact**  
First
Middle
Last

**Current Job Placement Contact Email**

**Current Job Placement Contact Phone**  


 ext.

**Employer Address**
Clear
Select to map
No results found

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



## Group Activity/Event/Drop-in Center

Any time your agency holds a group activity or event, you should enter a new Group Activity/Event/Drop-in Center record. Each day at the Drop-in Center should be entered using this form as well with the estimated number of participants.

To enter a new Group Activity/Event/Drop-in Center record, navigate to 'Search Records' on the lefthand side, and click on 'Group Activity/Event/Drop-in Center' and click '+ New' on the righthand side.

The screenshot displays the 'Group Activity/Event/Drop-in Center' interface. On the left, a sidebar contains navigation links: 'Dashboard', 'Search Records' (highlighted with a red box), 'Site Profile', 'Participant', 'DVP Consent Form', 'Group', 'Activity/Event/Drop-in Center' (highlighted with a red box), and 'New Group...'. The main content area is titled 'Group Activity/Event/Drop-in Center' and features a search bar with a dropdown menu and a 'Browse All' link. Below the search bar, it states 'Showing 1 - 20 of 963 available Group Activity/Event/Drop-in Center records'. A table lists records with columns: Program, Type Of Group Activity, Start Date, End Date, Group Name, and Start Time. The table contains three rows of data. On the right, a sidebar titled 'EXPAND ALL' contains 'Search Actions' (with 'New Group...' highlighted in red) and 'Favorite Lists'.


Program	Type Of Group Activity	Start Date	End Date	Group Name	Start Time
BOSS - GBV Employment	Other	11/20/2022	11/20/2022	DVP GAME	02:00 AM
BOSS - Healing/Restorative Activities	Healing Circle	01/04/2023	06/30/2023	No More Tears- Adult Circle	05:30 PM
BOSS - Healing/Restorative Activities	Community Building/Restorative Event	10/12/2022	10/12/2022	Adults Circle	

You will then enter details on the group, such as type, date(s), time, and other questions such as number of people in attendance based on the type of group it is.

Main ▾

\*Program

--Please Select-- ▾

\*Type of Group Activity 


--Please Select-- ▾


This field is required.

\*Group Name


Description of Group Activity

Notes

\*Start Date 

MM/DD/YYYY 

\*End Date

MM/DD/YYYY 

\*Start Time

5:30 AM ▾

\*End Time

5:30 AM ▾

Duration of Activity

minutes

Currently Registered Participants (for ongoing classes with attendance) ▾

Currently Registered Students

☒ Hide Deactivated Links

Add

Last Revised: June 2023

34

## Registering Participants in Groups & Tracking Group Attendance

If the group is an ongoing class with the same participants each week, you will 'register students' and track their attendance. To do so, click the green '+Add' button under the 'Currently Registered Participants' section and select the participants you would like to add. You can select them from the list or search by their name by clicking 'Name' under the 'Add Search Field' dropdown.

### Participant Search

[+ Create New](#)[Link All](#)[Clear History](#)[×](#)

-- Add Search Field -- [Browse All](#)

**Name (Participant)** [Clear Field](#)

[×](#)

Showing 1 - 10 of 3958 matching Participant records

[More Columns...](#)

Name ▾	Record ID ▾	Creation Date ▾	Assigned Programs ▾
136	97727	05/16/2023 1:46 PM CDT	- FVLC - Emergency Shelter
140	97734	05/16/2023 1:46 PM CDT	- FVLC - Therapeutic Support for Gender-Based Violence
143	97735	05/16/2023 1:46 PM CDT	- FVLC - Therapeutic Support for Gender-Based Violence
162	97728	05/16/2023 1:46 PM CDT	- FVLC - Emergency Shelter
188	97736	05/16/2023 1:46 PM CDT	- FVLC - Therapeutic Support for Gender-Based Violence
193	97729	05/16/2023 1:46 PM CDT	- FVLC - Emergency Shelter
212	97737	05/16/2023 1:46 PM CDT	- FVLC - Therapeutic Support for Gender-Based Violence
...	...	...	...

\*Start Date

08/17/2022

\*End Date

05/24/2023

\*Start Time

10:00

AM

\*End Time

11:00

AM

Duration of Activity

60

minutes

\*# of people in attendance (estimate)

0

Collapse All

Record Options

Save Record

Print Mode

Archive Record

View History

New Group...

