

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.

The screenshot shows the 'Provide Service' form with the 'Multiple Services' tab active. The form contains the following fields: Service Provider* (Council for the Homeless (220)), Service Type* (-Select-), Start Date* (11/14/2019 9:57 AM), End Date (11/14/2019 9:57 AM), Provider Specific Service (-Select-), and Service Notes (empty text area).

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 as 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.

The screenshot shows the 'Provide Service' form with the 'Multiple Services' tab active. The 'Service Costs' section includes: Number of Units, Unit Type (-Select-), Cost per Unit (\$), and Total Cost of Units (\$). The 'Apply Funds for Service' section includes a table for Funding Sources with columns for Source and Amount. A 'Flexible' source is listed with an amount of \$15.00. A 'Calculate' button and 'Total: \$15.00' are visible. At the bottom, there are buttons for 'Start Skan', 'Choose Clients from Client List', and 'Choose Clients from Unit List'.

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.

The screenshot shows a web application window titled "Skan ID Cards". It features a "Client Search" section with a "Skan Client Bar Code" input field and a "Skan Bar Code" button. A "Skan Code" label is positioned to the left of the input field. To the right, a client's photo is displayed. Below this is a "Clients Entered" section with a sub-header "Most Recent Matching Transactions by (26860) Bowman, Test A or a Household Member". A table lists the following transaction:

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

Below the table, it says "Showing 1-1 of 1". Underneath is a "SkanPoint Assessment" section with the text "No SkanPoint Assessment specified for this Provider". Another "Clients Entered" section contains a table with the following data:

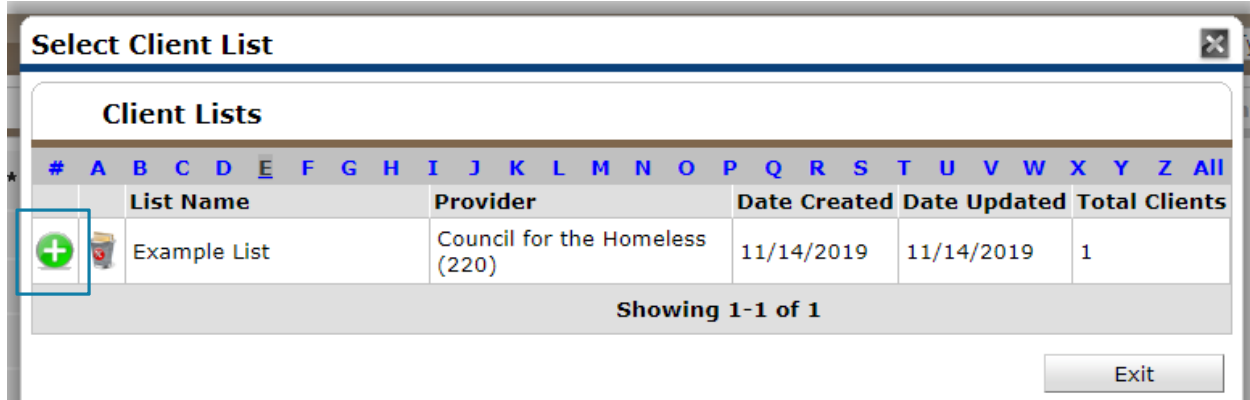
Household	Name	Social Security Number	Alias	Banned
 	(26860) Bowman, Test A	555-55-5555	exam	

A "Remove Last Entry" button is located below this table. At the bottom right of the window are "New Session" and "Exit" buttons.

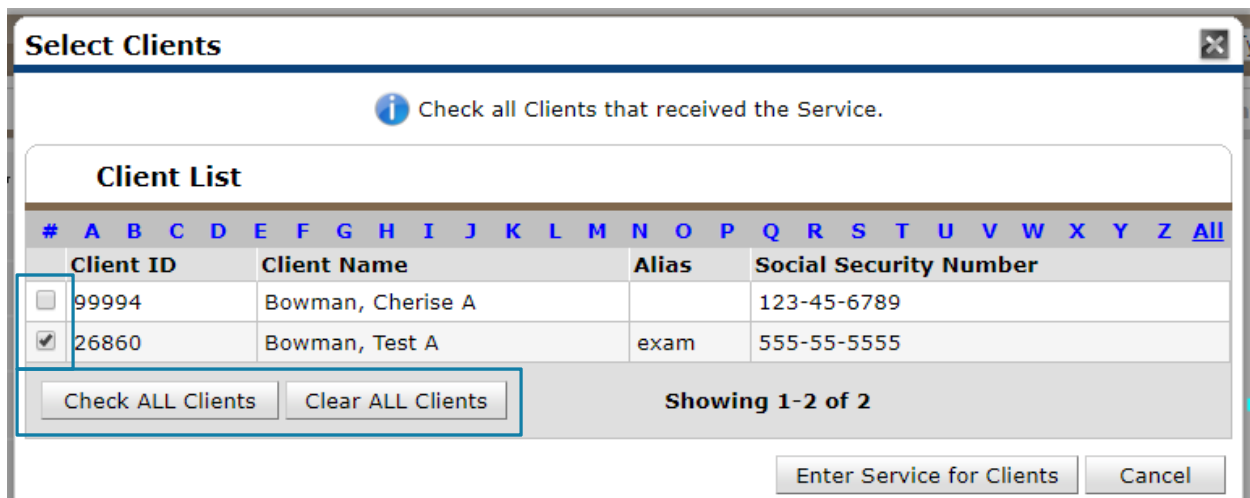
When all clients have been scanned in, click Exit. You have successfully entered services with SkanPoint.

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.

Select Unit List

Unit Lists

View Unit List for Provider: Council for the Homeless (220) [Search] [My Provider] [Clear]

View Information for Unit List: ShelterPoint Example ▾

[Submit] [Cancel]

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.

Select Clients

Check all Clients that received the Service.

Client List

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Client ID	Client Name		Alias	Social Security Number																							
<input type="checkbox"/>	99994	Bowman, Cherise A		123-45-6789																							
<input checked="" type="checkbox"/>	26860	Bowman, Test A	exam	555-55-5555																							

[Check ALL Clients] [Clear ALL Clients] Showing 1-2 of 2

[Enter Service for Clients] [Cancel]

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