

Apricot Data Entry Instructions

Violence Interruption

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Deliverables



Deliverables

All

- Number of violence interruption conversations held.

Community VIs

- Percentage of shootings and homicides on agency's on-call days with VI follow-up.

School VIs

- Percentage of mediations that have follow-up within 7 days.



Violence Interruption Form



Switching Forms

To record violence interruption activities that occur before October 1, 2025, use the below forms:

- CBO violence interruption situation
- CBO violence interruption response
- Shooting and homicide response

To record violence interruption activities on or after October 1, 2025, use the **Violence Interruption Form** and link to relevant incidents.



Entering a VI Form

Step 1: Select “Violence Interruption” on the left side of the screen and then select “+ New Violence Intervention Form” on the right side.

The screenshot shows the Apricot 360 web application interface. At the top, there's a header with the Apricot 360 logo, a "MY APRICOT" tab, and a user profile for "DVP Apricot". The left sidebar contains a menu with various options. The "Violence Interruption (2025 and after)" option is highlighted with a red box. The main content area displays the "Violence Interruption (2025 and after) Search" section, which includes a search bar and a "Browse All" link. The right sidebar contains an "EXPAND ALL" button and a "Search Actions" section with a red box around the "+ New Violence..." button. Below the search actions are buttons for "Clear Search History", "Program Access", "Merge Folders", "Create Referral", and "Show Enrollment Actions". At the bottom of the right sidebar are sections for "Favorite Lists" and "Favorite Details".



Entering a VI Form

Step 2: Complete the form by entering details such as VI type, agency name, type of activity, date, etc.

***VI Type**

☒ Community VI
☐ DVP VI
☐ School VI

***Agency Name**

☐ Building Opportunities for Self-Sufficiency (BOSS)
☒ Communities United for Restorative Youth Justice (CURYJ)
☐ Trybe
☐ Youth ALIVE!

***VI Name**

☐ Adam Mayberry
☐ Ama Agustin
☐ Austin O'Campo
☐ Brian Carinio
☐ Carlos Soto
☐ Chinasa Mackey
☐ Felix Hopkins
☐ Gary Roberson
☐ John Henderson
☐ Michael Muscadine
☐ Other

What type of activity was this?

-- Please Select --

***Who did you have contact with?**

☐ One side
☐ Both sides
☐ Family
☐ Other
This field is required.

***Date**

MM/DD/YYYY



Entering a VI Form

Step 3: If appropriate, link the Violence Interruption Form to a shooting or homicide (**community VIs**) or a school conflict (**school VIs**) by first selecting “+ Add.”

***Is this related to a shooting or homicide incident?**

***Link related shooting**

☒ Hide Deactivated Links

***Is this related to a school conflict?**

***Link related active school conflict**

☒ Hide Deactivated Links



Entering a VI Form

Step 3: Locate the incident in the list that appears. You can do this by clicking on the date header twice to sort it by most recently entered.

Shooting and Homicide Incident Search

Create NewLink AllClear History

-- Add Search Field -- -- Status -- Browse All

Showing 1 - 10 of 1114 available Shooting and Homicide Incident records

Date Of Incident (Click Twi... ▾	Address Of Incident (Block ... ▾	Was This A Homicide ▾	What CBO(S) Was On Schedule... ▾
04/10/2025	2718 67th Avenue 🏠	No	
04/09/2025	2200 Brush Street 🏠	No	

School Conflict Search

Create NewLink AllClear History

-- Add Search Field -- -- Status -- Browse All

The following 2 School Conflict records are available

Date Of Incident (Click Twi... ▾	Conflict Name ▾	Location ▾
08/13/2025	JUST ONE LINK Test active school conflict for example	Castlemont
08/20/2025	TWO LINKS - test only - delete after	Castlemont



Entering a VI Form

Step 3: You can also find the incident by clicking “Add Search Field” and searching for the incident by address or name. Enter “%” first.

Shooting and Homicide Incident Search

Create NewLink AllClear History

-- Add Search Field --

-- Status --

Browse All

Showing 1 - 10 of 1114 available Shooting and Homicide Incident records

Date Of Incident (Click Twi... ▾	Address Of Incident (Block ... ▾	Was This A Homicide ▾	What CBO(S) Was On Schedule... ▾
04/10/2025	2718 67th Avenue 🏠	No	
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School Conflict Search

Create NewLink AllClear History

-- Add Search Field --

-- Status --

Browse All

The following 2 School Conflict records are available

Date Of Incident (Click Twi... ▾	Conflict Name ▾	Location ▾
08/13/2025	JUST ONE LINK Test active school conflict for example	Castlemont
08/20/2025	TWO LINKS - test only - delete after	Castlemont



Entering a VI Form

Step 3: After selecting an incident to link, the incident will appear on the **Violence Interruption Form**.

