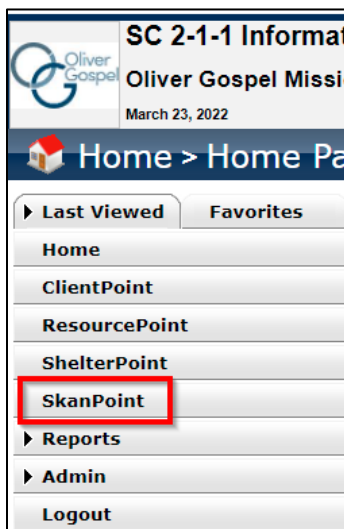


Checking-In Shelter Clients Using SkanPoint

NOTE: If you use SkanPoint to add clients to beds, then create a client profile through HMIS first. SkanPoint does not create a full Entry/Exit Program Assessment for the client. If a full assessment is needed, use ShelterPoint to check the client into a bed.

1. Click on the **SkanPoint** module.



2. Click the **Add Shelter Stay** tab.



3. Select the specific Oliver Gospel program that the client is enrolling in.
4. Select the correct Unit List.
5. Enter the **Start Date** and time of the clients.
6. Ensure the Unit Assignment Method radio button remains **ServicePoint assigns next available unit**.
7. Click the **Start Skan** button.



Provide Service | Multiple Services | **Add Shelter Stay** | Manage Client Lists | Generate ID Cards

Select Shelter Provider* MACH-Oliver Gospel Toby's Place Pre-Program-ES (16370)

Select Unit List* Toby's Place Pre-Program

Start Date* 03 / 23 / 2022 5 : 00 : 00 PM

Unit Assignment Method
 ServicePoint assigns next available Unit
 ServicePoint assigns ALL to Overflow Units

8. The **Skani ID Cards** pop-up displays.

You may locate the client via 3 methods: the **Skani Client Bar Code**, the **Client ID**, or the **Client Search**

a. **To enter via Barcode Scanner:**

IMPORTANT: You must have the client barcode printed before scanning.

1. Use your scanner machine to scan the barcode.
2. Each time you click the scanner button on the machine, a list of all of the clients display **Clients Entered** section.

Clients Entered

Most Recent Matching Transactions by (338871) Test, David or a Household Member

Client ID	Household ID	Service	Start Date	End Date
338871		Emergency Shelter	12/02/2020	

Showing 1-1 of 1

Clients Entered

Household	Name	Social Security Number	Alias	Banned
	(337129) Test, Lisa			
	(338871) Test, David			

3. Click the **New Session** button at the bottom. The services automatically transfer to the individual client profiles.



b. To enter via Client ID:

1. Enter the Client ID in the **Skan Code** field.

The screenshot shows a web interface titled "Skan ID Cards" with a "Client Search" tab. Below the tab is a "Skan Client Bar Code" section. A text input field contains the number "338871" and is highlighted with a red box. To its right is a button labeled "Skan Bar Code". Below this is a "Skan Code" label and a larger empty text area.

2. Click the **Skan Bar Code** button or press **Enter** on your keyboard.

The screenshot shows a dialog box with two buttons: "New Session" and "Exit".

3. Each time you click the scanner button, a list of all of the clients display **Clients Entered** section

The screenshot shows a "Clients Entered" section. It contains a table titled "Most Recent Matching Transactions by (338871) Test, David or a Household Member".

Client ID	Household ID	Service	Start Date	End Date
338871		Emergency Shelter	12/02/2020	

Showing 1-1 of 1

Below the table is another "Clients Entered" section with a table:

Household	Name	Social Security Number	Alias	Banned
	(337129) Test, Lisa			
	(338871) Test, David			

At the bottom of this section is a "Remove Last Entry" button.

4. Click the **New Session** button at the bottom. The services automatically transfer to the individual client profiles.

The screenshot shows a dialog box with two buttons: "New Session" and "Exit".

c. To enter via Client Search:

1. Click the **Client Search** tab. The **Search Options** tab displays.
2. Enter client data in the search fields.



Client Search

Search Options

Name: First Middle Last Suffix

Name Data Quality:

Alias:

Social Security Number: - -

U.S. Military Veteran?:

Exact Match:

Search

3. Click the **Search** button.
4. Search results display under the **Client Results** tab.
5. Click the **green +** icon next to the client's ID.

Client Results	
ID	Name
337366	Test, Lacey
337129	Test, Lisa
337132	Test, Lisa Youth

9. The client's data automatically displays under the **Clients Entered** tab. This means that the client has been successfully checked in.

NOTES:

- You may enter multiple client IDs at one time.
- If you accidentally entered the wrong ID number, click the **trash can** next to the magnifying glass.

Clients Entered					
Most Recent Matching Transactions by (338871) Test, David or a Household Member					
Client ID	Household ID	Service	Start Date	End Date	
338871		Emergency Shelter	12/02/2020		
Showing 1-1 of 1					
Clients Entered					
	Household	Name	Social Security Number	Alias	Banned
		(337129) Test, Lisa			
		(338871) Test, David			
<input type="button" value="Remove Last Entry"/>					



10. To view a client's service history, go to **ClientPoint**, enter the client's name or Client ID, and view their Shelter and Service history on the Summary tab.

Client Information				Service Transactions				
Summary				Client Profile	Households	ROI	Entry / Exit	Case Managers
Added to the system 12/02/2020 10:15 AM								
Name	Test, David Samuel			Social Security	535-42-5615			
Date of Birth	07/14/1970 (Age 51)			U.S. Military Veteran?	No (HUD)			
Gender	Male							
Primary Race	American Indian, Alaska Native, or Indigenous (HUD)							
Secondary Race	Black, African American, or African (HUD)							
Release of Information				Entry/Exits				
Provider	Permission	Start Date	End Date	Program	Type			
Add ROI				No matches.				
Add Entry / Exit								
Households				Services				
ID	Type	Head of Household	Relationship	Start Date	End Date			
85051	Couple With No Children			Add Service				
	Test, Marla Sue	Yes	Self	Add Multiple Services				
	*Test, David Samuel	No	Husband					
85155	Couple With No Children							
	*Test, David Samuel	Yes	Self					
	Test, Lisa Mom	No	Significant other					
Search Existing Households				Start New Household				
Shelter Stays				Case Managers				
Start Date	End Date	Provider		Name	Provider			
03/23/2022		MACH-Oliver Gospel Toby's Place Pre-Program-ES		Add Case Manager				
Showing 1-1 of 1								