

Apricot Data Entry Instructions

Violence Interruption *For CBO VIs*

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An aerial photograph of a city, likely San Francisco, showing a dense residential area with many houses and trees. The word "Deliverables" is overlaid in the center in a large, bold, black font. The background is a faded, light blue-tinted image of the city and surrounding hills under a cloudy sky.

Deliverables



Deliverables

- Number of violence interruption conversations held.
(Violence interruption form)
- Percentage of shootings and homicides occurring during agency's on-call days with response during the required timeframe. **(Shooting and homicide response form)**

Deliverables

- Percentage of shootings and homicides occurring during agency's on-call days with an incident assessment completed within 2 days. **(Shooting and homicide response form)**
- Percentage of shootings and homicides that require follow-up and have a 30-day follow-up completed. **(Shooting and homicide response form)**

An aerial, high-angle photograph of a densely populated residential neighborhood. The houses are mostly two-story structures with varying rooflines, interspersed with trees and greenery. The sky is filled with soft, white clouds. The overall tone is slightly desaturated, giving it a calm, professional feel.

Life Coaching Referral Form



Life Coaching Referral Form

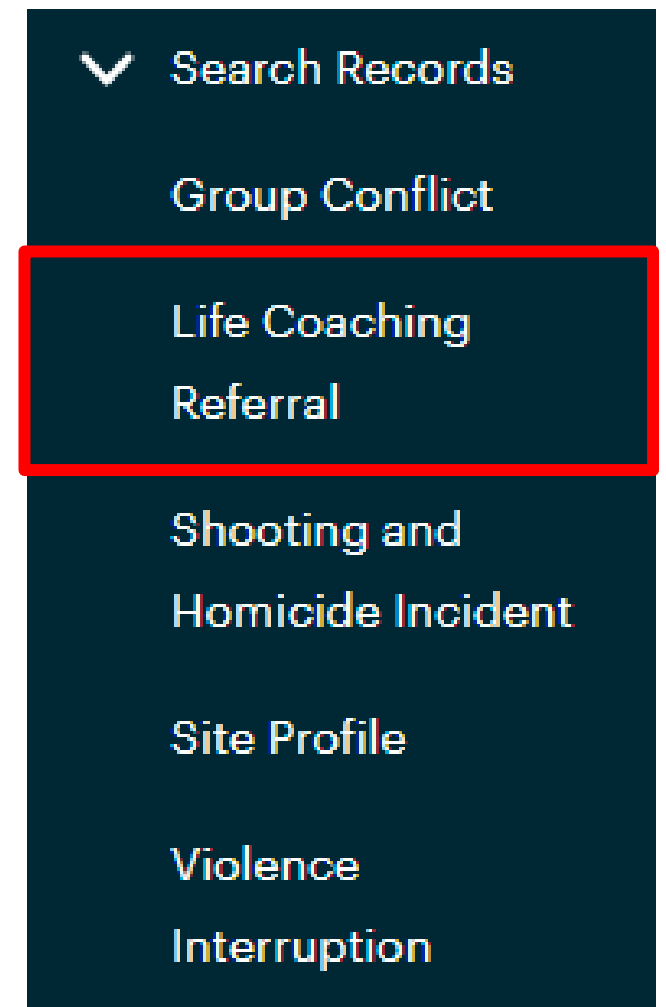
A **life coaching referral form** should be entered to refer individuals at high risk for gun violence to life coaching services delivered by another agency. Submitted forms will be reviewed by Jenny Romero, the DVP's planner for life coaching services, who will facilitate referrals as appropriate.

The **life coaching referral form** does not need to be completed to refer individuals to life coaching services within your own agency.

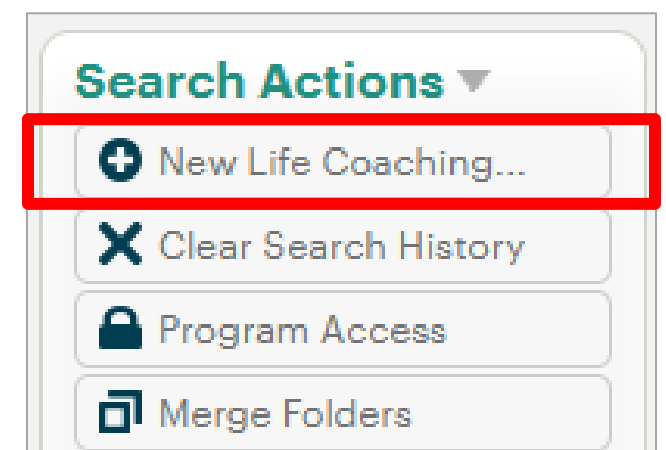


Entering a Referral Form

Step 1: Select “Life Coaching Referral” on the left side of the screen under “Search Records.”



