

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

**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, there will be a data transfer. The system will be fully live and ready for data entry on Monday, January 23rd, 2023.*

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

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)

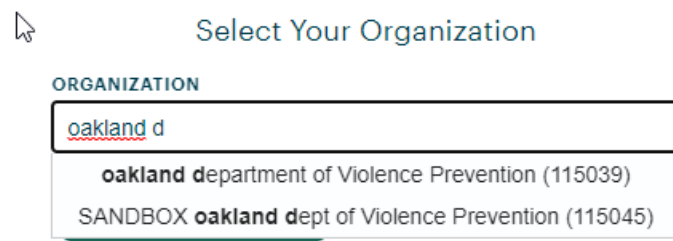


 Group Activity Attendance (1 record)



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:



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 dark blue sidebar on the left with navigation options: Dashboard, Search Records, Hidden Records, and My Apricot Tools. The main content area is titled 'Participant' and is divided into several sections: 'System Fields' (containing a table with columns for Record ID, Modification Date, Modified By, Creation Date, Created By, and Assigned Programs), 'Life Coach/Case Manager Assignment' (with an 'Assigned Life Coach/Case Manager' field), and 'Participant Details' (with fields for Name and Email). On the right side, there is a 'COLLAPSE ALL' button and a 'Record Options' menu. The 'Save Record' option in the 'Record Options' menu is highlighted with a red rectangle. Other options in the menu include Print Mode, Archive Record, View History, New Participant, View Folder, and Go To Search. Below the 'Record Options' menu is an 'Assigned Programs' section showing 'Test Program' and 'Program Access'. At the bottom of the right sidebar is a 'Record Save Checklist' showing '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

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 ✓

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

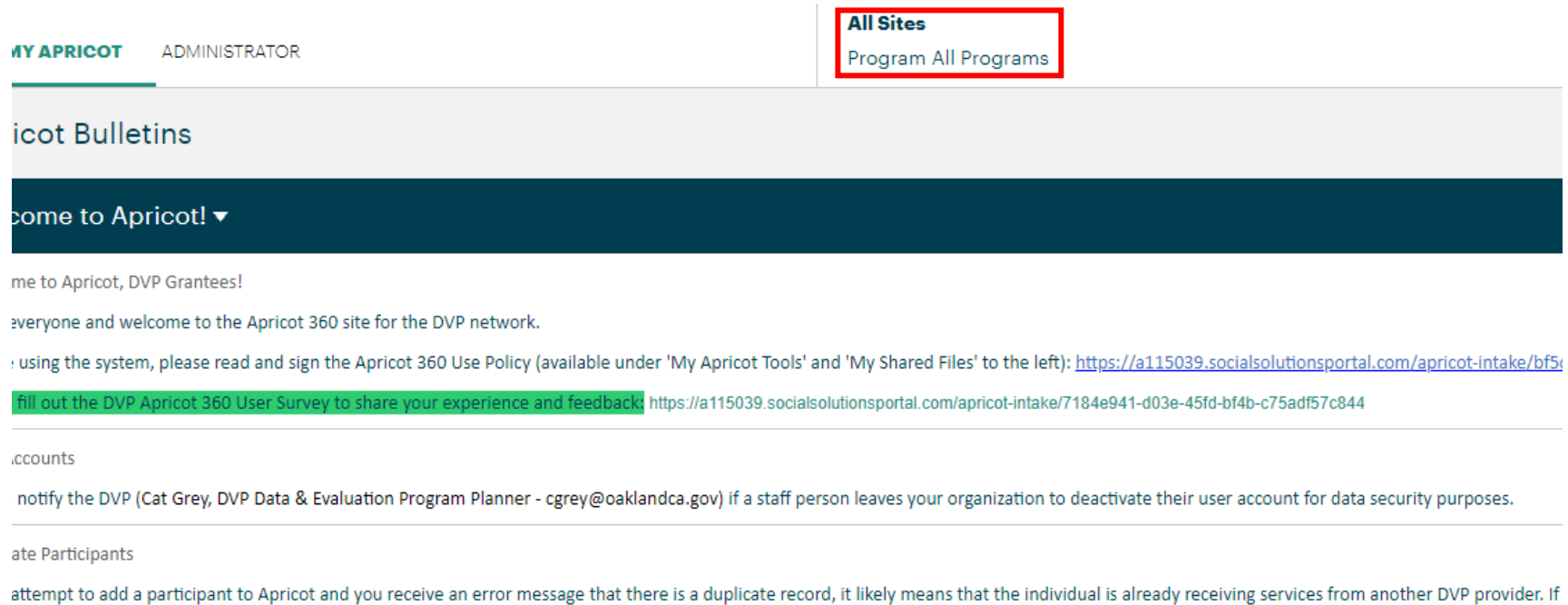
The following 3 Participant records matched your search criteria

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.