Track Attendance

View Folder

Go To Search

Assigned Programs

OUSD OE - Therapeutic Sup...

To fill out the registration grid, you can select the start date of the group and the number of days you would like to track attendance for at the top.

The first row of the registration grid is the template for all attendees, so you can fill that in with the start and end time for each day of attendance, and then mark the default attendance (present, absent, etc.) for all students. For example, you can mark 'present' for all using the first row and then go change absent students' attendance to 'absent', or you can mark 'absent' for all using the first row and go change present students' attendance to 'present'.

Please note—it is highly recommended that you record attendance weekly for ease of data entry.

Peer Support/Counseling Group - Enrolled Participants

Quick View Information ▶

Track Attendance ▼

Track Attendance

06/02/2023

5

Update

Participant 17 Records	06/02/2023	06/03/2023	06/04/2023	06/05/2023	06/06/2023	
	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div>Notes</div>	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div>Notes</div>	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div>Notes</div>	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div>Notes</div>	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div>Notes</div>	Update All
	<div>5:30 AM ▼</div> <div>5:30 AM ▼</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>	<div>5:30 AM ▼</div> <div>5:30 AM ▼</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>	<div>5:30 AM ▼</div> <div>5:30 AM ▼</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>	<div>5:30 AM ▼</div> <div>5:30 AM ▼</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>	<div>5:30 AM ▼</div> <div>5:30 AM ▼</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>	<div>*Group Activity Start Time</div> <div>5:30 AM ▼</div> <div>*Group Activity End Time</div> <div>5:30 AM ▼</div> <div>*Attendance Status</div> <div>--Please Select-- ▼</div> <div>Notes</div> <div></div>

## Hospital Response

To enter a hospital response record, navigate to 'Search Records' on the righthand side, click 'Hospital Response', and click the '+New Hospital Response' on the righthand side.

To link this form to a participant that you are serving in an ongoing way, click the green '+Add' button at the bottom and select the participant from the list.

**Hospital Response**

**Main ▾**

**\*Initials of Person Visited**  
First Middle Last

**Person Visited - Gender**  
--Please Select-- ▾

**Person Visited - Race**  
--Please Select-- ▾

**\*Date of Initial Notification**  
06/02/2023 📅

**\*Date of Visit for Service**  
06/02/2023 📅

**Hospital Location**  
--Please Select-- ▾

**Person Visited - Age**  
00

**\*Time of Initial Notification**  
2:25 PM ▾

**\*Time of Visit for Service**  
2:25 PM ▾

**\*Types of Support Provided**

- ☐ Case Management
- ☐ Relocation
- ☐ Funeral/vigil planning
- ☐ VOC application
- ☐ Funeral/vigil attendance
- ☐ Financial support
- ☐ Other

