Apricot Data Entry Instructions

Relocation

September 2025

Contact:

Cat Grey
cgrey@oaklandca.gov

Ulises Sanchez
usanchez@oaklandca.gov

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Deliverables

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- Percentage of individuals approved for relocation who receive contact from a relocation specialist within 24 hours of approval by DVP.

- Percentage of individuals who accept relocation services and are successfully relocated within 45 days.

- Percentage of individuals who accept relocation services and receive at least 1 contact per week until relocation is complete.

Relocation Referral Form

Request for relocation is made

Step 1: When a request for relocation is submitted via this webform, DVP staff receive an email notification.

Emergency Relocation Referral Form

*Required

Please use this form to request Emergency Relocation assistance for an individual facing imminent danger. Staff will contact you for further details if this individual qualifies.

Referring staff name*

FIRST*

MIDDLE

LAST*

Referring staff agency*

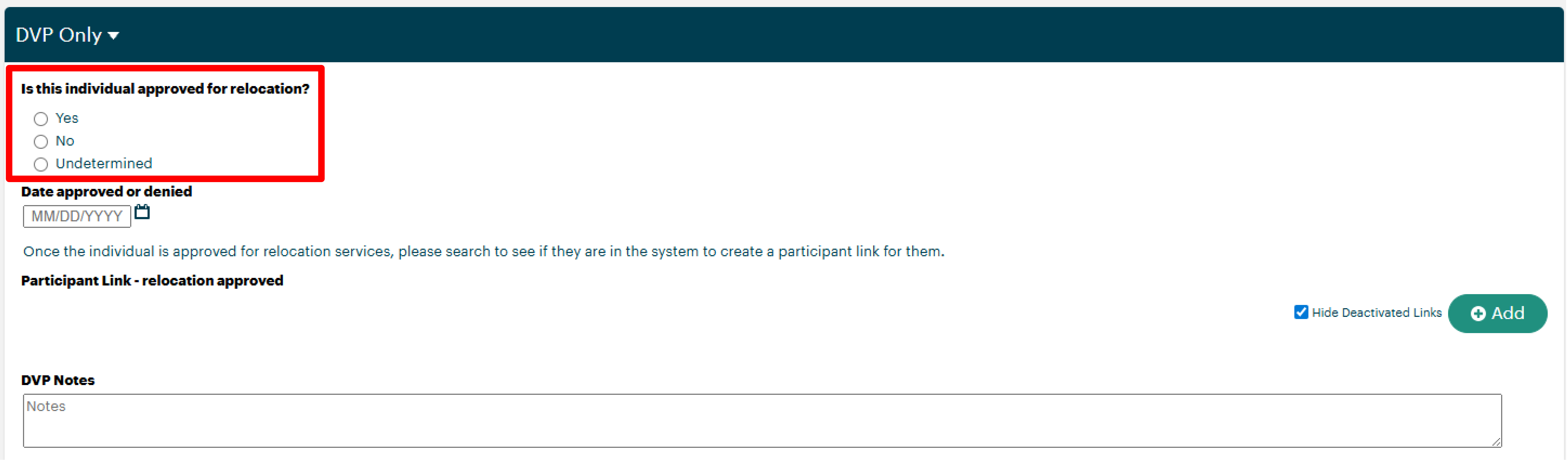
-- Select --

Referring staff phone number*

Referring staff email*

DVP reviews request

Step 2: DVP staff review and either approve or deny the request for relocation.



NICJR is notified of approval

Step 3: If a request is approved, NICJR receives an email with a link to the associated **Relocation Referral Form**. NICJR staff can also access the form within Apricot by selecting Relocation Referral Form on the left side of the screen and then:

- Clicking “Add search field’ to search by the individual’s name.

OR

- Clicking “Date of referral” twice to sort by most recent.

Emergency Relocation Referral Form Search

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

Showing 1 - 20 of 191 available Emergency Relocation Referral Form records

Date Of Referral	Name Of Individual Being Re...	Is This Individual Approved...	Did Client Accept Relocatio...	Amount Disbursed
08/04/2025	[redacted]	Yes		$0.00

NICJR contacts individual

Step 3: Once NICJR has reviewed the referral, they contact the individual to confirm their interest in being relocated and assess their relocation needs and constraints.

Assessment ▾

Date of first attempted contact

08/05/2025

Date of successful first contact

MM/DD/YYYY

Is this individual currently on probation?

- ◯ Yes
- ◯ No
- ◯ Unknown

Is this individual currently on parole?

- ◯ Yes
- ◯ No
- ◯ Unknown

Does client/family live in public housing? (section 8/low-income)