The screenshot shows the top navigation bar of the My Apricot Administrator interface. On the left, the text "MY APRICOT ADMINISTRATOR" is displayed. On the right, a dropdown menu is open, with the "All Sites" option highlighted by a red rectangular box. Below the menu, the main content area is titled "Apricot Bulletins". A dark teal banner with the text "Welcome to Apricot! ▼" is visible. Below the banner, there are several paragraphs of text, including a welcome message, a link to the Apricot 360 Use Policy, a link to a survey, and a notification about user accounts. The text is partially obscured by a light grey background.

MY APRICOT ADMINISTRATOR

All Sites
Program All Programs

Apricot Bulletins

Welcome to Apricot! ▼

Welcome to Apricot, DVP Grantees!

Welcome 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/bf5...>

[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>

User accounts

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

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 a user interface for 'My Shared Files'. On the left, a dark sidebar lists navigation options: 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 and folders. A red box highlights the 'Training Recordings and Instructions' folder, which is expanded to show the following items:

- 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>

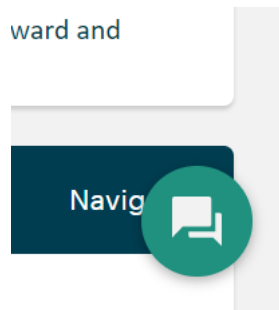
Violent Incident Crisis Response – <https://vimeo.com/795393453>

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

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.



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.

The screenshot shows the Apricot 360 Administrator interface. On the left is a dark blue sidebar menu with options: Dashboard, Search Records (highlighted with a red box), Site Profile, Participant, DVP Consent Form, Group, and Activity/Event/Drop-in Center. The main content area is titled 'Site Profile' and contains a 'Site Profile Search' section with a dropdown menu set to '-- Add Search Field --' and a 'Browse All' link. Below this, it says 'Showing 1 - 20 of 63 available Site Profile records' and displays a table with the following data:

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

Below the table is a section titled 'All Documents' with an 'Expand Multiline' checkbox and a 'Search Forms' search bar. A list of document types is shown, each with a plus icon and a document icon:

- Document Folder (2 records)
- Scope of Work Deliverables (1 record)
- Fiscal Year Budget (1 record)
- Quarterly Report (3 records) - The document icon for this item is highlighted with a red box.
- 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

Spend Down ▾

Positions

Quarterly Expenditures

Fiscal Year Budget

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

Position - A

Position - A - CURRENT

Position - A - FY Budget

Position - B

Position - B - CURRENT

Position - B - FY Budget

Position - C

Position - C - CURRENT

Position - C - FY Budget

Position - D

Position - D - CURRENT

Position - D - FY Budget

Position - E

Position - E - CURRENT

Position - E - FY Budget

Position - F

Position - F - CURRENT

Position - F - FY Budget

Position - G

Position - G - CURRENT

Position - G - FY Budget

Position - H

Position - H - CURRENT

Position - H - FY Budget

Benefits

Benefits - CURRENT

Benefits - FY Budget

Operating Expenses/Other

Duplicating/Copying - CURRENT

Duplicating/Copying - FY Budget

Emergency Support Funds - CURRENT

Emergency Support Funds - FY Budget

Equipment/Computer Upgrades - CURRENT

Equipment/Computer Upgrades - FY Budget

Facility/Classroom Rental - CURRENT

Facility/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

Signature

Quarterly Report Signature Date

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 34
--

Total Rows 34

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.

Participant

Participant Search

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

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
--	--	--	--	--	- BOSS - Therapeutic S - Abode - Adult Life Co. - BOSS - GBV Employm - and 63 more.