Step 2: Select “+ New Life Coaching Referral” on the right side of the screen.





Entering a Referral Form

Step 3: Enter the date of referral and your contact information.

Main ▾

*Date of referral

MM/DD/YYYY 

Information for person submitting referral

*Staff name

First

Middle

Last

Staff agency

*Staff phone number

ext.

*Staff email

customer_care@apricot.info

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Entering a Referral Form

Step 4: Enter contact and demographic information for the person being referred.

Information for person being referred

***Name** 

***Age**

***Gender**

☐ Female

☐ Male

☐ Non-binary

☐ Transgender Female to Male

☐ Transgender Male to Female

☐ Other

***Race**

***Is this person an Oakland resident?**

☐ Yes

☐ No

***Preferred method of contact**

☐ Phone

☐ Text

☐ Email

***Preferred language**

☐ English

☐ Spanish

☐ Other



Entering a Referral Form

Step 5: Complete the eligibility screener questions, indicate whether the person is interested in services, and add any helpful additional information.

***Eligibility screener (Individual must meet 2 of 4 criteria to be eligible for life coaching services)**

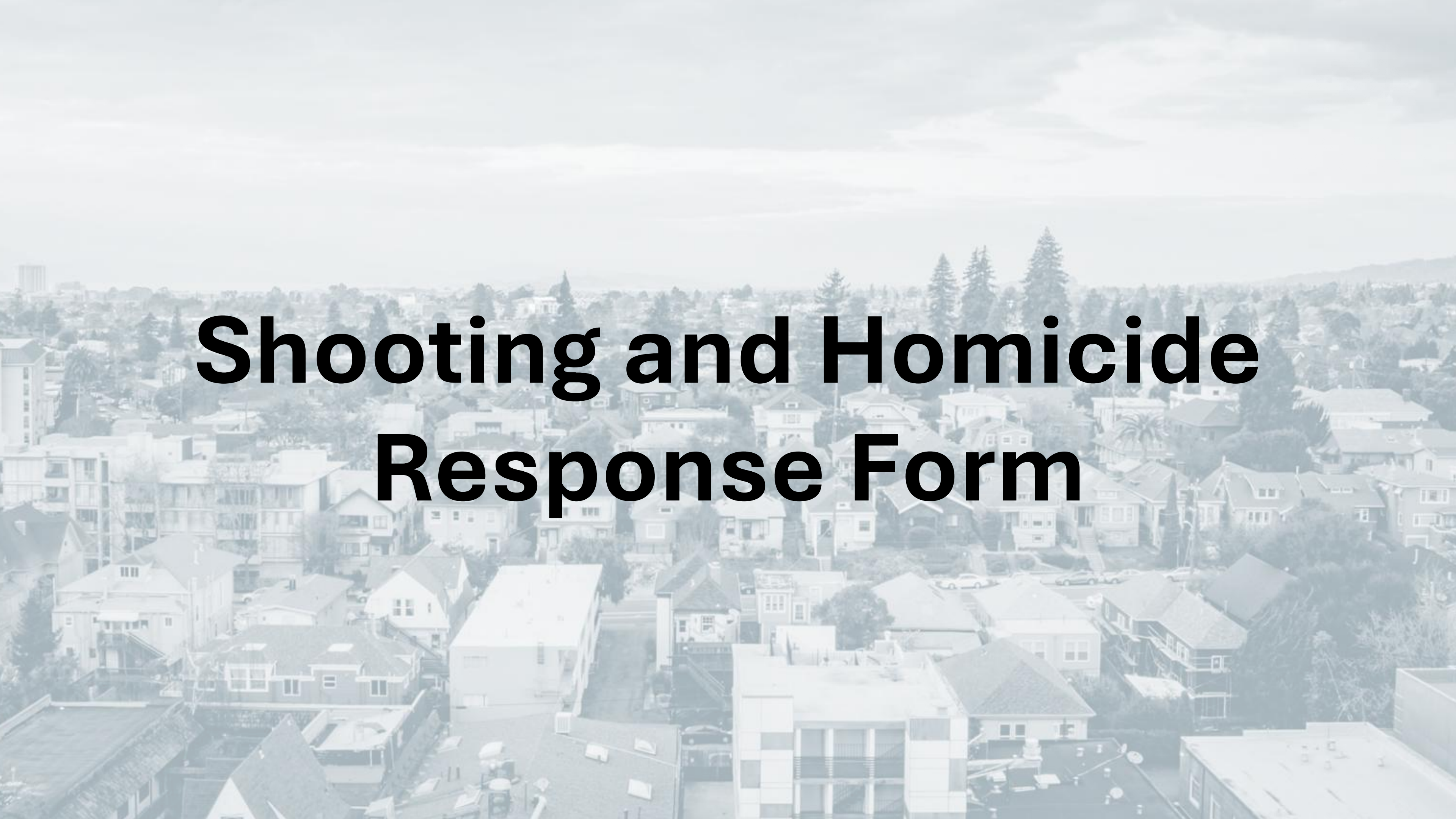
- ☐ Is the individual connected to a street crew or group?
- ☐ Has the individual ever been intentionally shot, stabbed, or shot at?
- ☐ Does the individual have a history with the criminal or juvenile justice system?
- ☐ In the past six months, has a close friend or family member of the individual been shot or arrested for a shooting?

