

Apricot Data Entry Instructions

Crisis Navigation

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An aerial photograph of a densely populated residential neighborhood. The houses are mostly two-story structures with varying rooflines, interspersed with trees. In the background, a range of mountains is visible under a cloudy sky. The overall tone is muted, with a light blue/gray overlay.

Deliverables

Deliverables

- Number of crisis responses. **(Crisis navigation form)**
- Percentage of crisis responses resulting in a safety plan. **(Crisis navigation form)**
- Percentage of individuals who receive a service referral. **(Crisis navigation form)**
- Percentage of individuals who receive the required follow-up. **(Crisis navigation form)**

An aerial photograph of a densely populated residential neighborhood. The houses are mostly two-story structures with various rooflines, interspersed with trees. In the background, a range of hills or mountains is visible under a sky filled with soft, white clouds. The overall tone is slightly desaturated, giving it a calm, documentary feel.

Crisis Navigation Form



Crisis Navigation Form

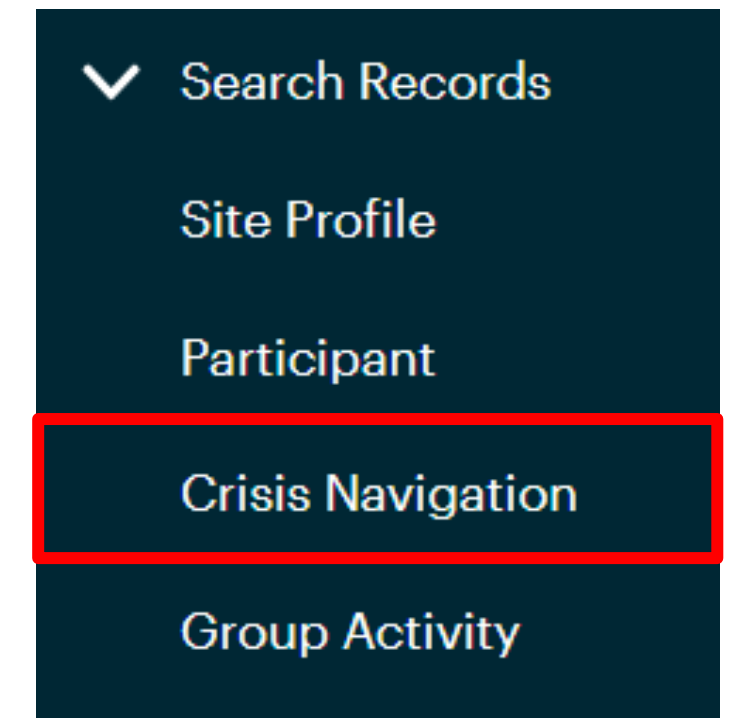
A **crisis navigation form** should be entered to document each acute crisis that your agency supports an individual through.

Separate **crisis navigation forms** should be completed to document multiple acute crisis situations for the same individual.

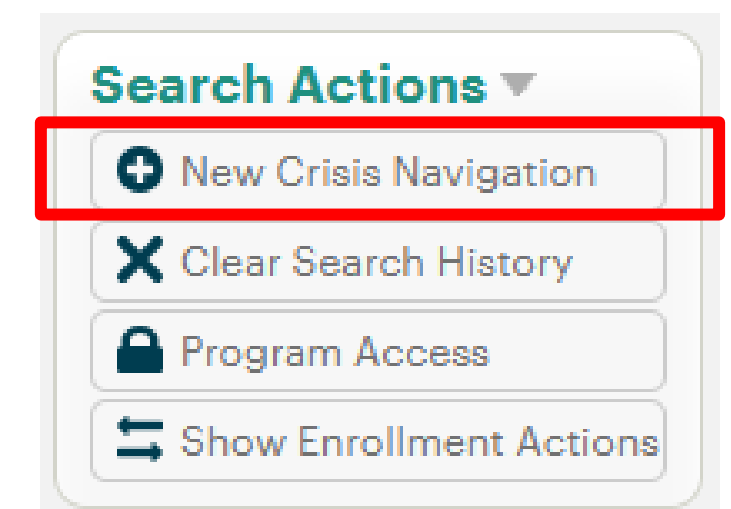


Entering a Crisis Navigation Form

Step 1: Select “Crisis Navigation” on the left side of the screen under “Search Records.”



