Procedures for Emergency Shelters

A working knowledge of ServicePoint is required to enter nights of shelter.

1. Enter Clients

- Make sure all clients have been entered into ServicePoint with all required data elements.
- Make sure the client's household tab has been properly completed.

2. Goto SkanPoint (from the Main Menu)

3. Select Provider

- Remember to choose your Emergency Shelter Program.

4. Choose Service Type: BH-1800 (Emergency Shelter)

5. Enter Dates

- Enter Start Date of the Shelter Night at 7:00 PM
- Enter the next day's date at 7:00 AM

5. A location field and a Provider Specific field is available for custom use.

6. Start Scan

- If the client is part of a household, a popup will appear to give you the option to choose which household members were also with them on that night of shelter. Only choose household members who were present for that night of shelter.
- With great power comes great responsibility! If one session is entered wrong you have to fix each individual record separately.