***Is the person interested in life coaching services?**

- ☐ Yes
- ☐ Maybe
- ☐ No
- ☐ N/A – Doesn't know they are being referred

Please add any additional helpful information regarding this referral.

Notes

An aerial photograph of a densely populated residential neighborhood, likely in a city like San Francisco. The image shows a variety of house styles, including Victorian-style houses with bay windows and modern multi-story apartment buildings. The houses are packed closely together, with some greenery and trees interspersed. In the background, a hazy mountain range is visible under a cloudy sky. The overall tone of the image is muted, with a light blue/gray overlay.

Shooting and Homicide Response Form



Agency Activation

- When a shooting or homicide occurs that requires a response from violence interrupters, the DVP will activate one of the funded agencies based on a preestablished schedule.
- Shooting and homicide response work is expected to take place **between 9:00AM and 5:00PM** on your agency's scheduled days.



Agency Activation

- On a scheduled day, your agency is expected to perform response activities (outreach, assessment, mediation, safety planning) for shootings or homicides that take place from **5:01PM on the prior day through 5:00PM on the assigned day.**
 - Scene response within 1 hour is required for incidents that happen during business hours.
 - Scene response is not required for incidents that happen outside of business hours.



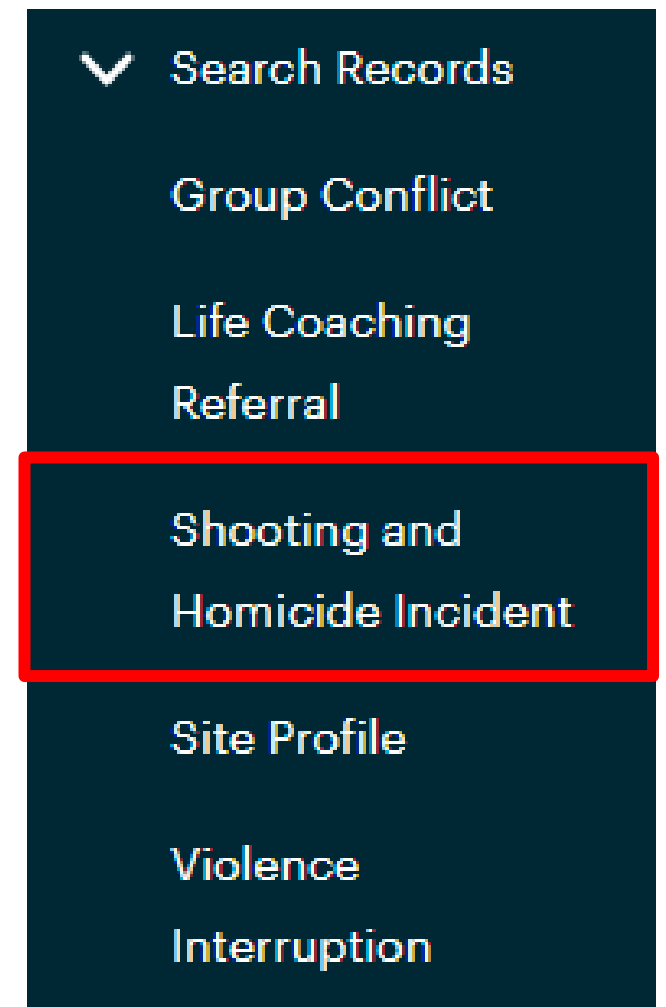
Shooting & Homicide Response Form

A **shooting and homicide response form** should be entered by a violence interrupter after he or she is activated to respond to a shooting or homicide. The violence interrupter will use this form to document their assessment of retaliation and next steps. One form should be completed per violence interrupter.



Entering a Response Form

Step 1: Select “Shooting and Homicide Incident” on the left side of the screen under “Search Records.”





Entering a Response Form

Step 2: Locate the shooting or homicide incident and open it by clicking on the date of the incident or the address.

Click twice
here to sort by
most recent.

Shooting and Homicide Incident Search				
-- Add Search Field -- -- Status -- Browse All				
Showing 1 - 20 of 1321 available Shooting and Homicide Incident records				
Date Of Incident	Address Of Incident (Block ...	Was This A Homicide	Name Of Homicide Victim(S)	What CBO(S) Was On Schedule...
01/25/2022	8600 A Street	Yes		
03/08/2022	3500 West st.	Yes		Youth ALIVE!
03/08/2022	9000 Bancroft	No		Building Opportunities for Self-Sufficiency (BOSS)
03/09/2022	2400 International	Yes		Building Opportunities for Self-Sufficiency (BOSS)



Entering a Response Form

Step 3: Click the “+” button to the right of “Shooting and Homicide Response Form” to add a new record.

A screenshot of a web application interface for document management. At the top, there is a header bar with "All Documents" on the left, a checkbox labeled "Expand Multiline" in the center, and a search bar labeled "Search Forms" on the right. Below the header, there is a list of documents. The first item is "Shooting and Homicide Response Form (0 records)". To the right of this text, there is a red arrow pointing to a blue square button with a white plus sign, which is used to add a new record. Next to the plus button is a pin icon.



Entering a Response Form

Step 4: Enter the date of your assessment and select a response for likelihood of retaliation (high, medium, low, or unknown).

Main ▼

*Date incident assessment completed

*What is the likelihood of retaliation for this incident?

▼

This field is required.



