

Adding Services to Clients and adding Services in SkanPoint *(Multiple services and for multiple clients)*

- Login to HMIS and make sure that you are in “Enter Data As” the project in which the client or clients needs to have services entered
- You can put in services a couple of different ways either one client and one service at a time or multiple clients and one service, or multiple clients along with multiple services. I will go over each way.

Adding Services to Individual Clients

- Go into the client in which you would like to add the service. You do this through ClientPoint; either by searching the client with their client ID or by name.
- When you get the client pulled up you will need to select the Services Transactions tab.

Client - (302951) Geller, Monica Mass Visibility Update 

 (302951) Geller, Monica
Release of Information: **None**

Client Information Service Transactions

Summary | Client Profile | Households | ROI | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

Added to the system 01/08/2019 10:00 AM

Name	Geller, Monica	Gender	Female	
Date of Birth	04/22/1969 (Age 49)	Primary Race	White (HUD)	
Social Security	438-93-0921	Secondary Race		
		U.S. Military Veteran?	No (HUD)	

Release of Information **Entry/Exit**

- You will then need to select Add Service

Client - (302951) Geller, Monica Mass Visibility Update

(302951) Geller, Monica
Release of Information: **None**

Client Information Service Transactions

Service Transaction Dashboard

Add Need

Add Service

Add Multiple Services

Add Referrals

View Previous Service Transactions

View Shelter Stays

View Entire Service History

- From there you can add any service and the date the service was on. We can customize your services list however you would like just contact the HCA Help Desk to add any services.

Add Service

Household Members

This Client is not a member of any Households.

Service Provider*	Salvation Army of Hopkinsville-ESG-ES-BOS (481)
Creating User	Margaret Ann Smith
Start Date*	02/11/2019 9:58 AM
End Date	02/11/2019 9:58 AM
Service Type*	-Select- Look Up
Provider Specific Service	-Select-

Save & Continue Cancel

Adding Services to Multiple Clients

- You will need to click on SkanPoint

SERVICEpoint Connecting Your Community

Kentucky Homeless Management Information System
Salvation Army of Hopkinsville - BOS
February 01, 2019

Margaret Ann Smith
System Admin II

Mode: Shadow abarton
Enter Data As Salvation Army of Hop...
Back Date
Connect To ART

Home > Home Page Dashboard Type here for Global Search

Last Viewed Favorites

- Home
- ClientPoint
- ResourcePoint
- ShelterPoint
- SkanPoint**
- Reports
- Admin
- Logout

System News (23)		Agency News (1)
Date	Headline	
06/29/2017	BOS ONLY - Annual Documentation and Training Requirement	
06/29/2017	BOS/LEX ONLY - KYHMIS 2017-2018 Annual Invoices	
10/04/2016	ServicePoint Upgrade at 10 p.m. on 10/4/16	
07/06/2016	When submitting reports to KHC on July 6, 2016 for the Performance Measures....	
06/27/2016	ANNUAL DOCUMENTATION - PLEASE READ BEFORE SUBMITTING!	
05/31/2016	Family VI-SPDAT 2 and the VI-SPDAT 2 (Individual) - PLEASE READ!!	

View All

Follow Up List (0)

Client ID	Type	Date	Time Remaining
View All			

Customize Home Page Dashboard

- Select Provide a Service tab, then select the Service Type.

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

Service Provider* Salvation Army of Hopkinsville-ESG-ES-BOS (481)

Service Type*

Start Date* 02 / 11 / 2019 10 : 03 : 23 AM

End Date 02 / 11 / 2019 10 : 03 : 23 AM

Provider Specific Service -Select-

Service Notes

Service Costs

- Once you have selected the type of service you will need to select all the clients that need to have that service added. Scroll to the bottom of the page and select **Start Scan**.
- If you know the client IDs then you can put it in, if not then select the arrow next to client search and you can search the client. When searching client ID just hit enter and the client will be added, when searching by client name you will have to select the green plus to add them to the list of clients who will receive this service.

Skani ID Cards

Client Search Search Client Name

Skani Client Bar Code

Search Client ID Skani Bar Code

Skani Code

Clients Entered

Clients Entered

Household	Name	Social Security Number	Alias	Banned
Remove Last Entry				

New Session Exit

Adding Multiple Services to Client/or Clients

- You will need to click on SkanPoint

Servicepoint
Connecting Your Community

Kentucky Homeless Management Information System

Salvation Army of Hopkinsville - BOS

February 01, 2019

Margaret Ann Smith
System Admin II

Mode: Shadow abarton
Enter Data As Salvation Army of Hop...
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Agency News (1)

Follow Up List (0)

Client ID	Type	Date	Time Remaining
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View All

Customize Home Page Dashboard

- Select the **Multiple Service** tab.
- This is where you can select all the services the clients are using. There is a section for Service List, you will select the type of service and then scroll down and you can select **Add Another**, and continue to do this until the number of services you want are added.