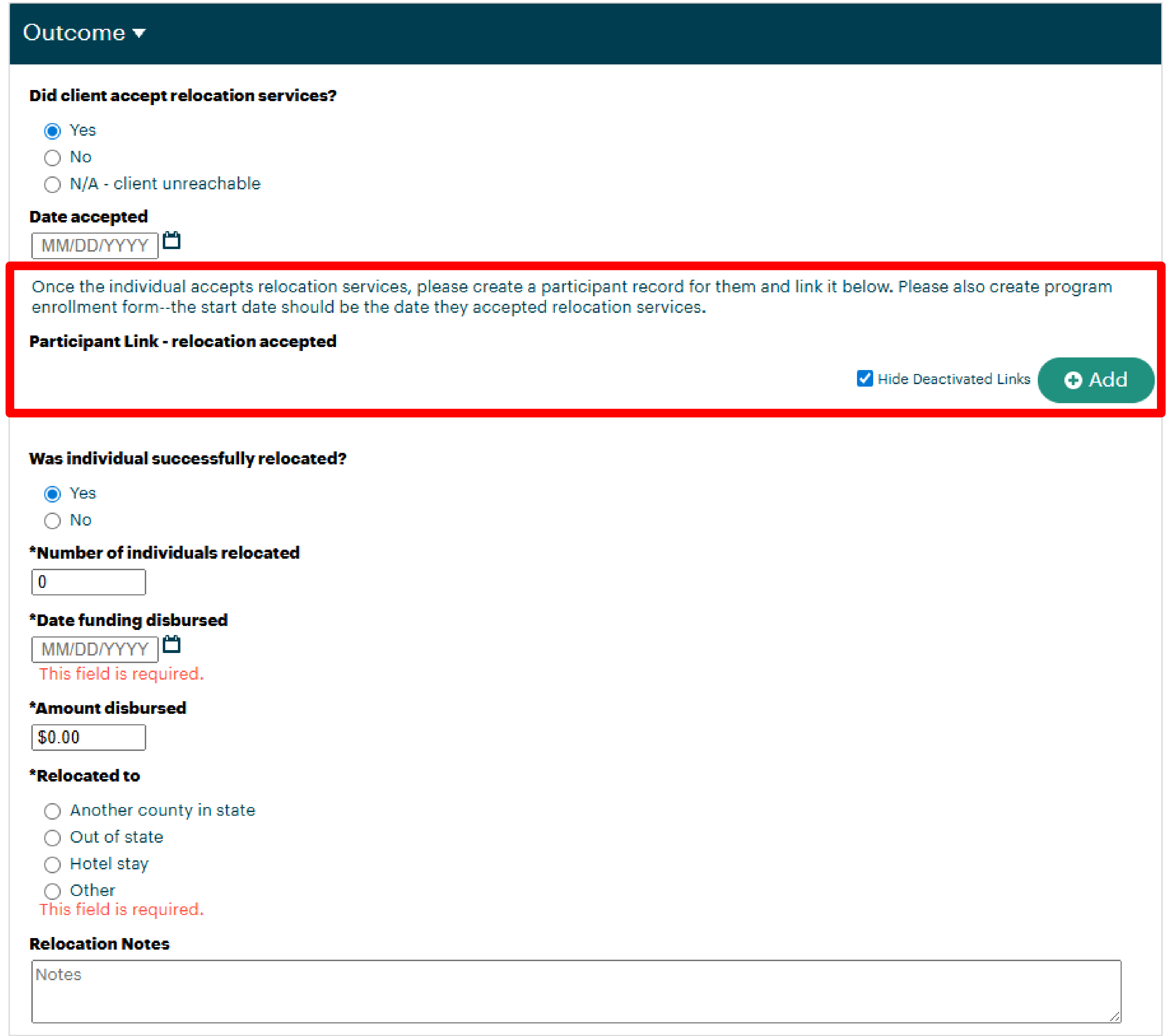
- ◯ Yes
- ◯ No
- ◯ Unknown

Does client have a documented source of sustainable income?

- ◯ Yes
- ◯ No
- ◯ Unknown

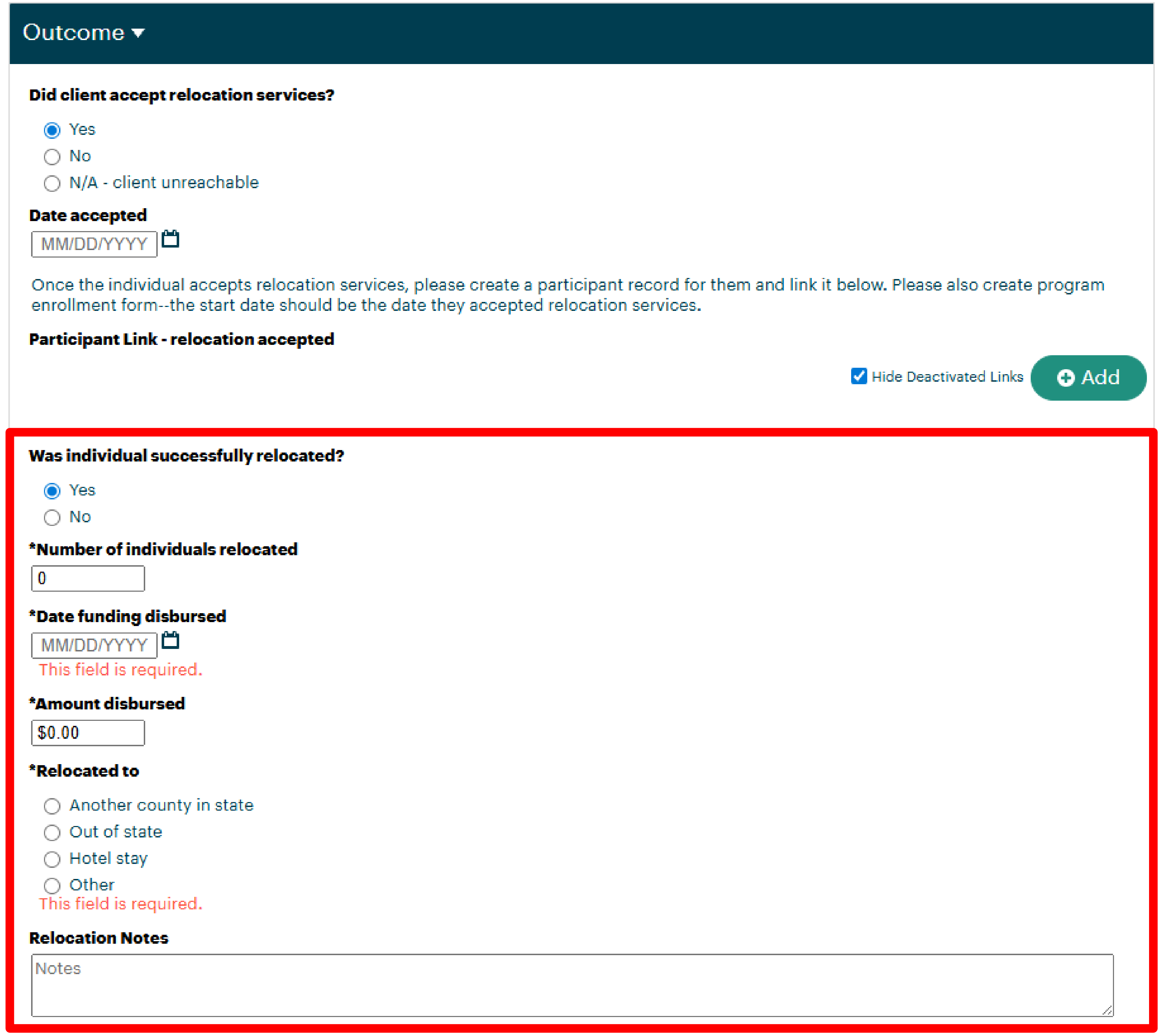
Individual accepts services

Step 4: When an individual accepts relocation services, a **Participant Record** should be created for them and linked to the relocation form. A **Program Enrollment Form** should also be completed in their participant folder.



Individual accepts services

Step 5: Return to this form to complete information about the relocation once it is completed.



Outcome ▾

Did client accept relocation services?

- (•) Yes
- ( ) No
- ( ) N/A - client unreachable

Date accepted

MM/DD/YYYY

Once the individual accepts relocation services, please create a participant record for them and link it below. Please also create program enrollment form--the start date should be the date they accepted relocation services.

Participant Link - relocation accepted

Hide Deactivated Links   Add

Was individual successfully relocated?

- (•) Yes
- ( ) No

***Number of individuals relocated**

0

***Date funding disbursed**

MM/DD/YYYY

This field is required.

***Amount disbursed**

$0.00

***Relocated to**

- ( ) Another county in state
- ( ) Out of state
- ( ) Hotel stay
- ( ) Other

This field is required.