**Notes**  
Notes

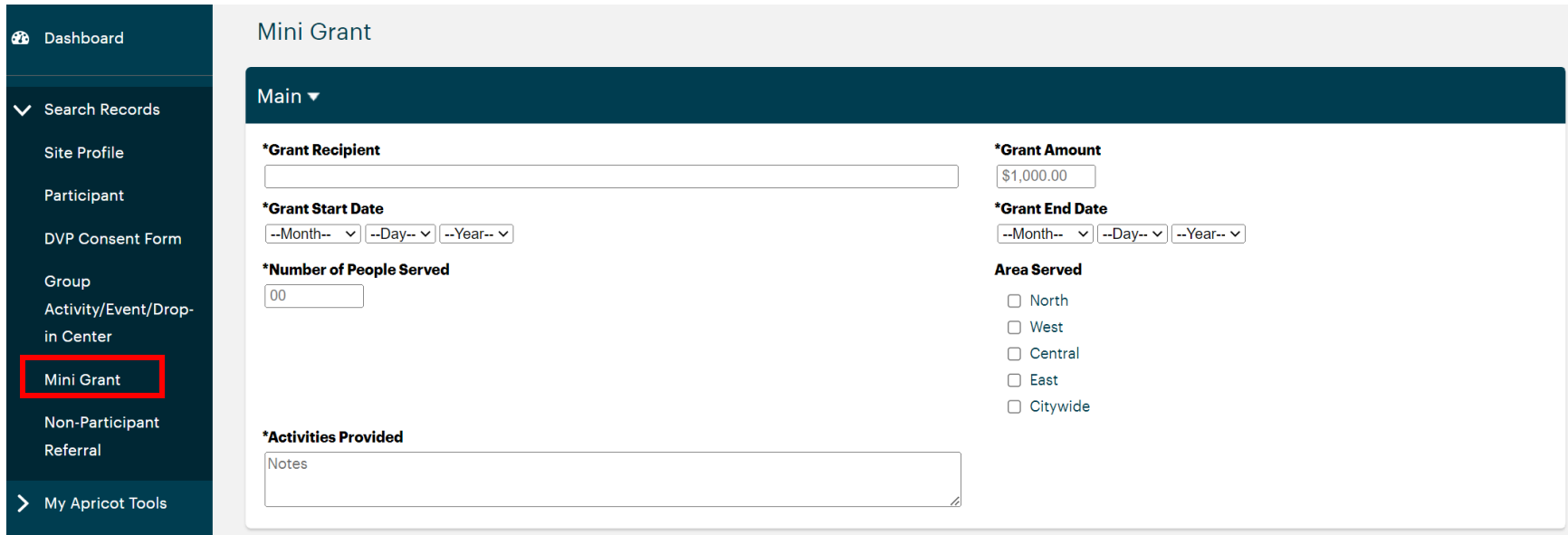
**Participant Link ▾**

**Participant Link**

☒ Hide Deactivated Links **Add**

## Mini-Grant

To enter a Mini-Grant that was awarded, navigate to 'Search Records' on the righthand side, click 'Mini-Grant', and click the '+Mini-Grant' on the righthand side.



**Dashboard**

**Search Records**

- Site Profile
- Participant
- DVP Consent Form
- Group
- Activity/Event/Drop-in Center
- Mini Grant**
- Non-Participant Referral