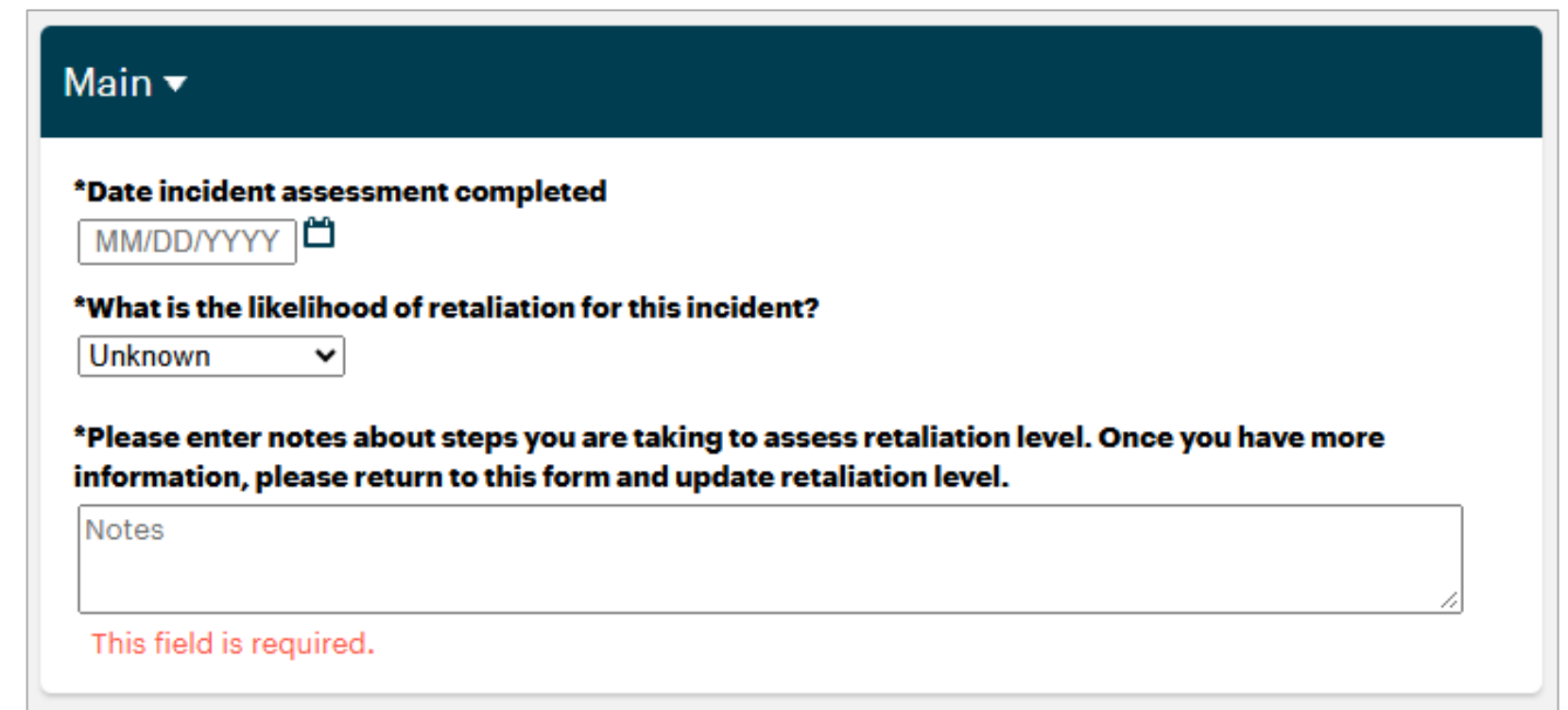
Main ▼

</

Entering a Response Form

Step 5c: If **unknown** is selected, enter notes about the steps you are taking to assess likelihood of retaliation.

Once you have more information, return to this form to update likelihood of retaliation.

The screenshot shows a web form with a dark teal header bar containing the word "Main" and a downward arrow. Below the header, there are three main sections. The first section is titled "*Date incident assessment completed" and contains a date input field with the placeholder "MM/DD/YYYY" and a calendar icon. The second section is titled "*What is the likelihood of retaliation for this incident?" and contains a dropdown menu with "Unknown" selected. The third section is titled "*Please enter notes about steps you are taking to assess retaliation level. Once you have more information, please return to this form and update retaliation level." and contains a large text area with the placeholder "Notes". At the bottom of the form, there is a red error message that says "This field is required."



Entering a Response Form

Step 6: If you select **high** or **medium** for likelihood of retaliation, you will need to conduct 30-, 60-, and 90-day assessments related to this incident.

You will receive a reminder email from Apricot prompting you to complete these fields.

Please note that because you've indicated a retaliation level for this incident of medium or high, follow-up assessments must be documented at 30 days, 60 days, and 90 days in the section below.

Follow-up ▼			
30-day assessment	30D - Date completed MM/DD/YYYY	30D - Has additional violence resulted from this incident? --Please Select-- ▼	30D - Is mediation work still happening? --Please Select-- ▼
60-day assessment	60D - Date completed MM/DD/YYYY	60D - Has additional violence resulted from this incident? --Please Select-- ▼	60D - Is mediation work still happening? --Please Select-- ▼
90-day assessment	90D - Date completed MM/DD/YYYY	90D - Has additional violence resulted from this incident? --Please Select-- ▼	90D - Is mediation work still happening? --Please Select-- ▼

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

Violence Interruption Form



Violence Interruption Form

A **violence interruption form** should be entered by violence interrupters to document each of the following activities:

- Basic needs support (gift card, food, etc.)
- Funeral attendance
- Home visit
- Outreach at a community event
- Relocation support
- Scene response
- Violence interruption conversation (either proactive or in response to violence)



Violence Interruption Form

Violence interrupters should enter a separate **violence interruption form** for each conversation or activity.