Relocation Notes

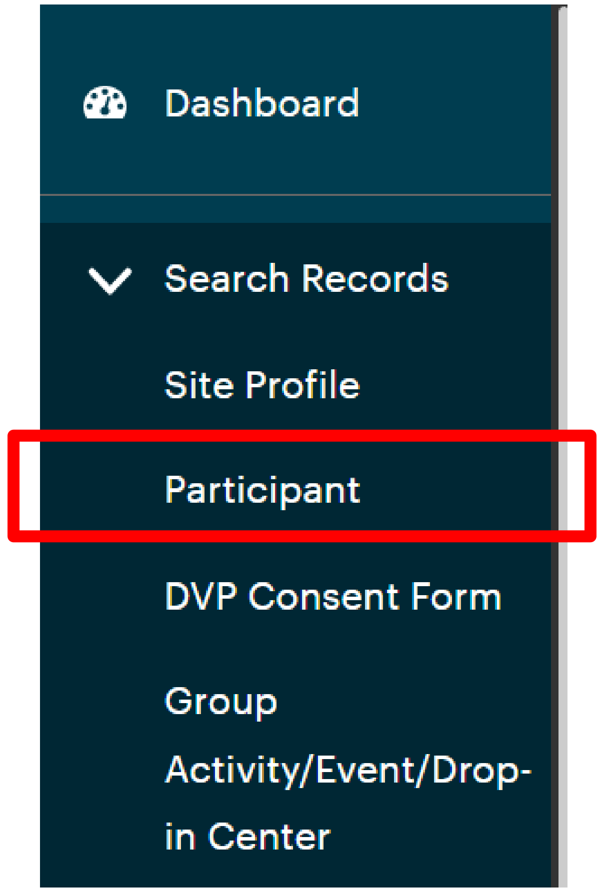
Notes

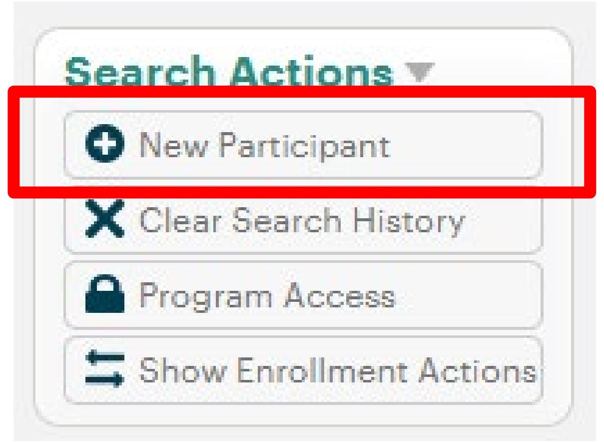
Participant Records

Creating a Participant Record

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

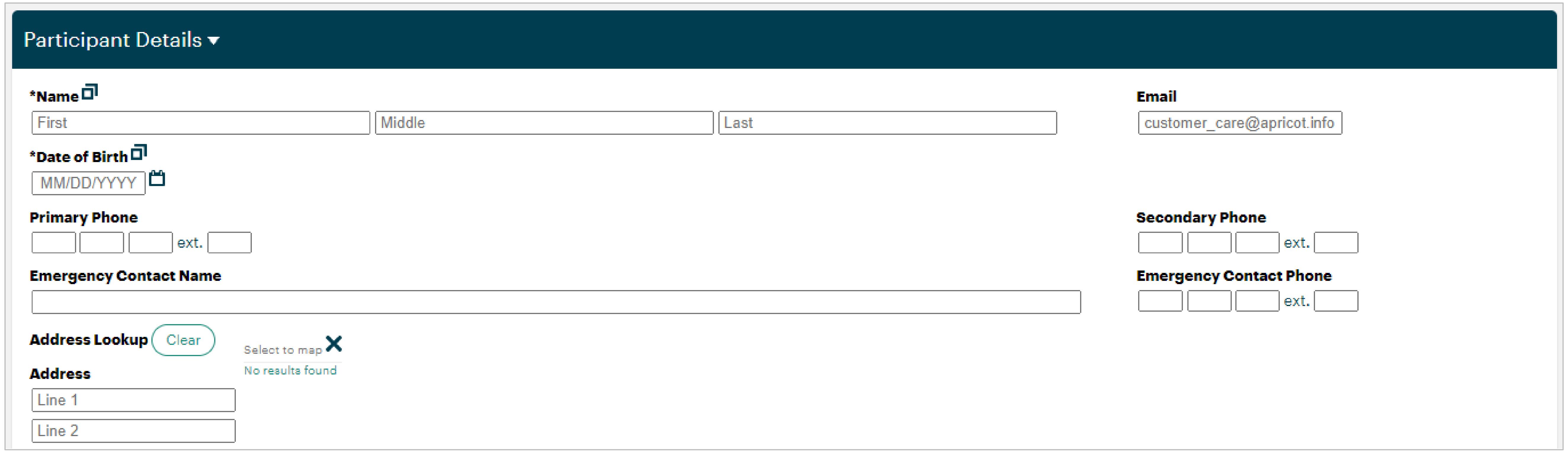
Step 2: Select “+ New Participant” on the right side of the screen.

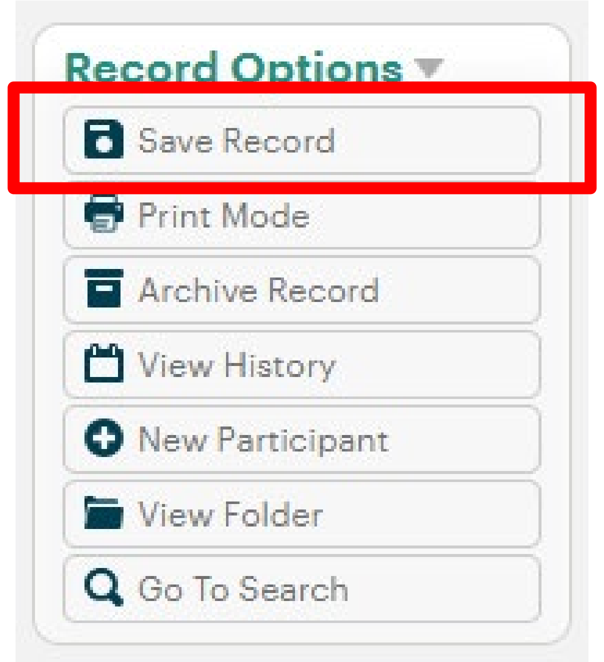




Creating a Participant Record

Step 3: Complete all fields under “Participant Details” and “Demographic Information.”





Step 4: Click “Save Record” on the right side of the screen.