Step 2: Select “+ New Crisis Navigation” on the right side of the screen.





Entering a Crisis Navigation Form

Step 3: Complete all fields in the *Crisis Response* section of the form to document information about the initial response.

Crisis Response ▼

*Date of crisis response

MM/DD/YYYY

*Location of crisis response

--Please Select-- ▼

Name of individual visited (initials okay)

*Race of person visited

--Please Select-- ▼

*Gender of person visited

--Please Select-- ▼

*Age of person visited

00

*Time of response

5:30 AM ▼

*Duration of visit in minutes

00

*Was a safety plan created?

☐ Yes

☐ No

Notes

Notes



Entering a Crisis Navigation Form

Step 4: Document each service referral made in the *Service Referrals* section. First select yes for “Did you make a referral?” and then click the “+ New” button to enter information about the referral.

A screenshot of a web form titled "Service Referrals" with a dropdown arrow. The form contains a section titled "*Did you make a referral?" with two radio button options: "Yes" (selected) and "No". Below this is a blue instruction text: "Please document each referral pertaining to this crisis response by selecting the '+ New' button below." Underneath is a section titled "*Referrals" which is currently empty. To the right of this section is a checkbox labeled "Hide Deactivated Links" and a green button with a white plus sign and the text "New". A red arrow points to the "New" button. At the bottom left of the form, there is a red error message: "This field is required."

Entering a Referral Form

Step 4a: Enter the date the referral was made and identify whether the referral was made to:

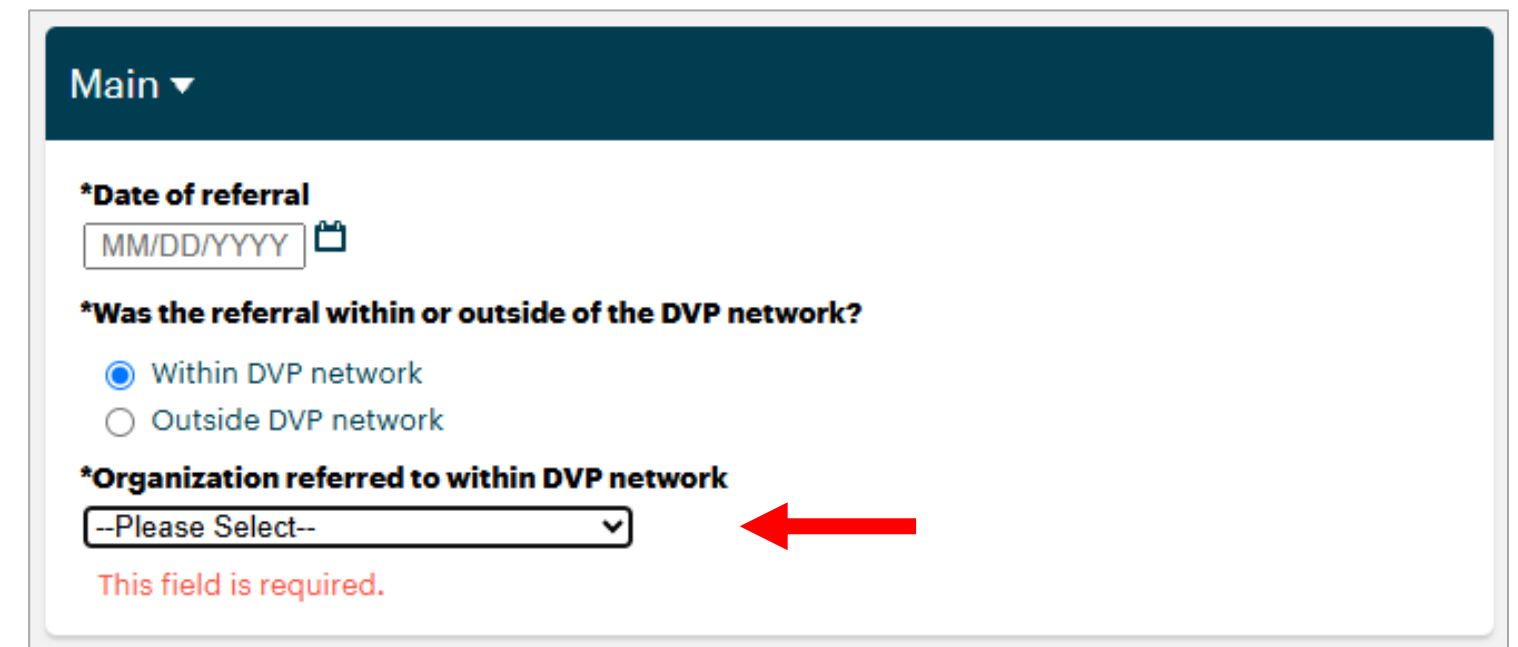
- 1) An agency funded by the DVP (**Within DVP network**)
- 2) An agency not funded by the DVP (**Outside of DVP network**)



