

Entering BHSA Service



This task is completed by **service providers** in ONE.

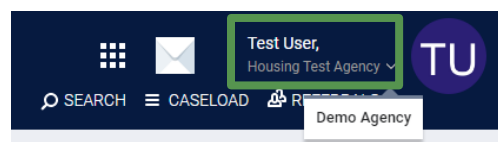


Enter at the time of housing program enrollment, within three business days of move-in.

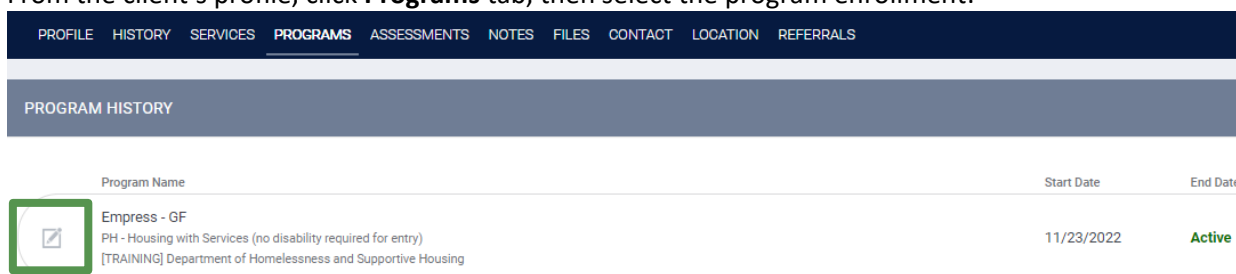
Enter a BHSA service to ensure that eligible clients who are served via BHSA are included in required reporting. This service entry applies to the following programs that serve both BHSA and non-BHSA eligible clients. The service only needs to be entered for the BHSA-eligible clients in these programs:

Agency	Program
HomeRise	Cambridge - HUD PBV
	Hamlin Hotel - HUD PBV
	Iroquois Hotel - HUD PBV
	San Cristina - HUD PBV
	Senator Hotel - HUD PBV
Larkin Street Youth Services	Routz - TH
Swords to Plowshares	Veterans Commons - CoC
UCSF Citywide	Camelot Hotel - GF
	Empress - CoC
	Empress - GF
	Le Nain Hotel - GF
	Pacific Bay Inn - GF
	Star Hotel - GF
	Windsor Hotel - GF

1. Start by ensuring that you are working within the correct agency in ONE. You can change agencies through the dropdown list under your name in the top right corner of the screen.



2. From the client's profile, click **Programs** tab, then select the program enrollment:



3. From the enrollment screen, click the **Provide Services** tab, then select **BHSA**.

Enrollment History **Provide Services** Assessments Notes Files Units/Beds Forms X Exit

Services

BHSA Other v

4. Change the **Event Date** to match the **Program Start Date** and then click **Submit**.

Enrollment History **Provide Services** Assessments Notes Files Units/Beds Forms X Exit

Services

BHSA Other v

BHSA Client

Event Date: 07/24/2026

Service Note :

B I 1 2 3 4 5 6 7 8 9 10 11 12

SUBMIT

Program Start Date: 12/25/2024

Assigned Staff: Lehua Asher

Head of Household: Eugenia Valencia

Unit Name: 300

Program Group Members +

No active members

Status Assessments +

12/25/2025 ANNUAL

Assessment due every year

Notification: ON

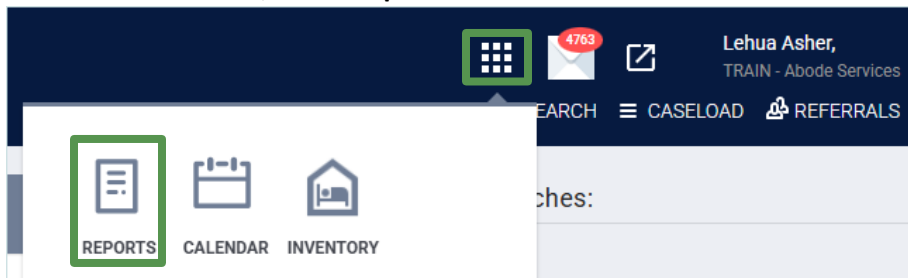


BHSA Reporting

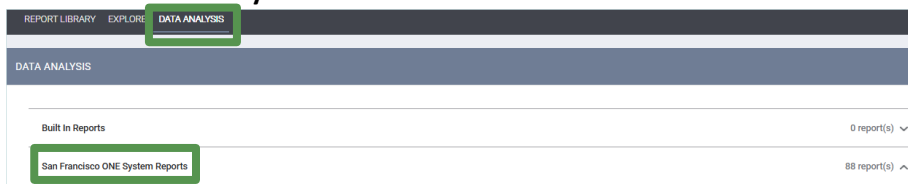
Review the BHSA Client List monthly or more often to ensure that the information in ONE is accurate.

BHSA Client List

1. Under the waffle tool, select **Reports**.

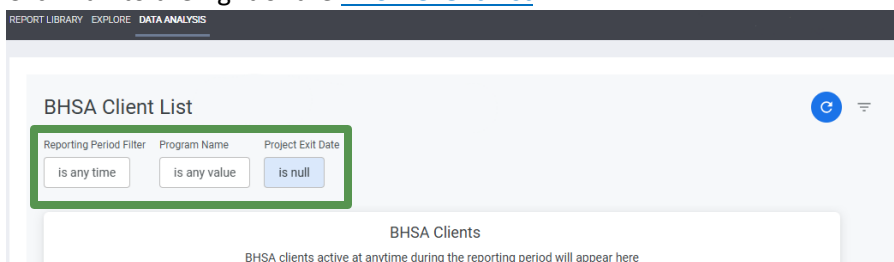


2. Select the **Data Analysis** tab.



3. Select **San Francisco ONE System Reports** to expand the menu and navigate to **BHSA Reports**.

4. Click **Run** to the right of the **BHSA Client List**



To view all clients currently active in your program, set the filters as follows:

- Reporting Period Filter: is any time
- Program Name: select program or programs
- Project Exit Date: is null

General Tips for Data Analysis Reports

- Click [] to run the report after you have applied any filters.
- If you update the data, click the three dots on the top right-hand corner of the report screen and click "Clear cache and refresh" to update the report.