Duplicate Records

If a person is already in Apricot because they received services from a different agency, a duplicate record message will appear.

Complete this form to have the person added to your site.

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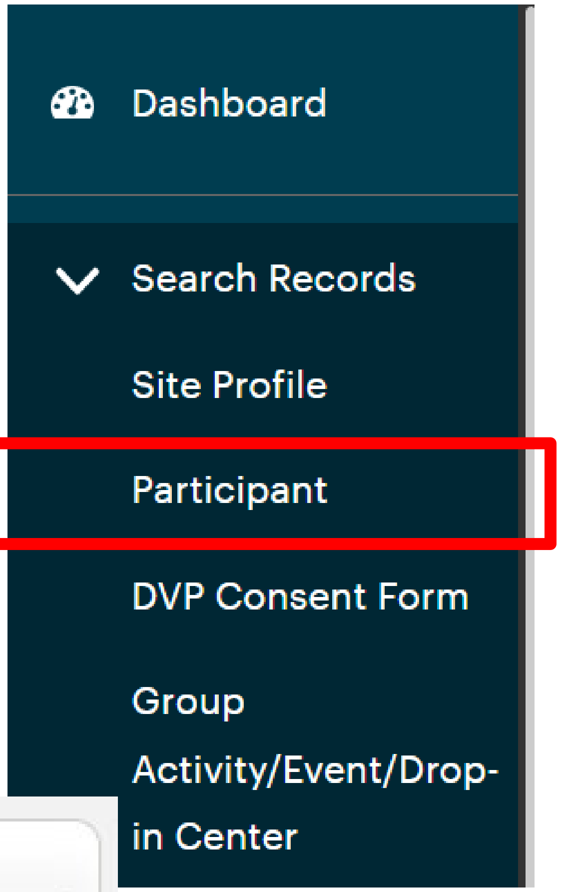
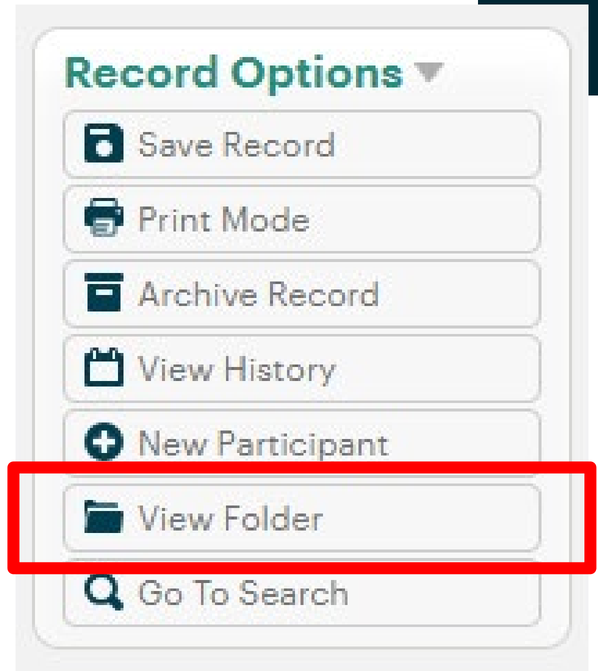
CITY OF OAKLAND

Accessing a Participant’s Folder

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

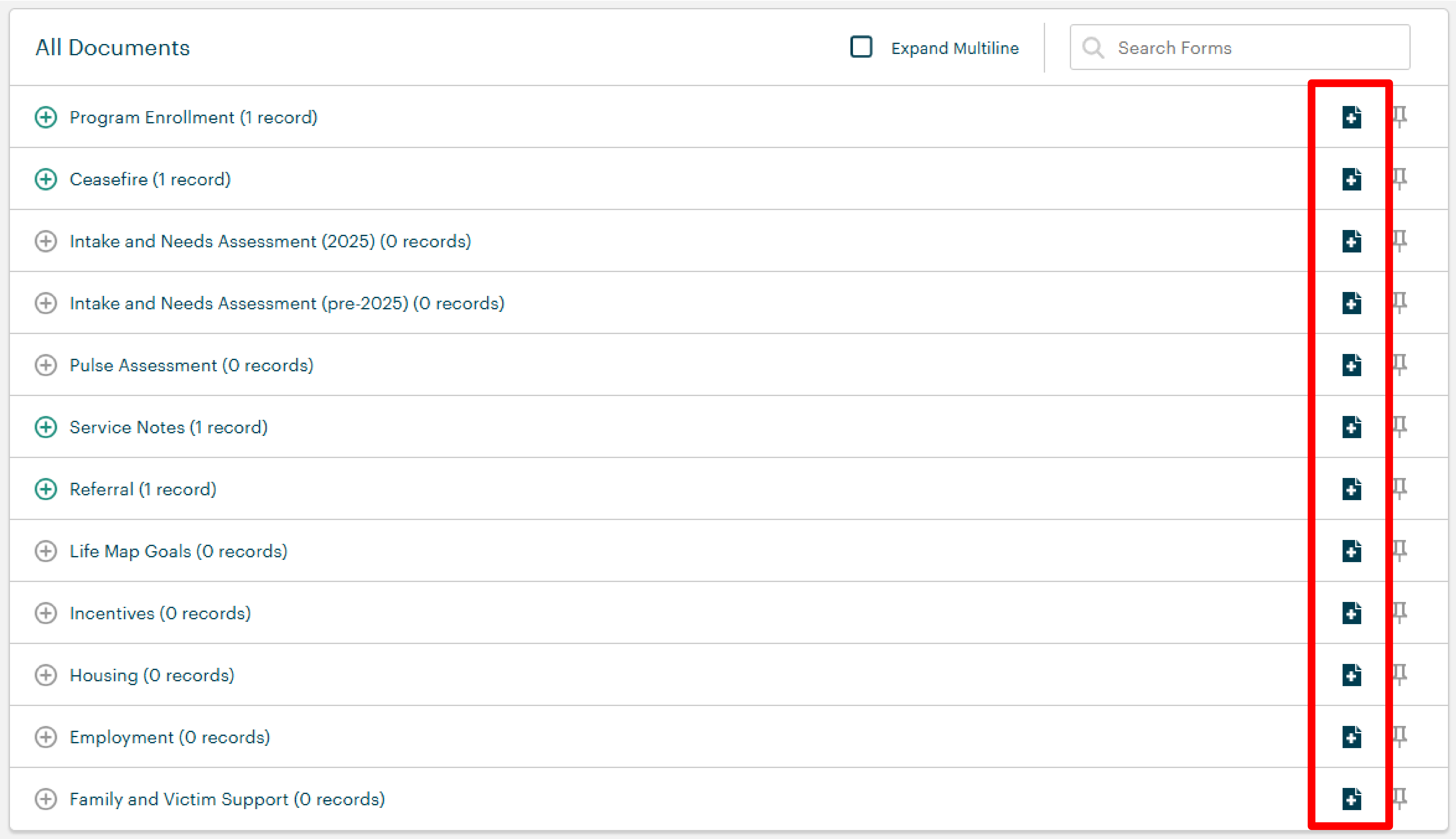
Step 2: Find the participant and click on their name. Then, select “View Folder” on the right side of the screen.





