

SkanPoint SP5.12

This is a supplemental guide to the, [Standard Workflow Summary \(PDF\)](#). 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 (for Multiple Services) to add additional services
5. Select
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.

A client record must exist in ServicePoint in order to include the client in the SkanPoint Session. Refer to the [Standard Workflow Summary \(PDF\)](#).

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.

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SkanPoint > SkanPoint ! ★ ?

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

Multiple Services

Be sure to select the correct Provider before entering data in the Service List below. If you change the Provider, the page will refresh to make adjustments for the new Provider's Service List defaults. Any data that is currently in the Service List will be removed and will need to be re-entered.

2 **Service Provider *** Catholic Charities - Hope House (5118) Search My Provider Clear

Service List

3 **Number of Services *** 1

Start Date * 12 / 15 / 2015 7 : 00 : 00 PM

End Date 12 / 16 / 2015 7 : 00 : 00 AM

Service Type * Emergency Shelter (BH-1800)

Need Information

Need Status * Closed Remove Clear

Number of Services * 3

Start Date * 12 / 15 / 2015 7 : 00 : 00 PM

End Date 12 / 16 / 2015 7 : 00 : 00 AM

Service Type * Meals (BD-5000)

Need Information

Need Status * Closed Remove Clear

4 Add Another Remove All Clear All

5 Start Skan Choose Clients from Client List Choose Clients from Unit List

Legal Notices

Skan ID Cards ✕

6 Client Search

a Search Options

Name First Middle Last Suffix

Skan Client Bar Code

b c Skan Bar Code

Skan Code