**My Apricot Tools**

### Mini Grant

**Main** ▾

**\*Grant Recipient**

**\*Grant Amount**

**\*Grant Start Date**

--Month-- ▾ --Day-- ▾ --Year-- ▾

**\*Grant End Date**

--Month-- ▾ --Day-- ▾ --Year-- ▾

**\*Number of People Served**

**\*Activities Provided**

Notes

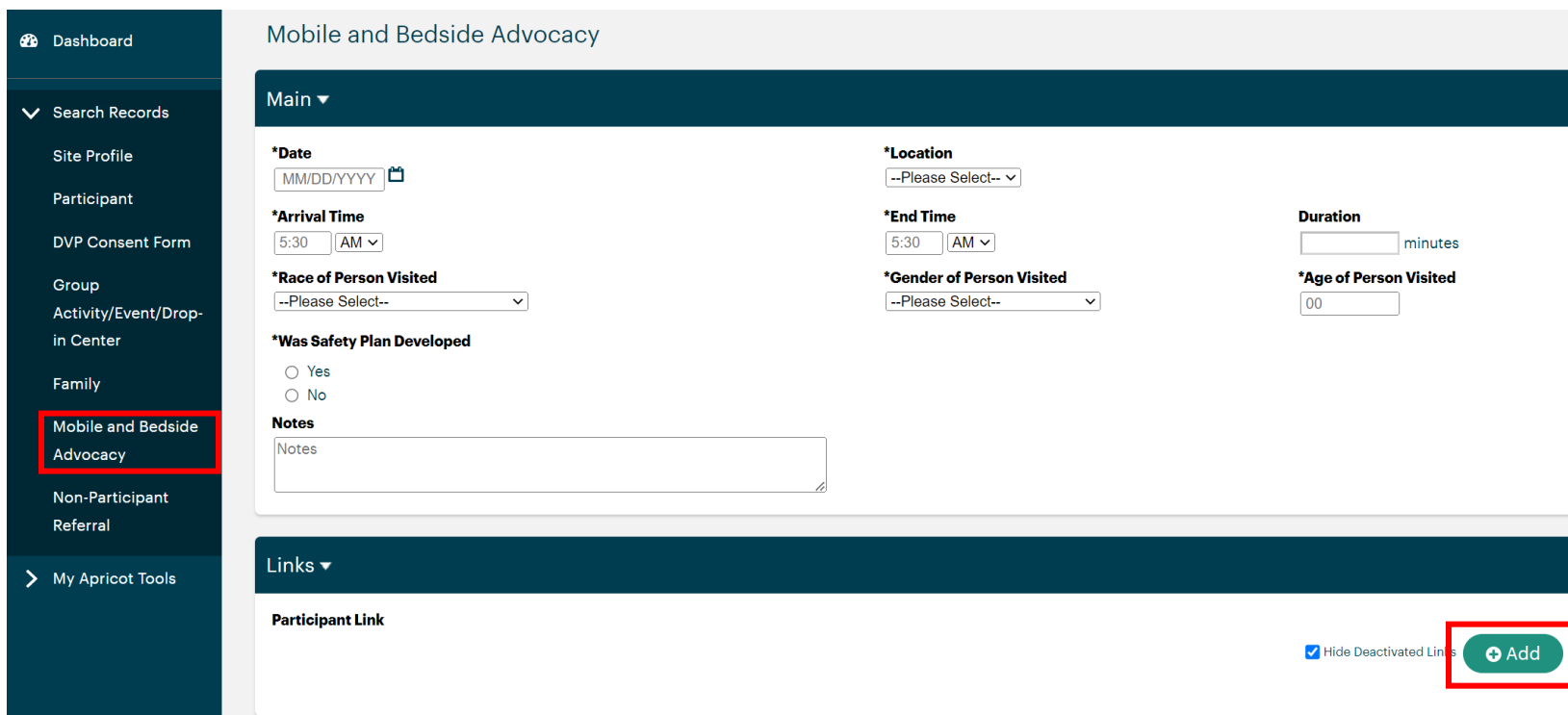
**Area Served**

- ☐ North
- ☐ West
- ☐ Central
- ☐ East
- ☐ Citywide

## Mobile and Bedside Advocacy

To enter a Mobile and Bedside Advocacy form, navigate to 'Search Records' on the righthand side, click 'Mobile and Bedside Advocacy', and click the '+Mobile and Bedside Advocacy' on the righthand side.

To link this form to a participant that you are serving in an ongoing way, click the green '+Add' button at the bottom and select the participant from the list.



