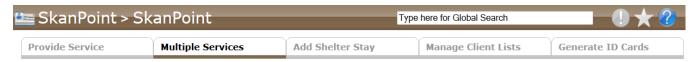
## SkanPoint SP5.12

This is a supplemental guide to the, <u>Standard Workflow Summary (PDF)</u>. The Standard Workflow must be followed to ensure accurate data entry and reporting. If you are not familiar with the Standard Workflow, please contact your Agency Data Administrator or the HMIS Help Desk for training opportunities.

SkanPoint is a module within ServicePoint that can be used to add same type Service(s) to multiple clients at one, manage client lists, or to generate multiple client ID cards.

SkanPoint must be made available to both the HMIS Provider and User.



### **Shelter Check-In and Service Records**

### **Shelter Check-In**

- 1. Using the SkanPoint Module, select the Multiple Services Tab.
- 2. Select the correct Service Provider
- 3. Enter the correct
  - a. Number of Services (for Multiple Services)
  - b. Service Start Date and Time: Current Date, 7:00:00 PM
  - c. Service End Data and Time: Tomorrow, 7:00:00 AM
  - d. Service Type
  - e. Need Status = Closed
- 4. Select Add Another (for Multiple Services) to add additional services
- 5. Select Start Skan
- 6. Add clients by using one of the following methods
  - a. Search for the client by name
  - b. Scan the Client Id card
  - c. Enter the Client Id number
- 7. If the Household Pop-up is enabled, select all household members that are also receiving the service(s).
- 8. Exit once all cards have been scanned.

#### Other Services

- 1. This process can be repeated with a any service(s) that will be applied to a group of people.
- 2. Individual Services can also be applied directly in the Client Record if applicable.

A client record must exist in ServicePoint in order to include the client in the SkanPoint Session.

Refer to the Standard Workflow Summary (PDF).

Updated: 5/20/2015

(630) 407-6397

# SkanPoint SP5.12