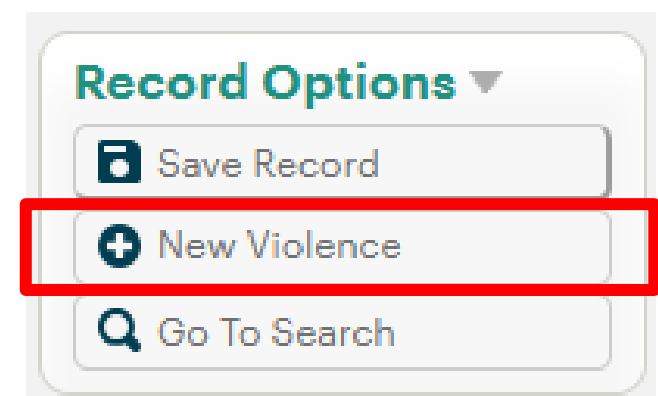
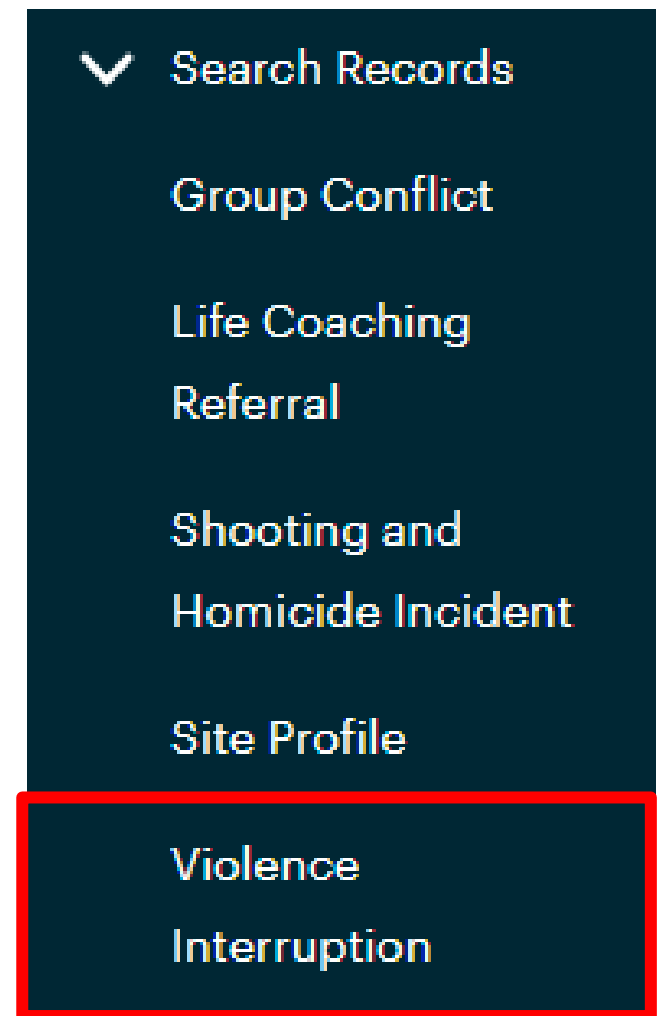
Multiple **violence interruption forms** may be completed to document conversations that violence interrupters have with impacted individuals following a shooting or homicide.