Accessing a Participant’s Folder

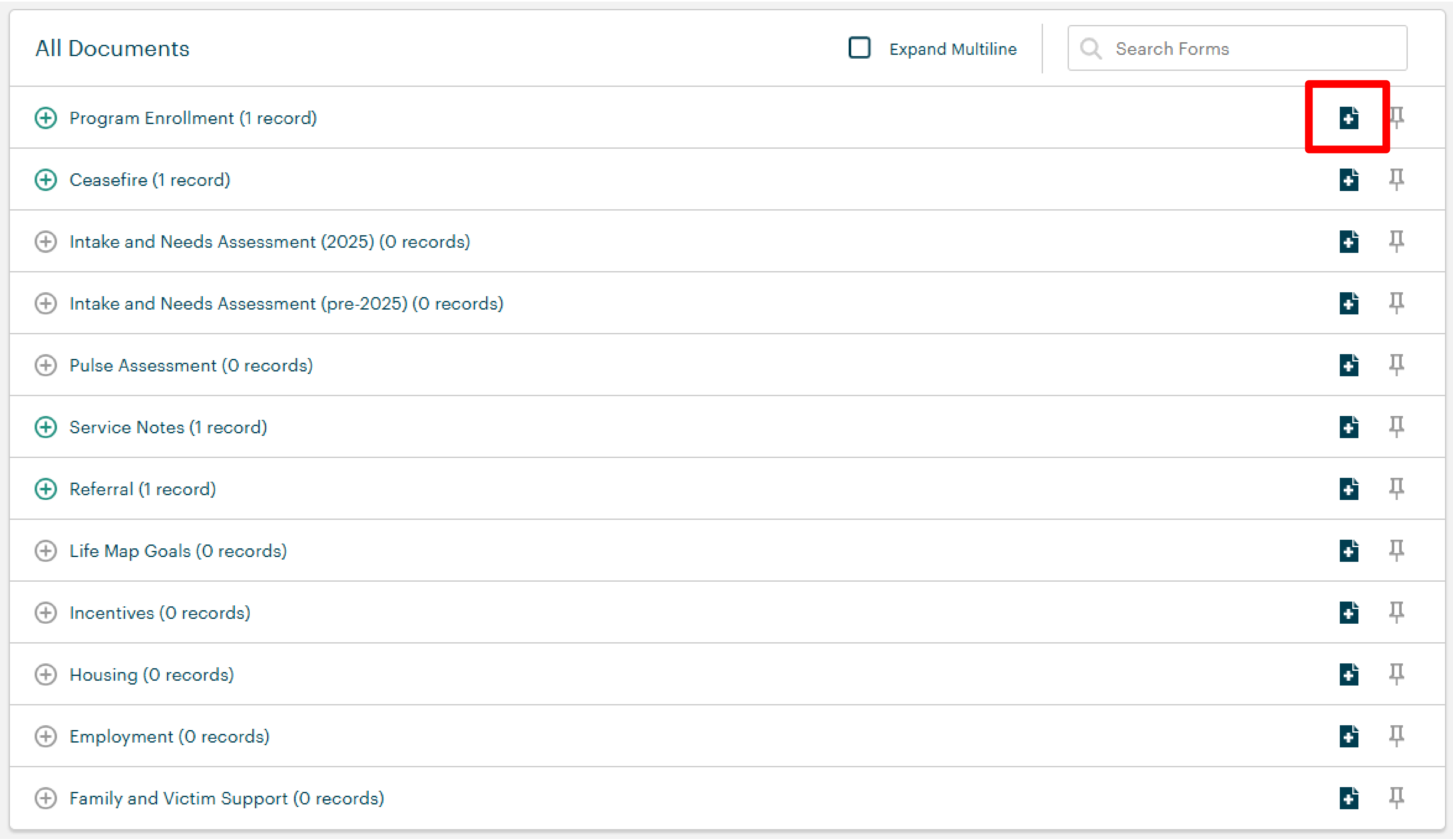
This is the participant’s folder, where all service delivery records are stored. To add a new record in any folder, click the “+” icon in the correct row.



