

Apricot Deliverables Dictionary: Individual Deliverables

Individual deliverables are calculated based on information entered through several different forms on Apricot. This document explains how each deliverable is calculated based on information entered during the reporting period. Apricot forms are noted in ***bold italics***.

❖ General services

Deliverable	How Deliverable is Calculated
Number of individuals served	Number of participants with a <i>Service Notes</i> form *or* a <i>Referral</i> form entered for dates during the reporting period.
Number of service hours with individuals	Total number of hours reported on <i>Service Notes</i> forms entered for dates during the reporting period.
Number of individuals referred to at least one service	Number of individuals with a <i>Referral</i> form entered + number of <i>Mobile and Bedside Advocacy</i> forms completed that indicate a referral was made during the reporting period + number of <i>NACT Outreach</i> forms completed that indicate a referral was made during the reporting period.
Number of individuals who are referred to life coaching	Number of individuals with a <i>Referral</i> form completed to a life coaching agency during the reporting period.
Number of individuals who receive financial support	Number of individuals with a <i>Service Notes</i> form entered during the reporting period that indicates financial support was provided.
Number of individuals who successfully complete program	Number of individuals with an exit date during the reporting period and exit reason marked as "Successful completion of program" on their <i>Program Enrollment</i> form.

❖ Housing

Deliverable	How Deliverable is Calculated
Number of individuals placed in permanent housing	Number of individuals with "Permanent housing" selected on a <i>Housing Placement</i> form and a housing start date during the reporting period.
Number of individuals placed in transitional housing	Number of individuals with "Transitional housing" selected on a <i>Housing Placement</i> form and a housing start date during the reporting period.
Number of individuals who are placed in emergency shelter	Number of individuals with "Shelter" selected on a <i>Housing Placement</i> form and a housing start date during the reporting period.
Number of individuals who receive financial support for housing	Number of individuals with "Hotel voucher", "Relocation assistance," or "Rental assistance" selected on a <i>Housing Placement</i> form and a housing start date during the reporting period.

❖ **Employment**

Deliverable	How Deliverable is Calculated
Number of hours of work experience received	Average number of hours worked per week multiplied by the number of weeks an individual worked during the reporting period, as documented on their Work Experience/Job Placement form.
Number of individuals placed in permanent jobs	Number of individuals with “Permanent non-subsidized job placement” marked on their Work Experience/Job Placement form and a start date during the reporting period.
Number of individuals retained in permanent jobs for 90 days	Number of individuals with “Permanent non-subsidized job placement” marked on their Work Experience/Job Placement form and a start date that is at least 90 days prior to the current date or the job end date.

❖ **Other**

Deliverable	How Deliverable is Calculated
Number of individuals for whom a life map is created	Number of individuals with a Life Map Goals and Incentives form created during the reporting period.
Number of individuals for whom a restorative plan is created	Number of individuals with a Service Notes form completed during the reporting period that has “Restorative plan created” selected.
Number of individuals for whom safety plans are created	The number of Mobile and Bedside Advocacy forms completed during the reporting period that indicate a safety plan was developed.
Number of individuals provided with legal assistance	Number of individuals with a Service Notes form completed during the reporting period that have “Legal Assistance” selected.
Number of individuals who are provided with legal representation	This deliverable is not calculated in Apricot; it is entered as a write-in value in the quarterly report.
Number of individuals/families who receive financial support for relocation	Number of individuals/families for whom “Financial amount disbursed” is greater than \$0 during the reporting period on the Emergency Relocation form.