# Add a Service in SkanPoint

SkanPoint is useful when the same service is provided to multiple clients. It can be used by scanning/entering client IDs, selecting clients from a pre-created list, or selecting clients that are currently checked into a program that uses ShelterPoint. It is accessed from the left-hand menu.

In most cases, only one service will be provided with SkanPoint. If you are scanning multiple services, however, the Multiple Services tab on the top of the screen will allow you to do so. Please note that by default the multiple services option does not allow you to set different days for each service, but if this would be helpful to your workflow the HMIS team can change your settings to allow this.



Complete the information for the service provided as usual (see the Create a Service cheat sheet for more information). If you see additional fields that are unnecessary or you are missing fields you need, please alert the HMIS team. The Service Costs section is only relevant if you are providing a discrete resource such bus passes or gift cards. When your service is entered correctly, click on "Start Skan" if you are scanning/entering client IDs, "Choose Clients from Unit List" if you are selecting clients currently checked into a program that uses ShelterPoint, or "Choose Clients from Client List" if you are selecting clients from a pre-created list, then follow the directions on the appropriate page.



Please email hmisrequest@councilforthehomeless with any additional questions.

# Start Skan

Use a bar code scanner to scan clients' ServicePoint ID cards or key in their HMIS ID manually. The client's name and picture will appear, allowing you to verify whether the correct number was entered. If the wrong number was entered, you can delete that service by clicking on the trash can by their name.

## Skan ID Cards

▶ **Client Search**

### Skan Client Bar Code

| Skan Code | [            ] Skan Bar Code |  |

### Clients Entered

**Most Recent Matching Transactions by (26860) Bowman, Test A or a Household Member**

| Client ID | Household ID | Service | Start Date | End Date |
|-----------|--------------|---------|------------|----------|
| 26860 | | Congratulatory Messages | 11/14/2019 | 11/14/2019 |

Showing 1-1 of 1

### SkanPoint Assessment

No SkanPoint Assessment specified for this Provider

### Clients Entered

| | Household | Name | Social Security Number | Alias | Banned |
|---|-----------|------|------------------------|-------|--------|
| 🔍 🗑 | | (26860) Bowman, Test A | 555-55-5555 | exam | |

Remove Last Entry

New Session     Exit

When all clients have been scanned in, click Exit. You have successfully entered services with SkanPoint.

# Choose Clients from Client List

Find the client list that contains the clients for which you want to provide a service. If you need to create a list or add clients to an existing list, see the "Manage SkanPoint Lists" cheat sheet for more information. When you find your list, click the green circle on the left.
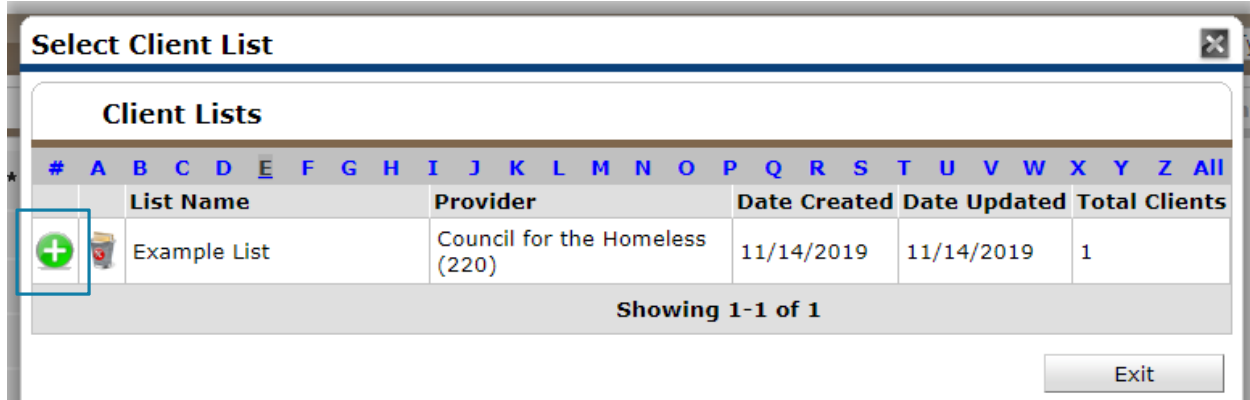


Check any client that received the service. Note the "Check ALL Clients" and "Clear ALL Clients" in the bottom left hand corner; you may find them helpful. When the appropriate clients are checked, click Enter Service for Clients.
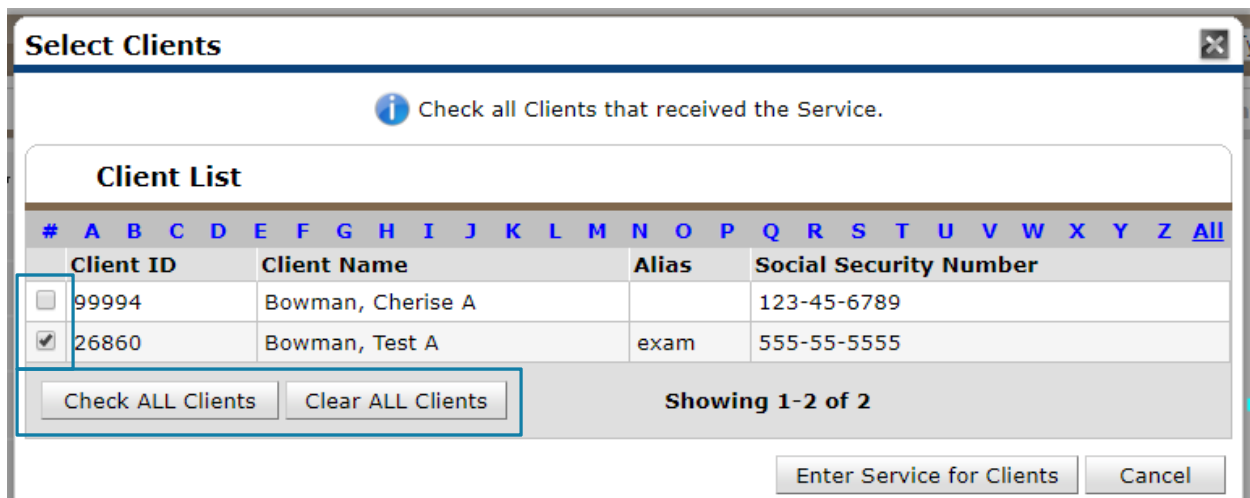


You will see a confirmation message. You have successfully entered services with SkanPoint.

# Choose Clients from Unit List

Select the appropriate provider and unit list, then click Submit.



Check any client that received the service. Note the "Check ALL Clients" and "Clear ALL Clients" in the bottom left hand corner; you may find them helpful. When the appropriate clients are checked, click Enter Service for Clients.



You will see a confirmation message. You have successfully entered services with SkanPoint.