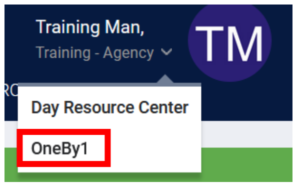
Suncoast Partnership

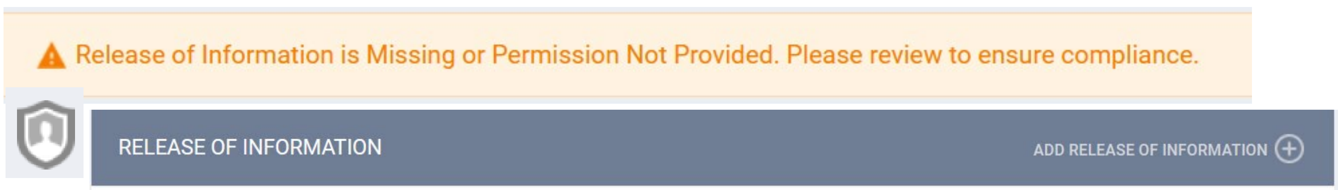
Step-by-Step: Oneby1 Coordinated Entry Intake

1. Login to CSIS.
2. Select the Oneby1 agency from your drop down.

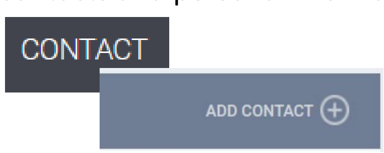


3. You will then see your agency listed as Oneby1.

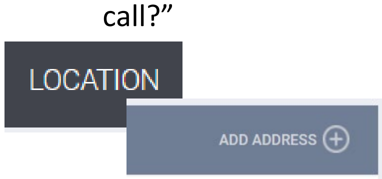
4. Search for the client.
5. Ensure the client has an active and uploaded ROI.



6. Review any public notices, notes, and determine if the client has an active Oneby1 Coordinated Entry intake.
    a. If the client has an intake already, you may review the enrollment and add a status update if information has changed. Please review the following ***Step-by-Step*** and ***Video*** to learn how to do this.
    b. You will not be able to create a duplicate program enrollment for Oneby1 Coordinated Entry.
7. Add the client's **contact information** on the **Contact** tab.
    a. Collect as many contacts for the client as they can provide including emergency contacts and persons who may deliver a message to the client.

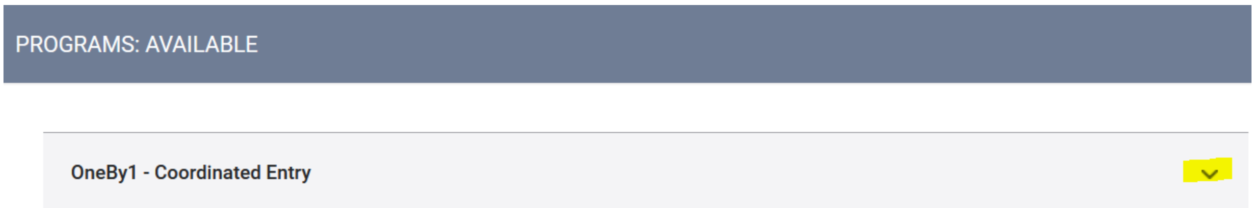


8. Add the client's most common or frequented **location** on the **Location** tab.
    a. You can drop pins, use cross streets, approximate locations, etc.
    b. Add information in the notes that may be helpful for locating clients in the future.
        i. Clients often miss opportunities for housing because of no contact information recorded.
        ii. "If you were to win the lottery, how could we find you/who could we call?"



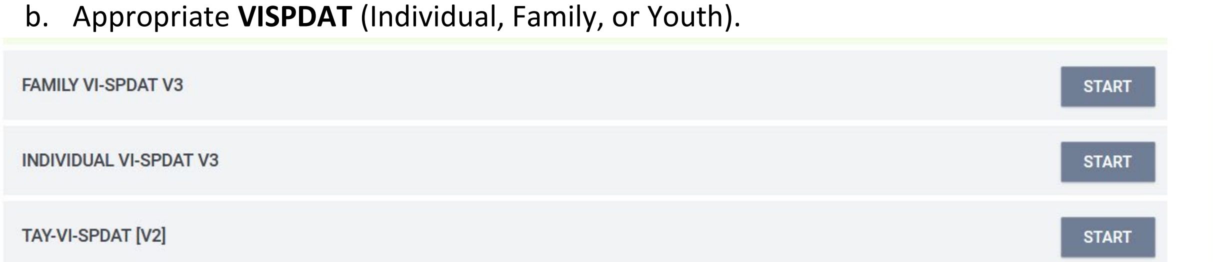
9. Select the Program tab.

10. Select the arrow to enroll the client in the program.



11. Do not enroll the additional household members.
12. Ensure the project start date is the date in which the Access Point was taken.
13. Please answer all of the questions in the enrollment complete, current, consistent, and correct.
    a. Please change any old information that is not accurate to the client's story.
    b. Complete the prior living situation questions as follows:
        i. Type of Residence = **Where did you stay last night?**
        ii. Length of Stay in Prior Living Situation **= How long have you been there?**
        iii. Approximate Date Homelessness Started = **When did this instance of homelessness begin?**
        iv. Ask the client their history of homelessness in the **last 3 years** to complete the **total number of times** homeless and **total number of months** homeless.
        v. Complete the **disability**, **income**, **and all other questions** on the enrollment. Save and
14. You must complete the following assessments:
    a. **Current Living Situation**.

    b. Appropriate **VISPDAT** (Individual, Family, or Youth).



15. After you have completed the appropriate VISPDAT, you will be taken to a Program Eligibility Determination Screen. You will select **"Refer directly to community queue."**

16. Do not end the conversation until **contact** and **location** information is updated under each tab (steps 7 & 8).