Entering a VI Form

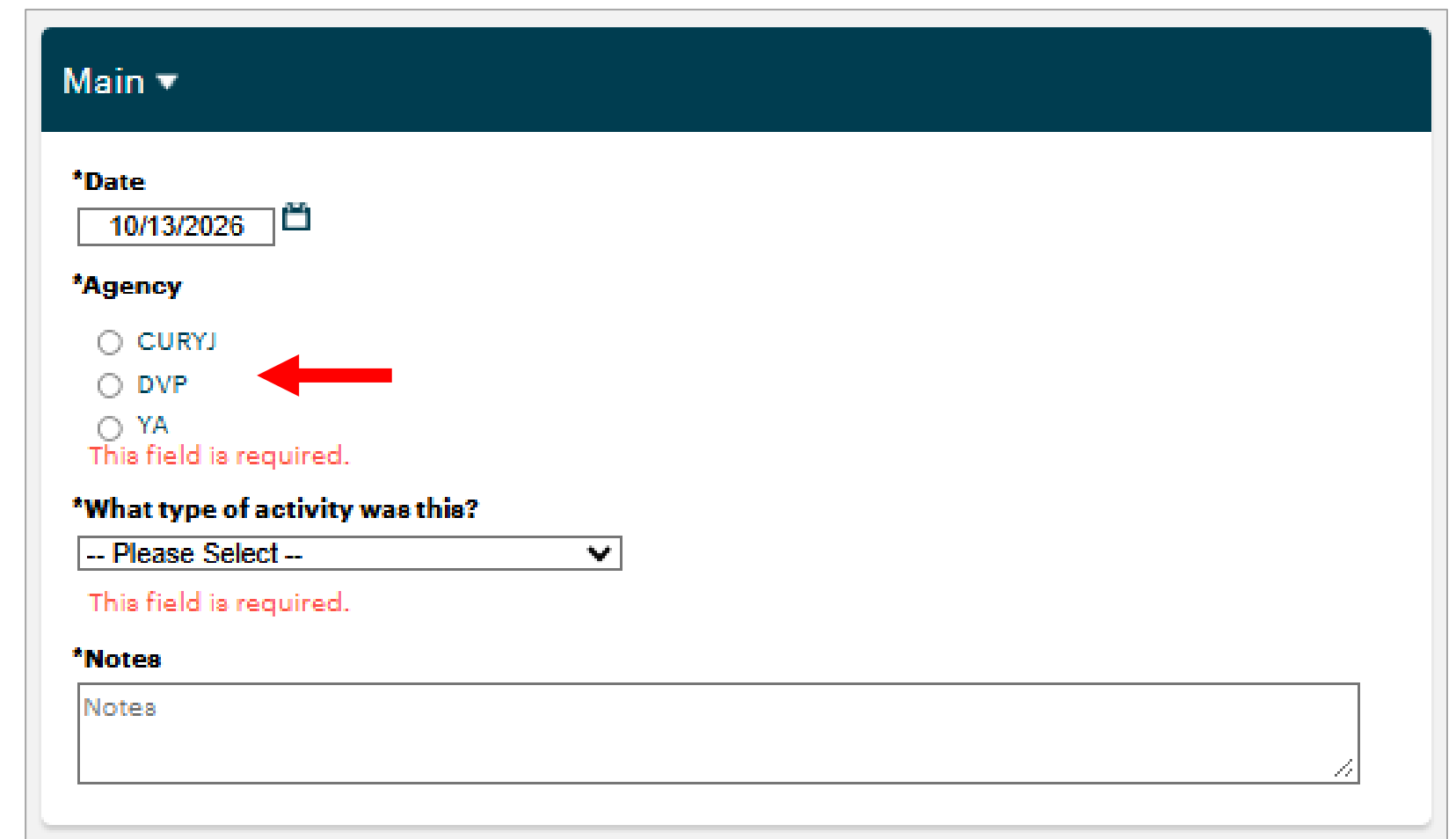
Step 1: Select “Violence Interruption” on the left side of the screen under “Search Records.”

Step 2: Select “+ New Violence Interruption” on the right side of the screen.



Entering a VI Form

Step 3: Select your agency and then select your name in the list of violence interrupters that appears.