The screenshot shows a web form with a dark teal header bar containing the word "Main" and a downward arrow. Below the header, the form contains two required fields. The first field is labeled "*Date of referral" and has a text input box with the placeholder "MM/DD/YYYY" and a calendar icon to its right. The second field is labeled "*Was the referral within or outside of the DVP network?" and contains two radio button options: "Within DVP network" and "Outside DVP network". Below these options, a red error message states "This field is required."

Entering a Referral Form

Step 4b: If the referral was made to an agency **within the DVP network**, select the appropriate agency and service from the drop-down menu that appears.



Main ▾

***Date of referral**
MM/DD/YYYY 📅

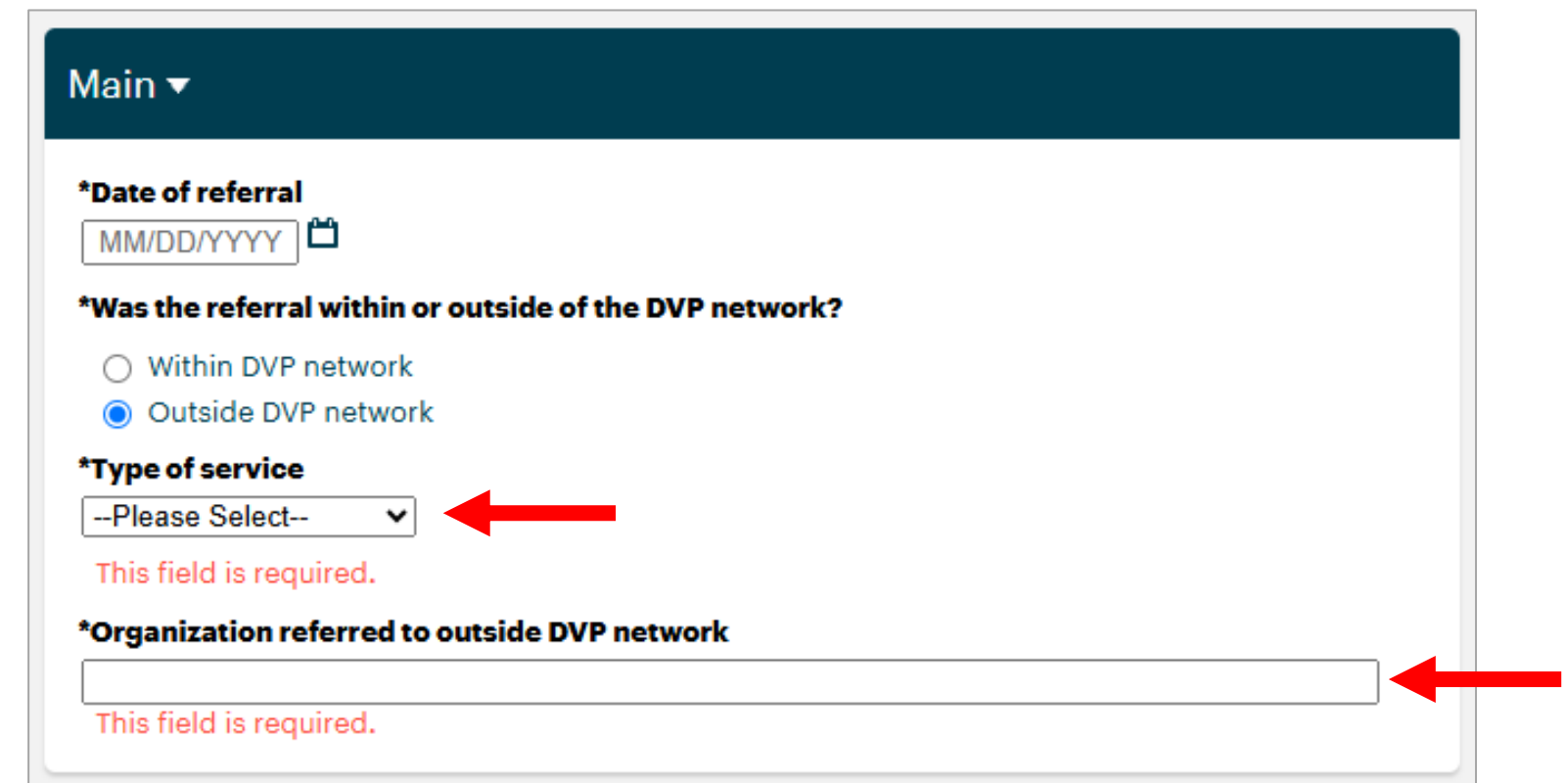
***Was the referral within or outside of the DVP network?**
☒ Within DVP network
☐ Outside DVP network

***Organization referred to within DVP network**
--Please Select-- ▾

This field is required.

Entering a Referral Form

Step 4c: If the referral was made to an agency **outside the DVP network**, select the referral service and enter the name of the organization.



Main ▾

***Date of referral**
MM/DD/YYYY 📅

***Was the referral within or outside of the DVP network?**
☐ Within DVP network
☒ Outside DVP network

***Type of service**
--Please Select-- ▾ ←
This field is required.

***Organization referred to outside DVP network**
 ←
This field is required.



Entering a Crisis Navigation Form

