

Apricot Data Entry: CBO Violence Interrupters

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Violence Interrupter Roles

Violence interrupters (VIs) funded by the Department of Violence Prevention (DVP) have three primary roles:

- 1) Perform proactive violence mediation** activities to prevent violence or interrupt plans for retaliation.
- 2) Respond to shooting and homicide incidents** within 24 hours to interrupt plans for retaliation help impacted individuals stay safe.
- 3) Refer individuals to life coaching** and other helpful services.

This guide provides instructions on how to enter data for these activities in Apricot 360, the DVP's data management system.

An aerial, high-angle photograph of a densely populated residential neighborhood. The houses are mostly two-story structures with various rooflines and colors, interspersed with green trees. The sky is overcast with soft, grey clouds. The overall tone is muted and slightly desaturated.

Proactive Violence Mediation

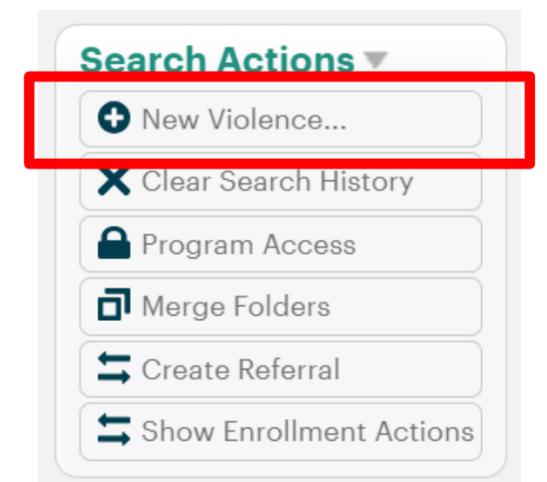


Entering a Situation

To record information about violence mediation activities, a “situation” form must first be completed to identify the conflict that requires mediation.

To enter a situation form, first click on “Violence Mediation – Situation” on the left side of the screen under “Search Records.”

Then, on the right side of the screen, click “New Violence Mediation Form.”





Entering a Situation

In the form that appears, enter a brief “name” for the situation (several words) so you can identify it from a list of other situations.

Main ▾

Enter a brief name (several words) for the situation that requires mediation.

***Situation Name**



Entering a Response

Once a situation form has been completed, a “response” form should be completed for each conversation that a VI has related to mediating the conflict. An unlimited number of response forms can be completed for each situation.

To enter a response form, first click on “Violence Mediation – Situation” on the left side of the screen under “Search Records.”

A dark teal rectangular button with white text. The text is arranged in two lines: "Violence Mediation" on the top line and "- Situation" on the bottom line.

Violence Mediation
- Situation

Then, find the relevant “situation” in the list of situations that appears and click on it.



Entering a Response

Select the “+” sign next to “Violence Mediation – Response”

All Documents Expand Multiline

⊕ Violence Mediation - Response (0 records)  