Life Coach/Case Manager Assignment

Assigned Life Coach/Case Manager

Participant Details

*Name

First Middle Last

Email

*Date of Birth

MM/DD/YYYY

Primary Phone ext.

Secondary Phone ext.

Emergency Contact Name

Emergency Contact Phone ext.

Address Lookup Select to map. No results found

Address

Line 1

Line 2

City

City

State

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* 

Program*

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, the 'Demographic Information' form is visible, containing 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?. There is also an 'Upload paper Evaluation Consent Form' section. On the right, the 'Shared Files' sidebar menu is shown, with 'Consent Form' highlighted in a red box. The top navigation bar includes 'MY APRICOT ADMINISTRATOR' and the 'apricot 360' logo. The main content area shows a list of shared files including 'Grantee Manual', '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

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

***Service Provided**

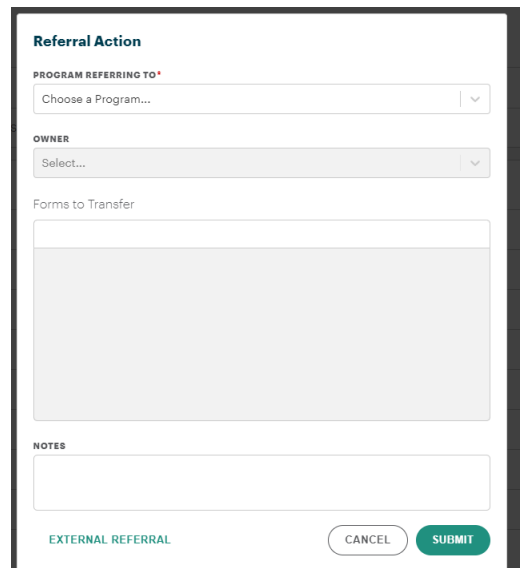
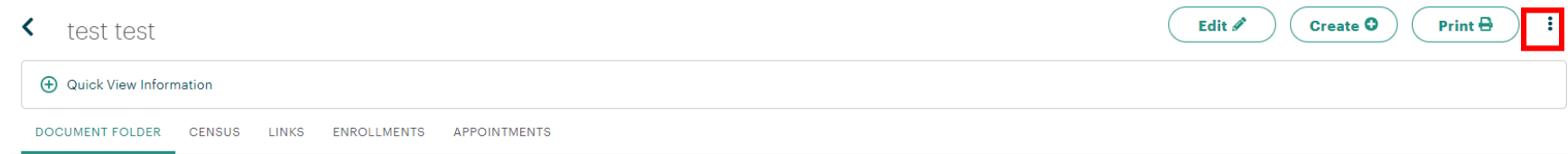
***End Time**

Referral

Within DVP Network

To do a referral within the DVP network, you click on the participant folder and the ellipses (three dots) in the top right corner and click 'Create Referral'. You will then select the program you would like to refer them to and skip the section on forms to transfer (unless the participant has given you permission to send certain information to the agency you are referring to).

If you would like to add any notes to the message, it will be important to not put participant names or any other personally-identifiable information in the notes section of the referral. If you do this, a point person at the agency will then receive an auto-generated email from Apricot saying that they have received a referral. They can go log-in to the system and view referrals to their program on the lefthand side under 'My Referrals' and 'accept' or 'reject' the referral.











Referrals for your program can be found by navigating to 'My Apricot Tools' on the lefthand side, clicking on 'My Referrals', and then accepting or rejecting referrals on the righthand side.

The screenshot displays the 'My Referrals' page in the My Apricot Tools interface. The left sidebar contains a menu with 'My Apricot Tools' highlighted in red. The main content area features a 'Filters' section with dropdown menus for 'Program Referring To' and 'Program Referring From', and input fields for 'Start Date', 'End Date', 'Owner', and 'Created By'. Below the filters is a 'Results' table with columns for 'Record Name', 'Referral Date', 'Program Referring To', and 'Program Referring From'. The 'Accept', 'Reject', and 'Edit' buttons for each row are highlighted in red.