Program Enrollment Form

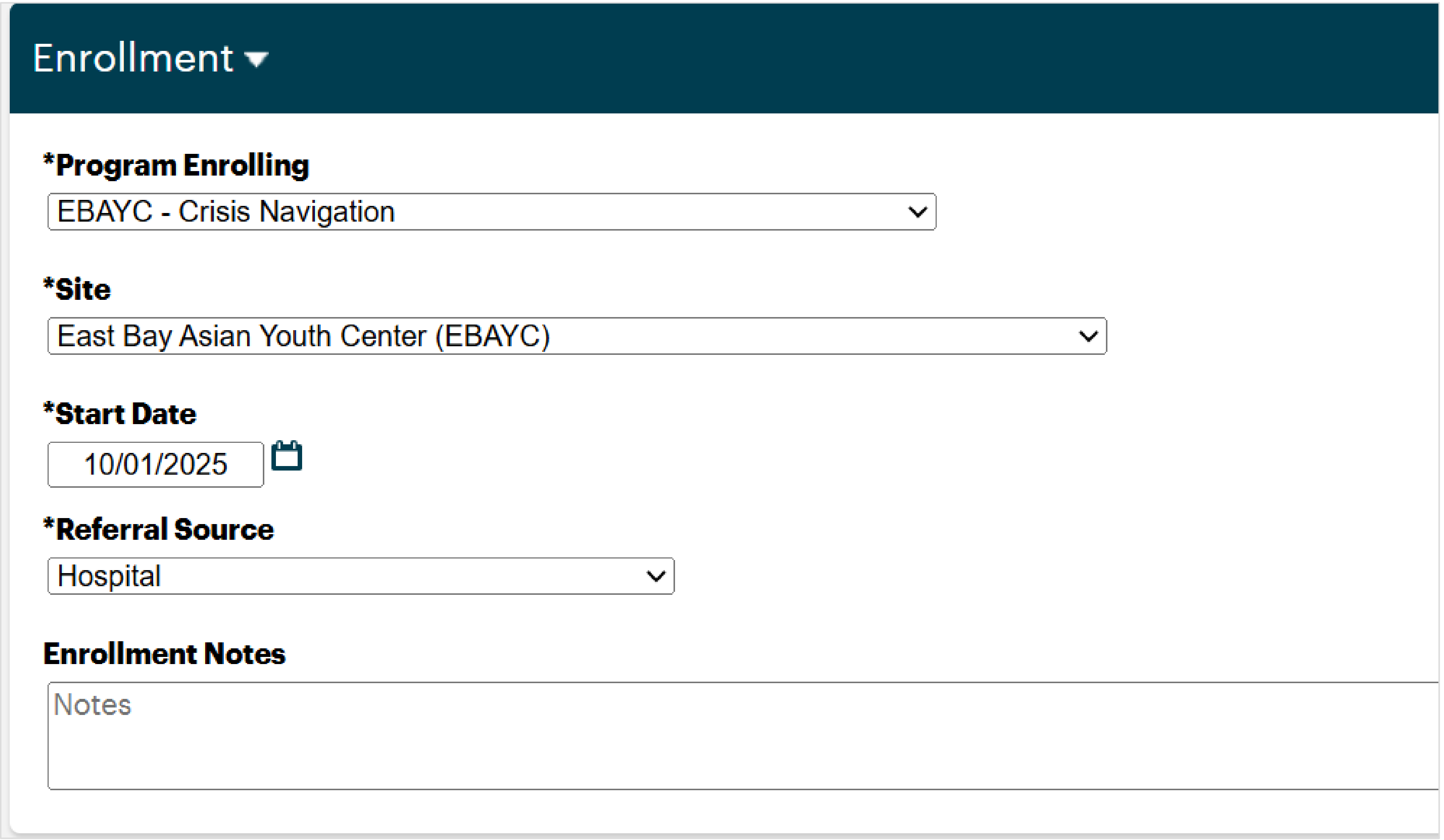
Enrolling a Participant

Step 1: Click the "+" button next to "Program Enrollment" in the participant folder.



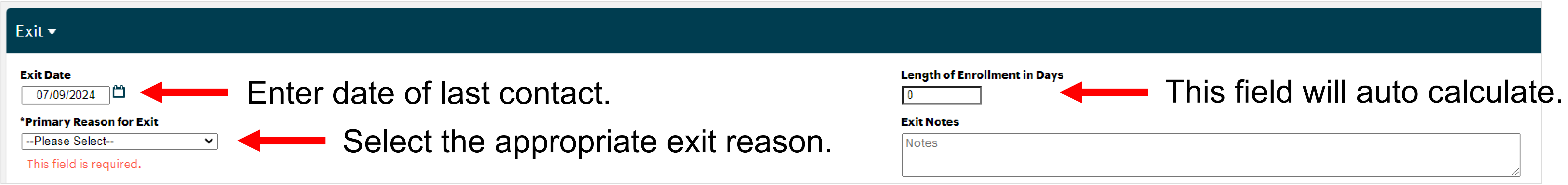
Enrolling a Participant

Step 2: Complete the “Enrollment” section of the form. Then click “Save Record” on the right side of the screen.



Exiting a Participant

Return to the **Program Enrollment Form** when the individual exits the program to enter the exit date and reason.



Consent Form

Types of consent forms

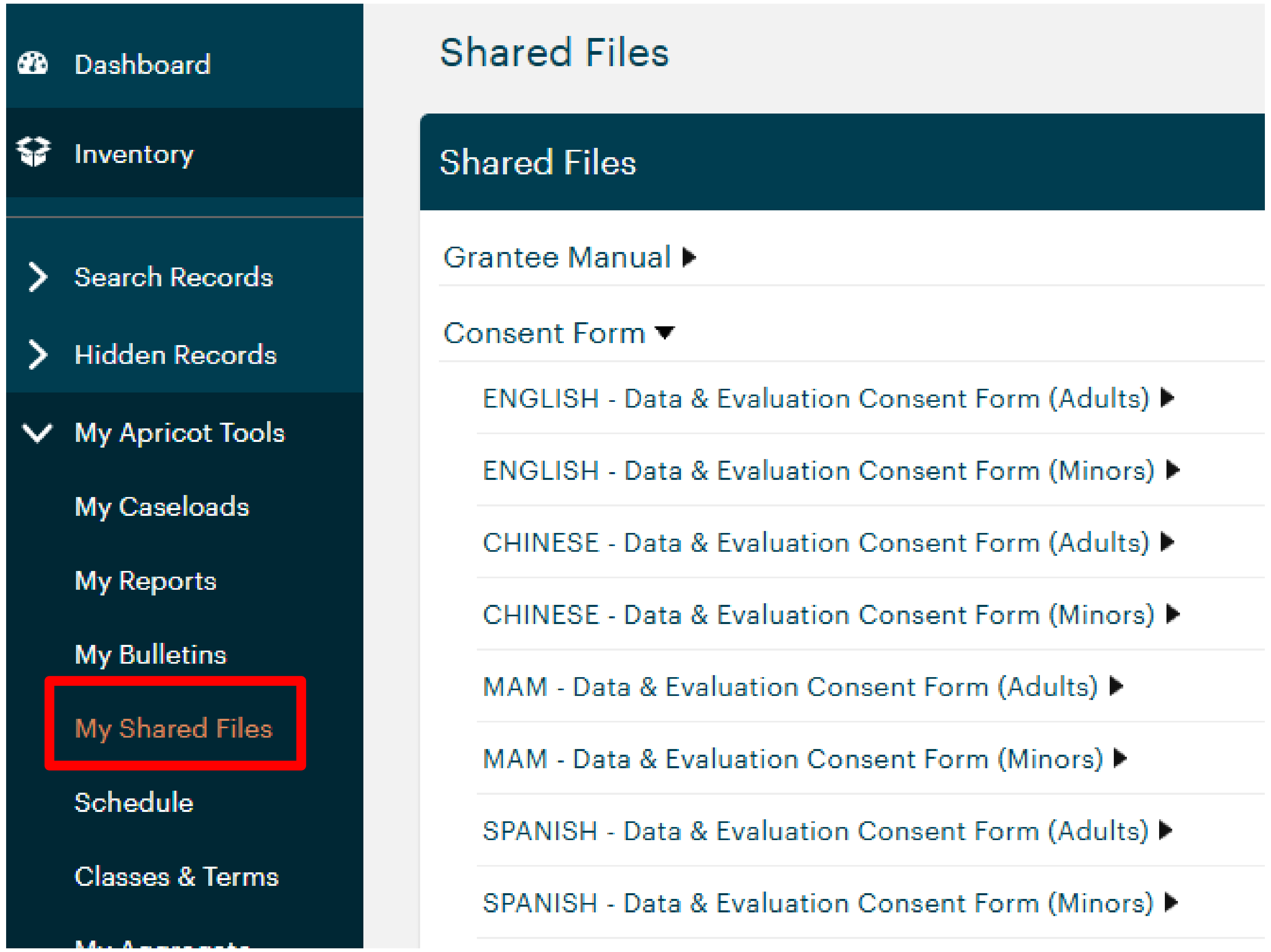
Once a participant enrolls in ongoing services, present the consent form to them within 30 days. There are three versions of the consent form based on the participant's age and the type of service they are receiving:

- Group violence services for adults
- Gender-based violence services for adults
- Any services for youth (under 18)

Accessing consent forms

Use this link to access an electronic version of the consent form.