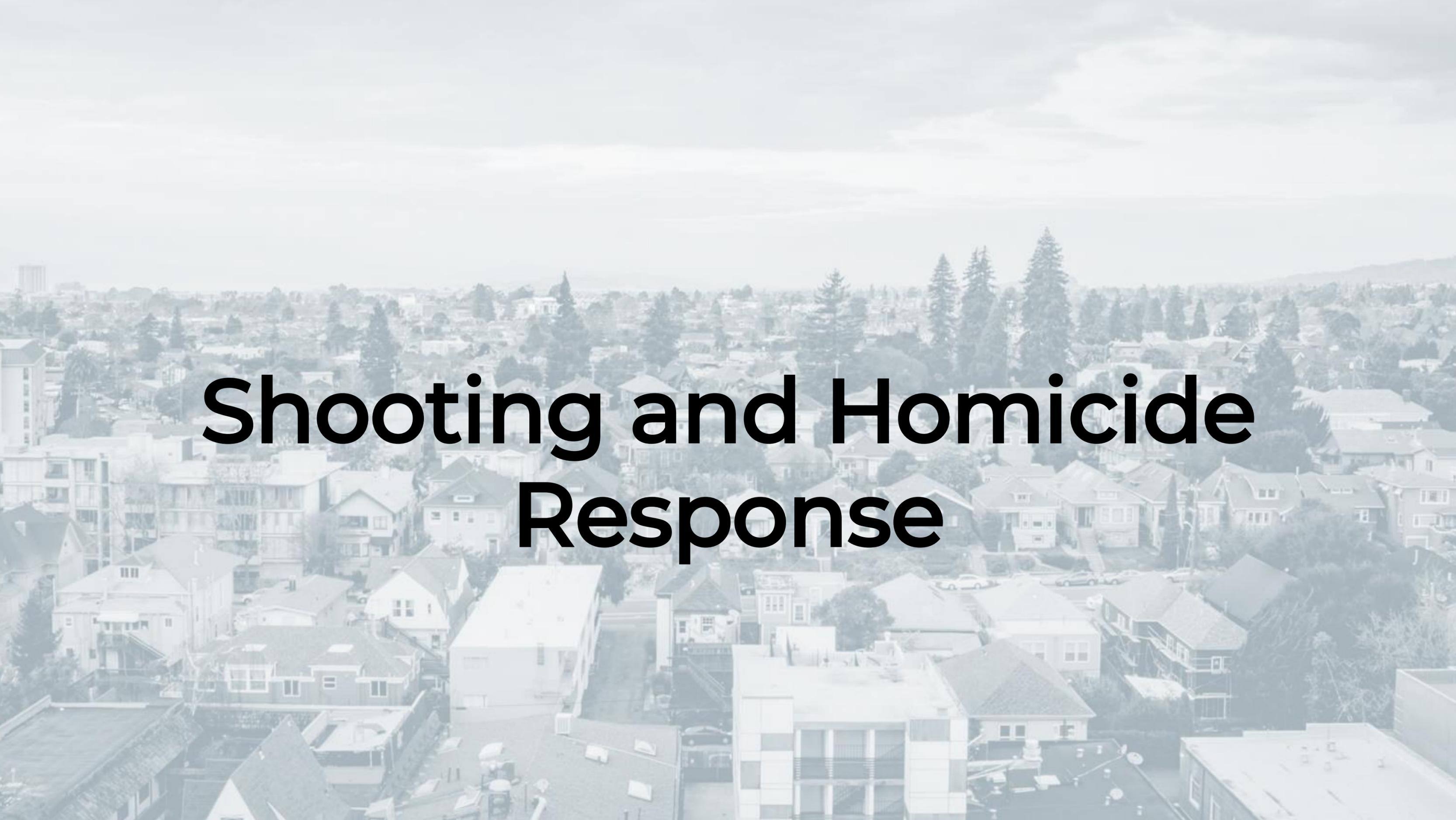


Entering a Response

Complete the form that appears and then click “Save Record” on the right side of the screen.

The screenshot shows a web form with the following fields and elements:

- Main** (dropdown menu)
- *Date**: Input field with placeholder "MM/DD/YYYY" and a calendar icon.
- *Start Time**: Input field with "5:30" and a dropdown menu for "AM".
- *End Time**: Input field with "5:30" and a dropdown menu for "AM".
- Duration of Conversation**: Input field with "minutes" and a red arrow pointing to it from the text "This field will auto calculate.".
- Number of Individuals Involved in Conversation**: Input field with "00".
- *Where did this conversation take place?**: Radio button options for "In the community" and "At an OUSD high school". A red error message "This field is required." is displayed below.
- Notes**: Text area with placeholder "Notes".
- Text: "If this mediation is related to a program participant, please create a link. Add the link below."
- Participant Link**: A checkbox for "Hide Deactivated Links" and a green button with a plus sign and the text "New".

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Shooting and Homicide Response



Finding an Incident

To enter a response form, first click on “Shooting and Homicide Response” on the left side of the screen under “Search Records.”

Shooting and
Homicide Response

Click the ‘Date of Incident’ column twice to sort by most recent date, find the incident you responded to, and click on it.