**Mobile and Bedside Advocacy**

**Main** ▾

**\*Date**  
MM/DD/YYYY

**\*Location**  
--Please Select-- ▾

**\*Arrival Time**  
5:30 AM ▾

**\*End Time**  
5:30 AM ▾

**Duration**  
minutes

**\*Race of Person Visited**  
--Please Select-- ▾

**\*Gender of Person Visited**  
--Please Select-- ▾

**\*Age of Person Visited**  
00

**\*Was Safety Plan Developed**  
☐ Yes  
☐ No

**Notes**  
Notes

**Links** ▾

**Participant Link**

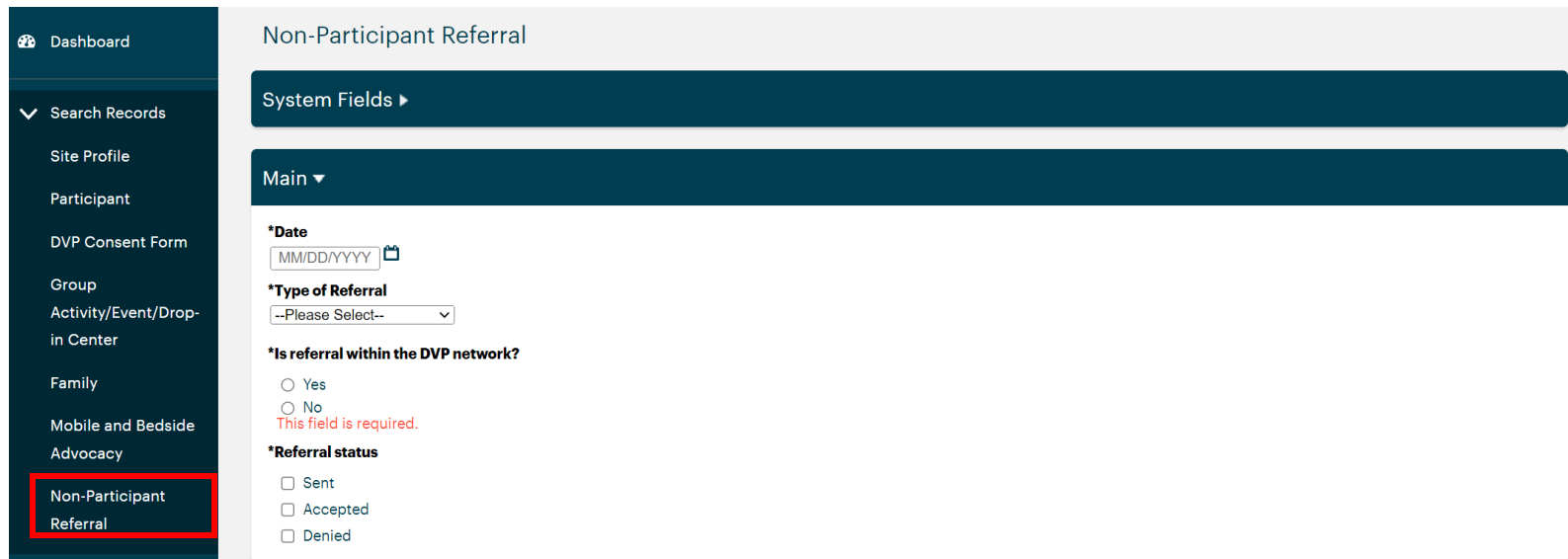
☒ Hide Deactivated Links

**+ Add**



## Non-Participant Referral

For referrals that are done during outreach or for individuals who are not ongoing participants and do not have a Participant record, you will enter a Non-Participant Referral form. To do this, navigate to 'Search Records' on the righthand side, click 'Non-Participant Referral', and click the '+Non-Participant Referral' on the righthand side.



The screenshot displays the 'Non-Participant Referral' form. On the left is a dark sidebar with navigation links: Dashboard, Search Records (expanded), Site Profile, Participant, DVP Consent Form, Group, Activity/Event/Drop-in Center, Family, Mobile and Bedside, Advocacy, and Non-Participant Referral (highlighted with a red box). The main content area has a header 'Non-Participant Referral' and a 'System Fields' section. Below this is a 'Main' section containing the following fields:

- \*Date**: A date input field with a calendar icon and placeholder 'MM/DD/YYYY'.
- \*Type of Referral**: A dropdown menu with the placeholder '--Please Select--'.
- \*Is referral within the DVP network?**: Radio buttons for 'Yes' and 'No'. The 'No' option is selected, and a red error message 'This field is required.' is displayed below it.
- \*Referral status**: Checkboxes for 'Sent', 'Accepted', and 'Denied'.

## Violence Mediation

To enter a Violence Mediation form, navigate to 'Search Records' on the righthand side, click 'Violence Mediation', and click the '+Violence Mediation' on the righthand side.

**Violence Mediation**

Main ▾

**\*Date of Conversation**  
June ▾ 2 ▾ 2023 ▾

**\*Start Time**  
5:30 ▾ AM ▾

**\*End Time**  
5:30 ▾ AM ▾

**Duration of Mediation**  
 minutes

**\*What type of meeting was this?**

- ☐ Community
- ☐ Mediation with student involved
- ☐ School administrator meeting-COST
- ☐ School administrator meeting-other
- ☐ Other

*This field is required.*

**Type of Mediation**

- ☐ Proactive
- ☐ Retaliation

**\*Number of Individuals Involved in Conversation**  
00

**Notes**  
Notes

**\*Site**  
--Please Select-- ▾

**Who was involved in the mediation?**

- ☐ Family members
- ☐ Peers
- ☐ School administrators
- ☐ Student
- ☐ Other

## Triangle Incident Response

To locate Triangle Incident Response records, navigate to “Triangle Incident Response” on the left side of the screen under ‘Search Records’. You will first find the incident you responded to and then you will log your response.

The screenshot displays the Apricot 360 web application interface. On the left, a dark sidebar contains a menu with the following items: Dashboard, Search Records (expanded), Site Profile, Participant, Family, Triangle Incident Response (highlighted with a red rectangle), Violence Mediation, and My Apricot Tools. The top header includes the Apricot 360 logo, a 'MY APRICOT' tab, and a link to 'All Sites'. The main content area is titled 'Apricot Bulletins' and features a 'Welcome to Apricot!' section. Below this, there are three bulletins: a welcome message for DVP Grantees, a notice about the Apricot 360 site, and a warning about duplicate participants with a link to a policy document. The bottom bulletin is titled 'Quarterly Reports' and mentions that reports are due on Friday, April 14.

**Apricot 360**

**MY APRICOT**

**All Sites**  
Program All Programs

**Dashboard**

**Search Records**

Site Profile

Participant

Family

**Triangle Incident Response**

Violence Mediation

**My Apricot Tools**

**Apricot Bulletins**

**Welcome to Apricot!**

Welcome to Apricot, DVP Grantees!

Hello everyone and welcome to the Apricot 360 site for the DVP network.