Step 5a: Document each follow-up contact or attempted contact with the individual by first clicking the “+ New” button in the *Follow-Up Contacts* section.

A screenshot of a web interface for documenting follow-up contacts. At the top is a dark teal header with the text "Follow-Up Contacts" and a downward-pointing triangle. Below the header is a white box containing instructional text: "Please document each follow-up contact or attempted contact pertaining to this crisis response by selecting the '+ New' button below." Underneath this text is the label "Follow-up contacts". To the right of this label is a checkbox labeled "Hide Deactivated Links" which is checked. Further to the right is a green rounded rectangular button with a white plus sign and the word "New". A red arrow points to this button from the right side of the image.



Entering a Crisis Navigation Form

Step 5b: Enter the date, contact method, and notes for each follow-up contact.

At least 2 follow-up contacts should be recorded unless the individual expresses no desire for additional support during the first follow-up contact.

The screenshot shows a web form titled "Main" with a dropdown arrow. It contains several required fields marked with an asterisk: a date field with a calendar icon and placeholder "MM/DD/YYYY"; a contact method field with three radio button options: "In-person", "Phone", and "Text", followed by a red error message "This field is required."; an "Is additional support desired?" field with two radio button options: "Yes" and "No"; and a "Notes" field which is a large text area with the placeholder text "Notes".