Triangle Incident Response

Triangle Incident Response Search

-- Add Search Field -- [Browse All](#)

Showing 1 - 20 of 456 available Triangle Incident Response records

Date Of Incident (Click Twi... ▼	Time Of Incident ▼	Address Of Incident (Block ... ▼	Was This A Homicide ▼
01/25/2022	11:39 PM	8600 A Street 🏠	Yes
03/08/2022	04:39 PM	3500 West st. 🏠	Yes
03/08/2022	03:00 PM	9000 Bancroft 🏠	No



Entering a Response

Once you click on the incident, it will take you to the incident folder. You will then click on the blue and white plus button on the righthand side of the screen to add your response.

The screenshot shows a software interface for document management. At the top left, there is a back arrow and the date "2023-03-17". On the top right, there are three buttons: "View" with a pencil icon, "Create" with a plus icon, and "Print" with a printer icon. Below these is a "Quick View Information" section with a plus icon. A navigation bar contains tabs for "DOCUMENT FOLDER", "CENSUS", "LINKS", "ENROLLMENTS", and "APPOINTMENTS". The main content area is titled "All Documents" and includes a search bar labeled "Search Forms" and a checkbox for "Expand Multiline". At the bottom, there is a list item for "Agency Response (0 records)". A red box highlights a blue and white plus button in the bottom right corner of this list item.



Entering a Response

Complete the response form by entering details such as date and time of response, incident category, and level of retaliation assessed. Then click “Save Record” on the right side of the screen.

The screenshot shows a web interface for entering a response. At the top, there's a header "Response Form" and a date field containing "03/08/2022" with a "Quick View Information" link. Below this is a dark blue bar labeled "Response". The main form area contains several fields: "Created By" (empty), "*Is this a DVP or CBO response?" with radio buttons for "DVP" and "CBO", "*Date of response" with a date picker showing "MM/DD/YYYY", and "*Time arrived" and "*Time departed" with time and AM/PM dropdowns. On the right side, there's a sidebar with a "COLLAPSE ALL" button. Under "Record Options", the "Save Record" button is highlighted with a red box. Other options include "New Response Form", "View Folder", and "Go To Search". Below that, "Assigned Programs" shows "(New) Test Program" and "Program Access". At the bottom of the sidebar, a "Record Save Checklist" shows "Required Field Checks" with a red X and a list of fields: "*Is this a DVP or CBO respo...", "*Date of response", "*Time arrived", and "*Time departed".



Entering a Response

Return to your response form to:

- Add additional detail about the incident as it becomes available.
- Add information about your plan for 2-week follow-up.
- Add information about referrals made and follow-up actions taken in the “Referral and Follow-up” section.

***Notes on response**

***Plan for 2-week follow-up**

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Life Coaching Referrals



Making a referral

To make a referral for life coaching, use this link to complete a referral form:

<https://a115039.socialsolutionsportal.com/apricot-intake/12432d22-852d-40e0-8f74-ddfa843067ce>

Life Coaching Referral Form - VIs *Required

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

Date of Referral*

Name of Referring VI*

FIRST*

MIDDLE



Completing the eligibility screener

The referral link will require you to complete an eligibility screener to determine whether someone is eligible for life coaching services. For an individual to be eligible, they must answer 'yes' to at least 3 of the 8 eligibility screener questions.

- Are there any neighborhoods of Oakland that are unsafe for this person (because of network affiliation)?
- In the past year, has this person been shot or stabbed?
- In the past year, has someone pulled a gun on this person?
- In the past year, has this person been in a serious physical fight?
- In the past year, has a close friend or family member of theirs been shot?
- Do many of this person's friends carry a gun, knife, or other weapon?
- When they were growing up (during the first 18 years of their life), did they witness or experience physical violence in the home often or very often?
- Have they previously been convicted of a violent offense? (assault, armed robbery, shooting, etc.)



Completing the eligibility screener

If a person is eligible for life coaching services, the DVP will receive a notification and will assign the participant to a life coaching agency based on fit and availability.