Paper versions and translations are available in Apricot under "My Shared Files."



Explaining consent forms

What & Why

- The consent form asks if it is okay to share information about services you receive with researchers who study programs like this one to make sure they are helping people.
- Studies help programs like this one continue get funding.

Privacy

- Your name and the information will never be shared with anyone other than the funder (the DVP) and researchers.

Optional

- Agreeing to the consent form is your choice – you can still get services if you do not agree.

Explaining consent forms

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What & Why

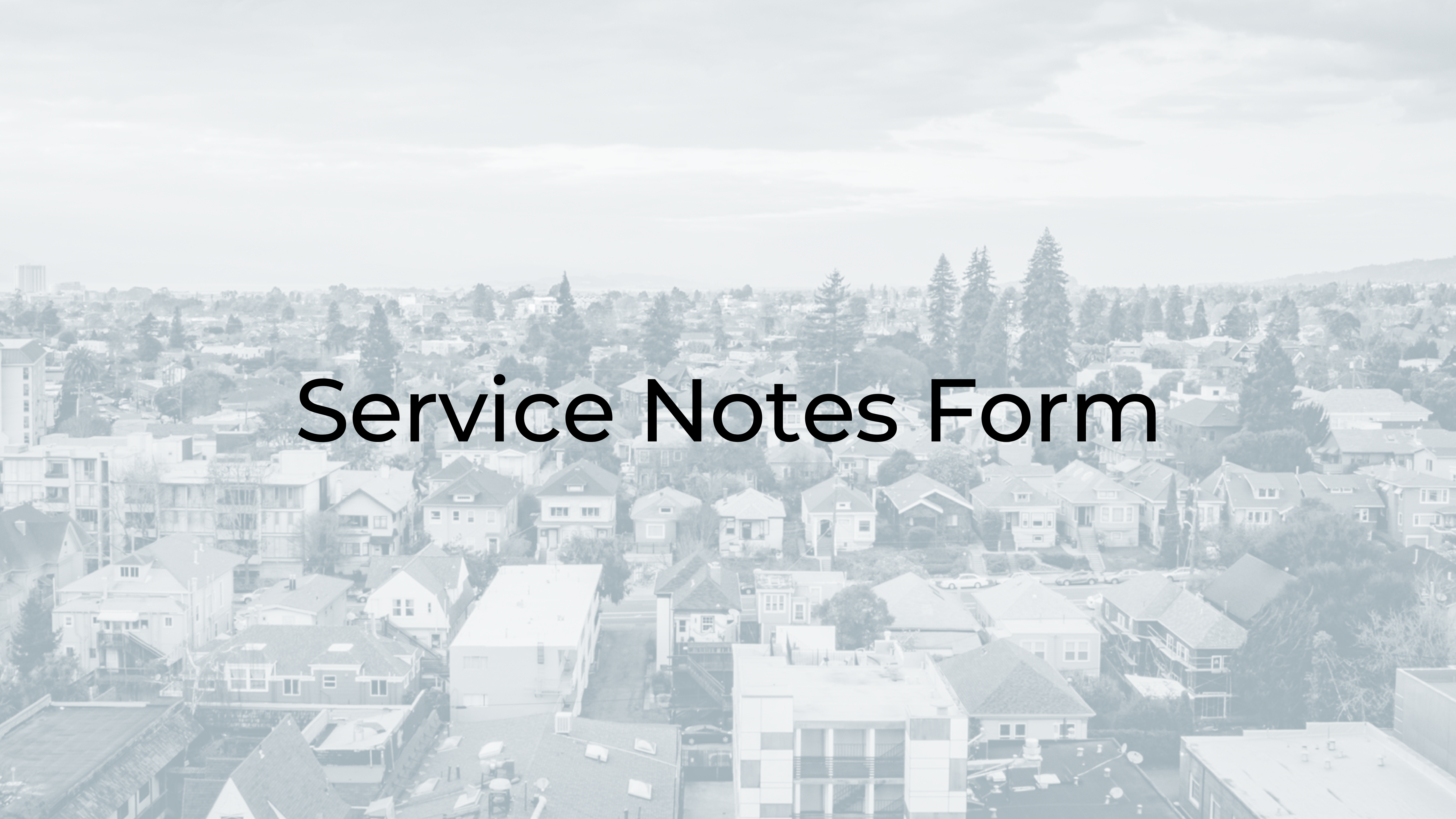
- For youth and adults receiving gender-based violence services, the consent form also asks if it is okay to enter personally-identifiable information like your name and date of birth in a safe database that staff use to provide high-quality services to you.

Privacy

- The only people who will have access to this information are our agency's staff and a few staff from the DVP who are trained in data privacy.