Record Name	Referral Date	Program Referring To	Program Referring From	Actions
03/19/2023	03/26/2023 12:59 PM CDT	DVP - Family Support	BOSS - Violence Interrupters, CURYJ - Violence Interrupters, CYO - Violence Interrupters, DVP - Direct Service Team, DVP - Violence Interrupters, Trybe - Violence Interrupters, YA - Violence Interrupters	Accept Reject Edit
136	05/30/2023 5:27 PM CDT	DVP - Direct Service Team	FVLC - Emergency Shelter	Accept Reject Edit

Outside of DVP Network

To log a referral to an agency outside of the DVP network, click on the blue and white plus button on the righthand side of the participant folder and log the date, type of referral, and agency they are referred to.

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)	 	

Outside of DVP Network ▾

***Date of Referral**
 

***Type of Referral**

***Name of Agency Referred To (outside the DVP Network) ⓘ**

Referral Notes

Referral Status ▾













***Status**

Pending
 Complete
 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"/>
+ 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)	 	

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 ▾

Date Disbursed <input type="text" value="MM/DD/YYYY"/> 	Incentive Amount <input type="text" value="\$1,000.00"/>	Upload Proof of Incentive <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 <input type="text" value="06/02/2023"/>	Housing End Date <input type="text" value="06/02/2023"/>			
Reason for Housing End Date <input type="text" value="--Please Select--"/>	*Housing Type <input type="text" value="--Please Select--"/> This field is required.			
Landlord or Manager Contact Name (optional) <table><tr><td><input type="text" value="First"/></td><td><input type="text" value="Middle"/></td><td><input type="text" value="Last"/></td></tr></table>		<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>
<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>		
Housing Address (optional) Select to map No results found				
Address <input type="text" value="Line 1"/> <input type="text" value="Line 2"/>				
City <input type="text" value="City"/>				
State <input type="text" value="--Please Select--"/>				
County <input type="text" value="County"/>				
Zip <input type="text"/> <input type="text"/>				

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 <input type="text" value="00"/>	*Was Safety Assessment Conducted? <input type="radio"/> Yes <input type="radio"/> No	
*Relocation Funding Disbursed <input checked="" type="radio"/> Yes <input type="radio"/> No	Date Funding Disbursed <input type="text" value="June"/> ▾ <input type="text" value="2"/> ▾ <input type="text" value="2023"/> ▾	Funding Amount Disbursed <input type="text" value="\$1,000.00"/>
Notes <input type="text" value="Notes"/>		


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**



***Job Title**

***Employment Status**


▾

Starting Wage

Hours per Week

Placement Closure ▾

Job End Date



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.

Job Placement Employer Profile Search

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

Starting Wage: \$1,000.00

Job Placement Employer Profile

Main

*Employer Name

*Industry

Current Job Placement Contact

Current Job Placement Contact Email

Current Job Placement Contact Phone

Employer Address

Address

City

State

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 shows the 'Group Activity/Event/Drop-in Center' search interface. On the left, a dark sidebar contains navigation options: 'Dashboard', 'Search Records' (highlighted with a red box), 'Site Profile', 'Participant', 'DVP Consent Form', 'Group', and 'Activity/Event/Drop-in Center'. The main content area is titled 'Group Activity/Event/Drop-in Center' and features a search bar with a dropdown menu set to 'Browse All'. Below the search bar, it indicates 'Showing 1 - 20 of 963 available Group Activity/Event/Drop-in Center records'. A table displays the search results with columns for Program, Type Of Group Activity, Start Date, End Date, Group Name, and Start Time. The table contains three rows of data. On the right side, there is an 'EXPAND ALL' button and a 'Search Actions' panel. The 'Search Actions' panel includes a 'New Group...' button (highlighted with a red box), 'Clear Search History', 'Program Access', 'Merge Folders', 'Create Referral', and 'Show Enrollment Actions'. Below this is a 'Favorite Lists' section with a dropdown menu.

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** 

***End Date** 

***Start Time**

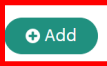
***End Time**

Duration of Activity
 minutes

Currently Registered Participants (for ongoing classes with attendance) ▾

Currently Registered Students

Hide Deactivated Links



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

x

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

Name (Participant) [Clear Field](#) ✕


First Middle Last


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
.....

Once students are registered in the group activity/class, you will click 'Track Attendance' on the righthand side and it will bring you to the registration grid.