Before using the system, please read and sign the Apricot 360 Use Policy (available under 'My Apricot Tools' and 'My Shared Files' to the left): <https://a115039.socialsolutionsportal.com/apricot-intake/137b11e4-a493-4fba-99f6-8397fc64ef2c>

**Duplicate Participants**

If you attempt to add a participant to Apricot and you receive an error message that there is a duplicate record, it likely means that the individual is already receiving services from another DVP

<https://a115039.socialsolutionsportal.com/apricot-intake/137b11e4-a493-4fba-99f6-8397fc64ef2c>

**Quarterly Reports**

Quarter 3 Reports are due Friday April 14.

To submit your quarterly report, navigate to 'Site Profile' on the lefthand side, click on your grant, and under 'Quarterly Report', click the blue and white plus button on the righthand side.

Click the 'Date of Incident' column **twice** to sort by most recent date and find the incident you responded to and click on it. You can also search by the address by clicking 'Add Search Field' and selecting address and typing that in.

MY APRICOT	All Sites Program All Programs	CHANGE	NOTIFICATIONS
Triangle Incident Response			
Triangle Incident Response Search			
<div> -- Add Search Field -- Browse All </div>			
Showing 1 - 20 of 456 available Triangle Incident Response records			
Date Of Incident (Click Twi... ▾)	Time Of Incident ▾	Address Of Incident (Block ... ▾	Was This A Homicide ▾
01/25/2022	11:39 PM	8600 A Street 🏠	Yes
03/08/2022	04:39 PM	3500 West st. 🏠	Yes
03/08/2022	03:00 PM	9000 Bancroft 🏠	No
03/09/2022	09:51 PM	2400 International 🏠	Yes
03/09/2022	09:23 AM		No
03/09/2022	11:42 PM		No
03/12/2022	11:19 PM	3500 MacArthur blvd 🏠	No
03/12/2022	01:07 AM	1825 Fruitvale 🏠	No
03/12/2022	01:07 AM	1825 Fruitvale ave 🏠	No
03/15/2022	01:09 AM	3337 E. 17TH ST. 🏠	Yes
03/18/2022	06:36 PM		No
03/19/2022	03:26 AM		No
03/19/2022	03:09 AM		No
03/19/2022	08:21 PM	10100 International 🏠	Yes
03/19/2022	08:07 PM	1800 International blvd 🏠	Yes
03/19/2022	06:29 AM	1011 E. 24TH ST. 🏠	No
03/19/2022	02:18 AM		Yes
03/24/2022	04:12 PM	2036 82nd ave 🏠	No
03/26/2022	07:21 PM	800 77thave 🏠	No

Once you find the incident, it will take you to the incident folder. You will then click on blue and white plus button on the righthand side to add your response.

2023-03-17

View

Create

Print

Quick View Information

DOCUMENT FOLDER

CENSUS

LINKS

ENROLLMENTS

APPOINTMENTS

All Documents

Expand Multiline

Search Forms

Agency Response (0 records)

Agency Response

03/17/2023

Quick View Information

Response

\*Date of response

MM/DD/YYYY

\*Time arrived

11:02 AM

Duration

minutes

\*How many people responded?

00

\*Agency Responder - A

FirstMiddleLast

\*Location of response

Scene

Hospital

Other

\*Number of impacted individuals

00

\*Time departed

5:30 AM

\*Incident Category

☐ Caught in the crossfire

☐ Family violence/intimate partner violence

☐ Group or network

☐ Homeless encampment

☐ Robbery

☐ Sexual exploitation

☐ Unknown

☐ Other

\*Level of Retaliation Assessed

☐ High

☐ Medium

☐ Low

☐ Unknown

COLLAPSE ALL

Record Options

Save Record

New Agency Response

View Folder

Go To Search

Assigned Programs

(New) CYO - Violence Interr...

Program Access

Record Save Checklist

Required Field Checks

\*Date of response

\*Time departed

\*Incident Category

\*How many people responded?

\*Level of Retaliation Asses...

\*Agency Responder - A

\*Location of response

\*Number of impacted individ...

\*Person A impacted (initials)

\*Notes on response

\*Plan for 2-week follow-up

Field Validation Checks

Form Logic Rules

Two Responders

Three Responders

Four Responders

Referral

Two Impacted Individuals

Three Impacted Individuals

Four Impacted Individuals

You can also return to your “Agency response” form and update it with new information as it becomes available (referrals, two-week plan, etc.).

*Last Revised: June 2023*