Optional

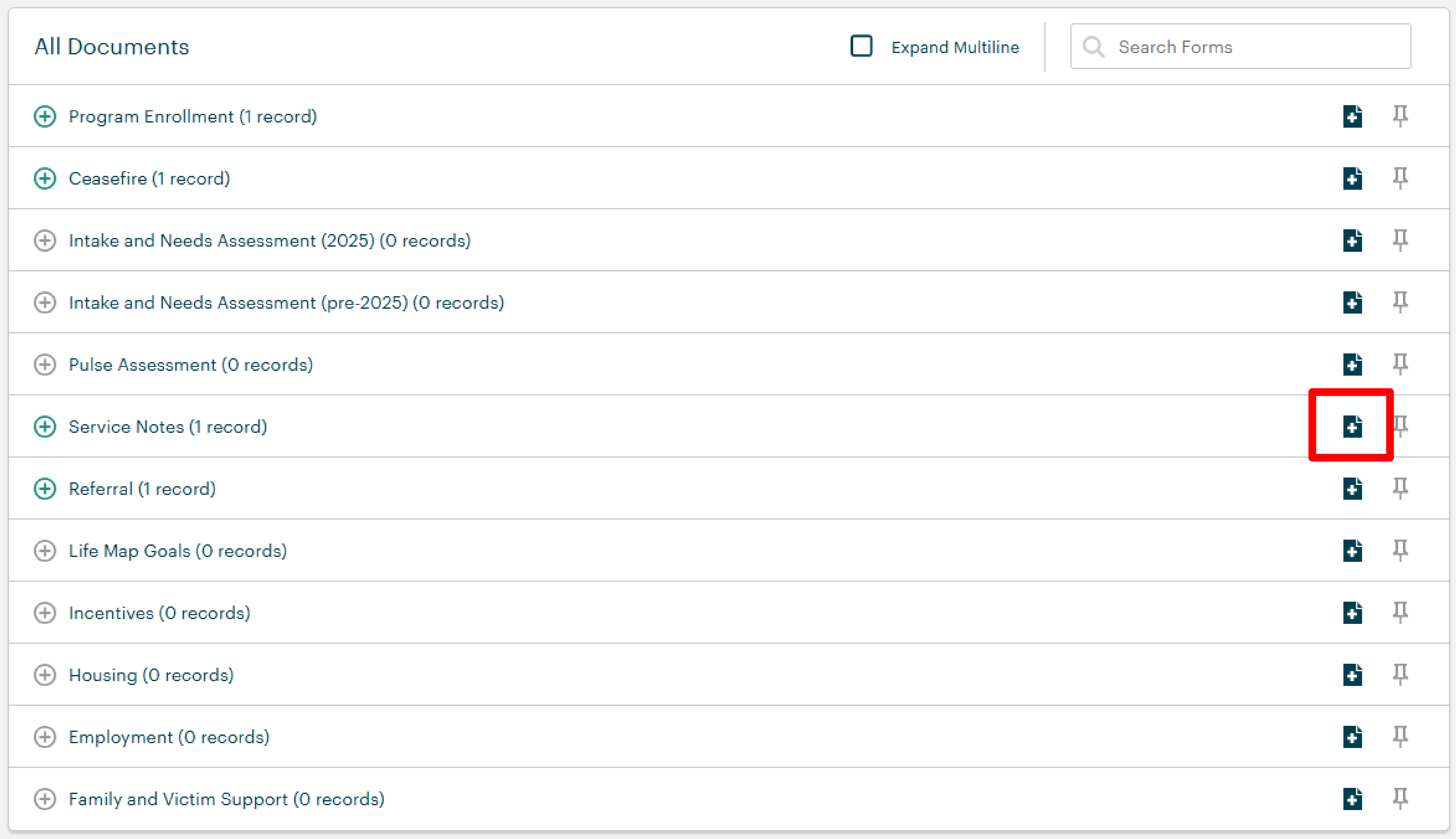
- Agreeing to the consent form is your choice – you can still get services if you do not agree.



Service Notes Form

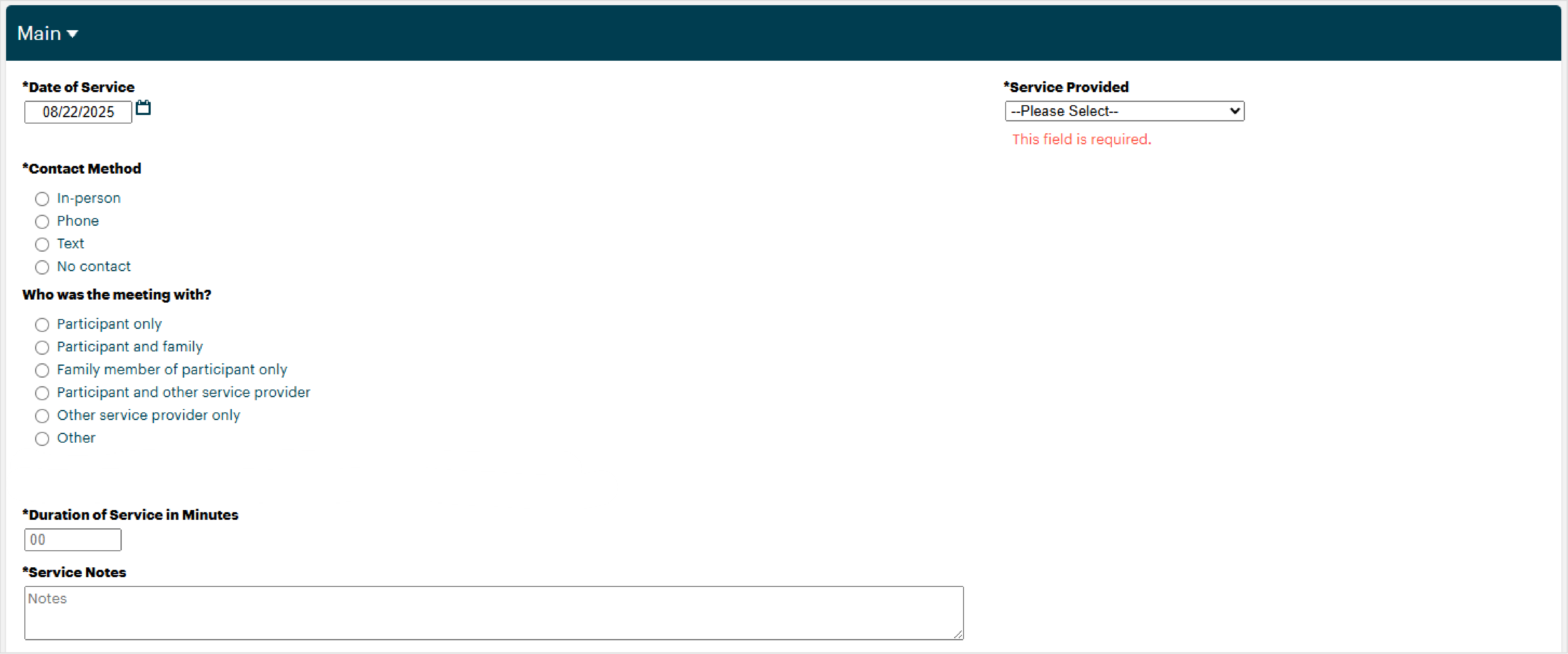
Service Notes Form

Step 1: Click the "+" button next to "Service Notes" in the participant's folder to enter the date and outcome of every contact with a participant, whether attempted or successful.



Service Notes Form

Step 2: Complete all information on the service notes form. Then click "Save Record" on the right side of the screen.


Main

*Date of Service

08/22/2025

*Service Provided

--Please Select--

This field is required.

*Contact Method

- In-person
- Phone
- Text
- No contact

Who was the meeting with?

- Participant only
- Participant and family
- Family member of participant only
- Participant and other service provider
- Other service provider only
- Other

*Duration of Service in Minutes

00

*Service Notes

Notes

Recommended Reports

Recommended Reports

Report with link	Information provided by report
Relocation Report	This report provides all relocation data within a specific time range. This includes referral information, whether the individual was approved, whether the individual was successfully relocated, the date funding was disbursed, the amount disbursed, and the participant record links (if applicable). There are also sections that show only approved relocations and successful relocations.