Service List

Number of Services* 1

Service Type Education (H)

Provider Specific Service -Select-

Service Costs

Number of Units

Unit Type -Select-

Cost per Unit \$

Total Cost of Units \$

Apply Funds for Service

Funding Sources

Source	Amount
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Add Funding Source Calculate Total: \$0.00

Need Information

Need Status* Identified

Outcome of Need -Select-

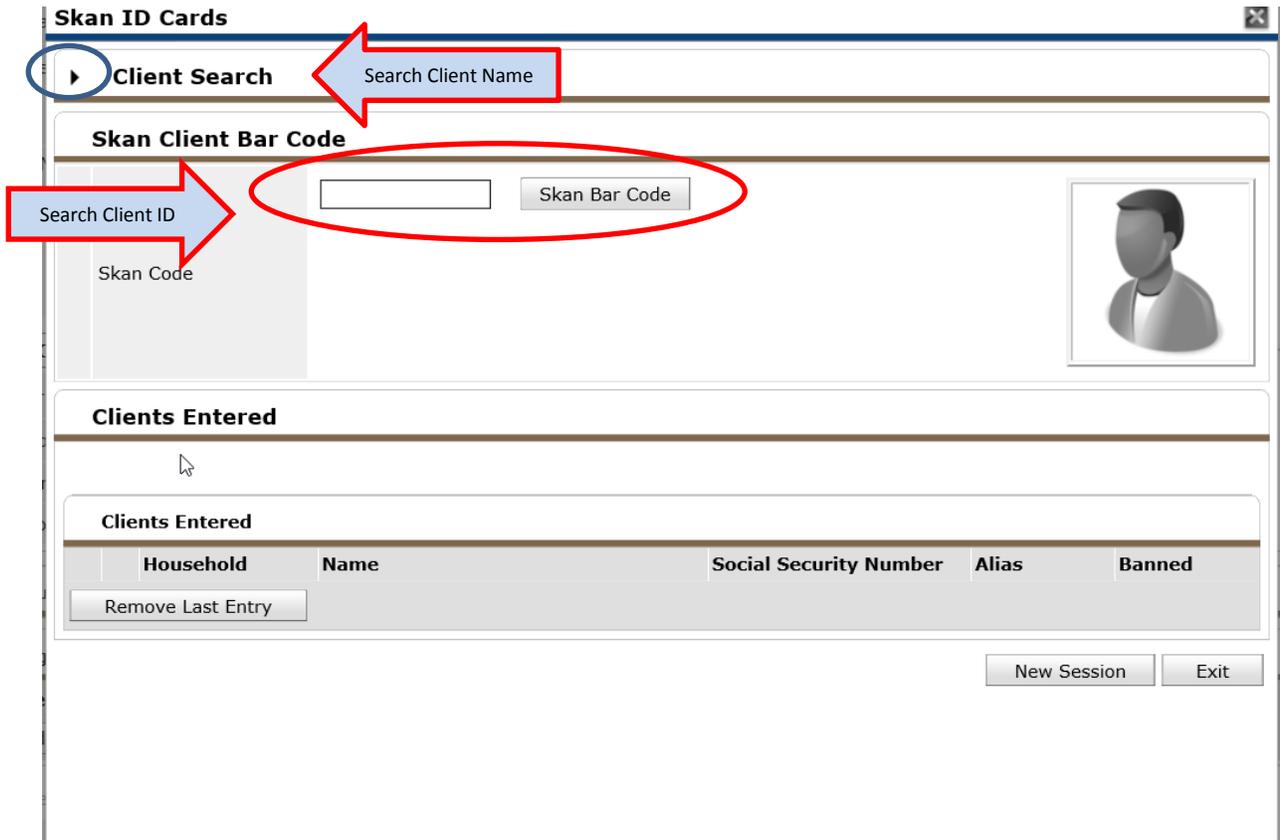
If Need is Not Met, Reason -Select-

Remove Clear

Add Another Remove All Clear All

- Once you have added all the services you wish to add to your clients you then scroll to the bottom and select **Start Skan**.

- If you know the client IDs then you can put it in, if not then select the arrow next to client search and you can search the client. When searching client ID just hit enter and the client will be added, when searching by client name you will have to select the green plus  to add them to the list of clients who will receive this service.



The screenshot shows the 'Skan ID Cards' application window. At the top, there is a 'Client Search' section with a right-pointing arrow icon. Below it is a 'Skan Client Bar Code' section containing a text input field and a 'Skan Bar Code' button. A 'Clients Entered' section follows, featuring a table with columns for Household, Name, Social Security Number, Alias, and Banned, and a 'Remove Last Entry' button. At the bottom right, there are 'New Session' and 'Exit' buttons. Red annotations include a box around the 'Client Search' arrow, a box around the 'Search Client Name' label, a box around the 'Skan Bar Code' button, and a box around the text input field. A blue arrow points from the 'Search Client ID' label to the input field, and another blue arrow points from the 'Search Client Name' label to the 'Client Search' arrow.