

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 SEPERATELY.**