***Link related active school conflict**

☒ Hide Deactivated Links + Add

School Conflict			Link Info		
Date of incident (click twi... ▼	Conflict name ▼	Location ▼	Active ▼	Delete	Date ▼
08/13/2025	JUST ONE LINK Test active school conflict for example	Castlemont	☒		Added on 09/19/2025

Total Active Links:1, Total Deactivated Links:0, Current Active Links:1, Current Deactivated Links:0

Entering a VI Form

Step 4: Add notes and indicate the outcome of the conversation. If those impacted agreed to engage in services, enter referral information. Click “Save record” to finish.

***Notes**

Notes

***Outcome of conversation**

☐ Those impacted agreed to talk with DVP staff again

☐ Those impacted agreed to a pause in violence

☒ Those impacted agreed to engage in services

☐ Those impacted were NOT receptive to talking

☐ Attempted contact

☐ Other

***Did you make a referral?**

☒ Yes

☐ No

***Type of referral**

Life coaching

Click [HERE](#) to submit a referral to life coaching.

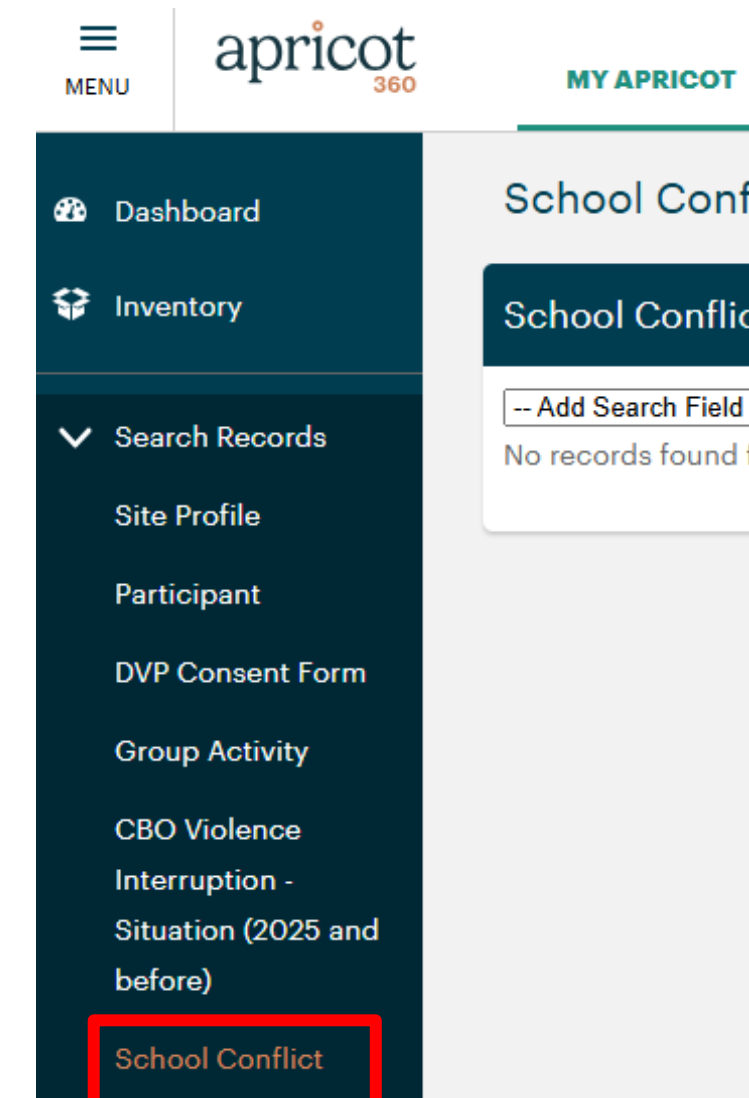


Creating a School Conflict Form

Step 1: Select the link that appears on the **Violence Intervention Form** when “School VI” is selected.

Click [HERE](#) to create a new School Conflict record. Link will open in a new tab.

OR select "School Conflict" on the left side of the screen under "Search Records."





Creating a School Conflict Form

Step 2: Complete the form using student initials or other descriptors to name the conflict. Then, save the form.

School Conflict

Main ▼

***Date of incident (click twice to sort)**

MM/DD/YYYY

Note: Please do not enter full names of individual people. Initials are okay.

***Conflict name**

***Location**

--Please Select-- ▼



Life Coaching Referrals



Making a Referral

To make a referral for life coaching, use [this link](#) to complete a referral form.

Life Coaching Referral Form - VIs

*Required

This form is for CBO violence interrupters to refer individuals to CBO life coaching agencies.

Date of Referral*

mm/dd/yyyy

Name of Referring VI*

FIRST*

MIDDLE



Completing Eligibility Screener

The referral link will require you to complete an eligibility screener to determine whether someone is eligible for life coaching services. You do not need to ask these questions directly but can gather the information through general conversation or prior knowledge. Individuals must meet 2 of the criteria to be eligible for DVP-funded services.

Please complete the below screener to determine if this individual is eligible. If they are eligible, a box will pop up that says so.

Eligibility Screener (must meet 2 of 4)*

- ☒ 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?

This individual is eligible for DVP life coaching services.



Recommended Report



Recommended Report

Report with link	Information provided by report
<u>Individual VI Performance Management Report</u>	This report provides all violence interruption activities in the last 14 days.