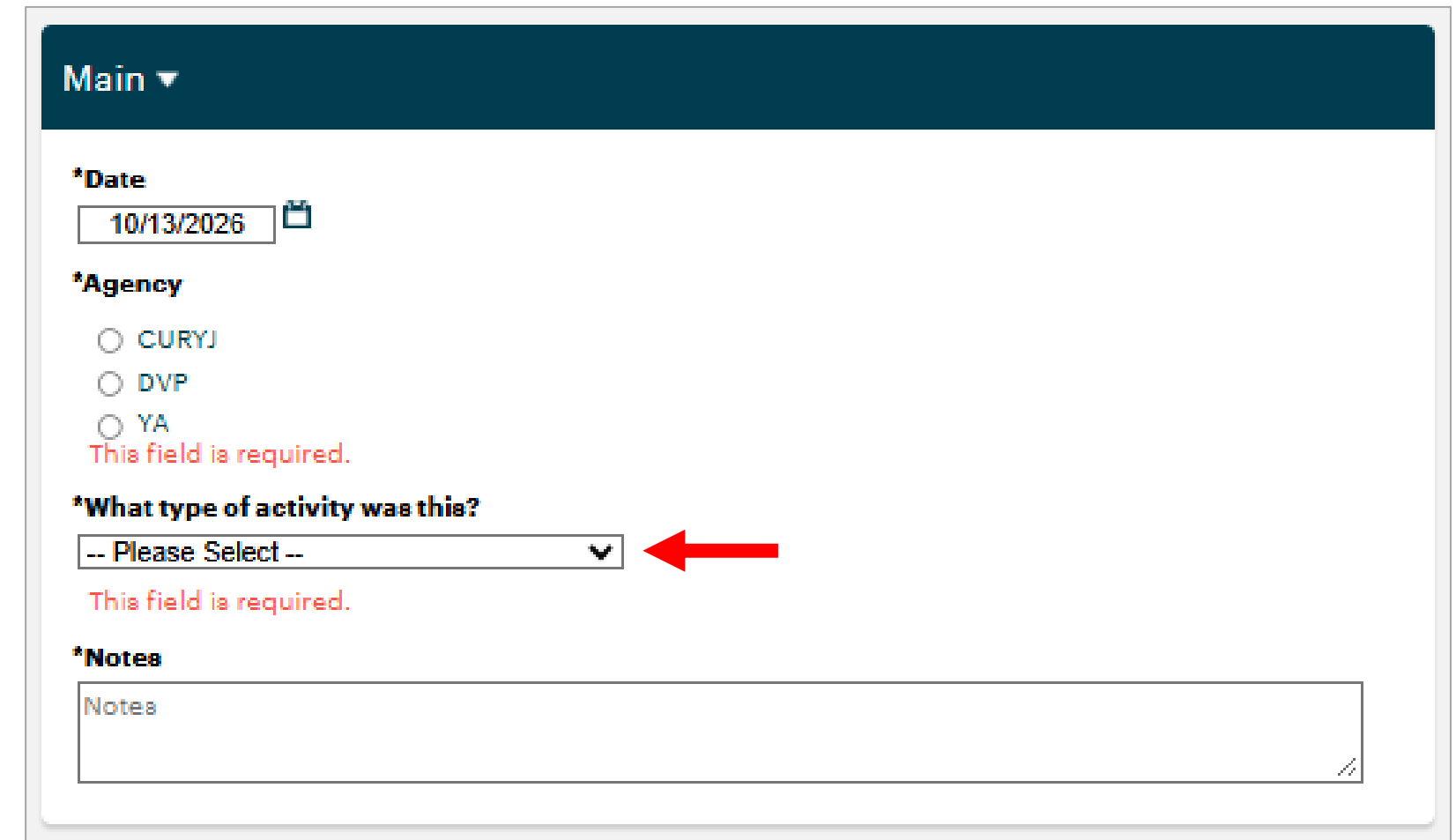
The screenshot shows a web form titled "Main" with a dropdown arrow. The form contains the following fields:

- *Date**: A date input field showing "10/13/2026" with a calendar icon to its right.
- *Agency**: A radio button selection field with three options: ☐ CURYJ, ☐ DVP, and ☐ YA. A red arrow points to the "DVP" option. Below the options, the text "This field is required." is displayed in red.
- *What type of activity was this?**: A dropdown menu showing "-- Please Select --" with a downward arrow. Below the menu, the text "This field is required." is displayed in red.
- *Notes**: A text area with the placeholder text "Notes".

Entering a VI Form

Step 4: Select the type of activity performed from the following options:

- Basic needs support
- Funeral attendance
- Home visit
- Outreach at a community event
- Relocation support
- Scene response – No contact
- Scene response – With contact
- Violence interruption conversation



The screenshot shows a web form titled "Main" with a dropdown arrow. The form contains the following fields:

- *Date**: A date input field showing "10/13/2026" with a calendar icon.
- *Agency**: Radio button options for "CURYJ", "DVP", and "YA". Below the options is the text "This field is required."
- *What type of activity was this?**: A dropdown menu showing "-- Please Select --" with a downward arrow. A red arrow points to this field, and the text "This field is required." is displayed below it.
- *Notes**: A text area labeled "Notes" with a small icon in the bottom right corner.



Entering a VI Form

Step 5: In the next two sections, indicate whether the activity was related to a group conflict or a shooting or homicide. If you select yes for either, you will be prompted to link the appropriate **group conflict form** or **shooting and homicide incident form**.

Linked Group Conflict Forms ▼

*Was this activity related to a group conflict?

Yes ▼

*Use the "+ Add" button to link the related group conflict form.

☒ Hide Deactivated Links

+ Add

This field is required.

Linked Shooting and Homicide Incident Forms ▼

*Was this activity related to a shooting or homicide?

Yes ▼

*Use the "+ Add" button to link the related shooting and homicide incident form.

☒ Hide Deactivated Links

+ Add

This field is required.