***Start Date** 


 

***Start Time**

Duration of Activity

 minutes

***End Date** 









 

***End Time**

***# of people in attendance (estimate)**

COLLAPSE ALL

Record Options ▼

-  Save Record
-  Print Mode
-  Archive Record
-  View History
-  New Group...
-  Track Attendance
-  View Folder
-  Go To Search

Assigned Programs ▼

OUSDOE - 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

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

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**
 📅

***Date of Visit for Service**
 📅

Hospital Location
--Please Select-- ▾

Person Visited - Age

***Time of Initial Notification**
 PM ▾

***Time of Visit for Service**
 PM ▾

***Types of Support Provided**

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

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**

Area Served

North

West

Central

East

Citywide

***Activities Provided**

Notes

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.

The screenshot displays the 'Mobile and Bedside Advocacy' form interface. On the left is a dark sidebar with navigation items: Dashboard, Search Records (expanded), Site Profile, Participant, DVP Consent Form, Group, Activity/Event/Drop-in Center, Family, Mobile and Bedside Advocacy (highlighted with a red box), Non-Participant Referral, and My Apricot Tools. The main content area is titled 'Mobile and Bedside Advocacy' and has a 'Main' dropdown menu. The form fields include: *Date (MM/DD/YYYY), *Location (dropdown), *Arrival Time (5:30 AM), *End Time (5:30 AM), Duration (minutes), *Race of Person Visited (dropdown), *Gender of Person Visited (dropdown), *Age of Person Visited (00), and *Was Safety Plan Developed (radio buttons for Yes/No). A Notes field is located below these. At the bottom, the 'Links' section contains a 'Participant Link' area with a checked 'Hide Deactivated Links' option and a green '+ Add' button (highlighted with a red box).

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 interface. On the left is a dark sidebar with navigation items: 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 is titled 'Non-Participant Referral' and contains a 'System Fields' section and a 'Main' section. The 'Main' section includes the following fields:

- *Date**: A text input field with a calendar icon and a placeholder 'MM/DD/YYYY'.
- *Type of Referral**: A dropdown menu with the text '--Please Select--'.
- *Is referral within the DVP network?**: Radio buttons for 'Yes' and 'No'. A red error message 'This field is required.' is displayed below the 'No' option.
- *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.

***Site**
--Please Select--

Type of Mediation

- Proactive
- Retaliation

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

Notes
Notes

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 user interface. At the top left, there is a 'MENU' icon and the 'apricot 360' logo. To the right of the logo, the text 'MY APRICOT' is visible. Further right, there is a section for 'All Sites' with the subtext 'Program All Programs'. The left sidebar contains a navigation menu with the following items: 'Dashboard', 'Search Records' (which is expanded), 'Site Profile', 'Participant', 'Family', 'Triangle Incident Response' (highlighted with a red box), 'Violence Mediation', and 'My Apricot Tools'. The main content area is titled 'Apricot Bulletins' and features a 'Welcome to Apricot!' header. Below the header, there are several paragraphs of text: 'Welcome to Apricot, DVP Grantees!', 'Hello everyone and welcome to the Apricot 360 site for the DVP network.', a highlighted yellow line of text: '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', a paragraph explaining error messages: '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>', and 'Quarterly Reports' with a sub-section 'Quarter 3 Reports are due Friday April 14.' and instructions: '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


-- Add Search Field -- Browse All

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

 Agency Response (0 records)  

Agency Response

03/17/2023
 [Quick View Information](#)

Response 

***Date of response**
 

***Time arrived**

Duration
 minutes

***How many people responded?**

***Agency Responder - A**

***Location of response**
 Scene
 Hospital
 Other

***Number of impacted individuals**

***Time departed**


***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) CTO - 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



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.

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

***Number of impacted individuals**
00

***Person A Impacted (Initials)**
First Middle Last

Person A Impacted Gender
--Please Select--

***Notes on response**
Notes

***Plan for 2-week follow-up**
Notes

Person A Impacted Age
00

Person A Impacted Race
--Please Select--

Referral and Follow-up

Did you make a referral
 Yes
 No

Agency referring to (outside DVP network)

Agency referring to (inside DVP network)
--Please Select--

Notes on follow-up
Notes

Participant

Participant Link

Hide Deactivated Link + Add

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