

ServicePoint - Home - Microsoft Internet Explorer

Address: https://www3.servicept.com/idaho/scripts/svpmain.php?1091631036

Idaho Housing and Finance Association (IHFA) Aug 04, 2004

Idaho Housing and Finance Association / Boise

Home ClientPoint ResourcePoint ShelterPoint SkanPoint Reports Admin Help Logoff

Navigate

- [ClientPoint](#) - Add, edit or view client profile, client assessments, or add, edit, or view service transactions
- [ResourcePoint](#) - Find community resources
- [ShelterPoint](#) - Check housing availability in your community.
- [Reports](#) - View standard reports, or generate custom reports.
- [Newsflash](#) - View or post newsflashes for your agency
- [Help](#) - Visit the help area for assistance in using the system.
- [Administration](#) - Maintain ServicePoint™ (administrator a

NewsFlash - System

System Administrator Contact info - wehdys@ihfa.org or call 208-424-7015, toll free: 1-877-447-2687

As a matter of policy - IHFA does not endorse any service or agency. Information is provided solely to assist you in exercising your own best judgment. Information is believed reliable but not guaranteed as to accuracy. Agency/Program information is subject to change at any time.

Followup List

Type	Date	Time Remaining
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ServicePoint version 3.02.000 (db build #0423)
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Log Into ServicePoint
In the Navigate section
or the green tabs
select:
Reports

ServicePoint - Reports - Microsoft Internet Explorer

Address: https://www3.servicept.com/idaho/scripts/svpreports.php?1091631030

Client/Service Access Information - Audit the access to client/service information.

PROVIDER REPORTS

- [Client Served](#) - Get an unduplicated count and breakdown of clients your provider has served within a certain time period.
- [Daily Bed Report](#) - This report allows you to generate a daily bed list report of which clients stayed in what bed on a specific night.
- [HUD-40118 APR \(New 2004 version\)](#) - This report generates the HUD APR for the provider and date range you have selected. The data for this report comes from HUD-40118 Entry/Exits and HUD-40118 Assessments.
- [HUD-40118 APR \(Old version\)](#) - Previous version of the HUD-40118 report. Depending on your provider's operating year you may need to use this version one last time before using the new one.
- [Outstanding Referrals](#) - Find outstanding (unresolved) referrals that have either been made by your provider or sent to your provider.
- [Service Transaction](#) - A listing of clients with identified needs, referrals made and services delivered.
- [Needs Report](#) - A listing of clients along with identified needs.

CUSTOM REPORTS

- [ReportWriter](#) - Build and save your own reports. Select the tables, database with. Save queries for future ServicePoint use, or download

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ICD-9-CM ©1994 National Center for Health Statistics (ICD-9 ©World Health Organization). All Rights Reserved.
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Select:
Report Writer

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Preview Tables Fields Filters Counting Options Start Over Exit

Select the tables to use for this report:

ServicePoint Tables

- Action Steps
- Client Infractions
- Entry Exit
- Households
- Providers
- Providers Counties Served
- Release of Info
- Services

Assessments

- Additional Profile Information
- Children
- Education
- Global
- HUD-40118
- MainstreamResourcesCert
- Mental Health
- Residential
- SVDP_VA_PD
- Emergency Shelter Grant (ESG)
- HIRC
- Insurance Information
- Medical
- Military
- ShelterPlusCare0.0
- VCC_Protection_Order
- Employment
- History
- Legal
- Medication
- Personal Strengths
- Substance Abuse
- VCC_Safety_Planning

Sub Assessments

- Addiction Information
- Axis III: General Medical Condition
- CivilProtOrder
- Arrest Record
- Axis IV: Psychosocial Problems
- Client's Residence
- Axis II Diagnosis: M.R. & Personality Disorders
- Axis V: GAF Score
- Dental Problems

You will receive a 'pop-up' window.
Make it a full size screen.
Click on the Options tab.

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Preview Tables Fields Filters Counting Options Start Over Exit

Indicate the column you would like to order by for this report: Error: There are no fields selected.

Indicate the column order and column names for this report: Error: There are no fields selected.

Select a previously saved report:

Name	Date	Provider	Description
2003 Children Served	05/14/2004	Idaho Housing	Summary of children served in 2003
2003 Housing			
2003 Maintre			
2003 Needs:			
2003 Outstan			
2003 UnMet M			
2003bednight			
2004 Children Served	05/14/2004	Idaho Housing and Finance Association	Summary of children served in 2004
2004 Maintream Service Referrals	07/13/2004	Idaho Housing and Finance Association	This indicates the referrals made to the 'recognized' mainstream referral agencies. For needs identified calendar year 2004. Go to Counting and select your agency under Provider or ProviderCreating. This will indicate # of referrals, to which agencies or programs and # of unique clients...
2004 Outstanding Referrals	01/21/2004	Idaho Housing and Finance Association	Audit of Outstanding Referrals, for needs identified in 2004

Look through the available names to locate the report desired. This is a rather lengthy screen and has many specialized reports. They are sorted alpha-numerically.
To select the report click on the report name:
Draw Verification - Case Management.
OR other similar report name.

The screenshot shows the ServicePoint Report Writer interface. At the top, there is a list of reports with columns for Name, Date, Provider, and Description. A confirmation dialog box is overlaid on the list, asking if the user wants to continue loading a Quick Query, which will overwrite any unsaved changes. Below the dialog, the 'Counting' tab is selected in the navigation bar. The 'Counting' screen shows options to order the report by 'ProvideStartDate' in ascending order. Below this, there is a grid to specify column order and names for the report. A second dialog box is overlaid on the grid, providing instructions on how to use the 'Filters', 'Counting', and 'Preview' tabs. The bottom of the screenshot shows the Windows taskbar with various open applications and the system clock at 9:09 AM.

Name	Date	Provider	Description
2003 Children Served	05/14/2004	Idaho Housing and Finance Association	Summary of children served in 2003
2003 Housing Homeless	01/21/2004	Idaho Housing and Finance Association	Audit "Is Client Homeless?" for clients receiving shelter during 2003, agency identified (does not include deleted needs)
2003 Maintre			
2003 Needs:			
2003 Outstar			
2003 UnMet Needs	01/21/2004	Idaho Housing and Finance Association	Unmet needs added during 2003; all needs, all providers
2003bednight atvp			
2004 Children Served			
2004 Maintream Servi			
2004 Outstanding Referrals	01/21/2004	Idaho Housing and Finance Association	Audit of Outstanding Referrals, for needs identified in 2004
Bednight	07/08/2004	Idaho Housing	This report provides check in and check out dates... which can be manipulated

Microsoft Internet Explorer

By loading a Quick Query you will over-write any unsaved changes. Are you sure you want to continue?

OK Cancel

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Connecting your community.

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Preview Tables Fields Filters Counting Options Start Over Exit

Indicate the column you would like to order by for this report: ProvideStartDate Ascending

Indicate the column order and column names for this report:

1	ProviderName	2	ProvideProvider	3	ProvideStartDate
4	ProvideEndDate	5	FirstName	6	LastName
7	ServiceNotes	8	NeedDescription	9	EntryDate
10	ExitDate	11	DateAdded	12	Inactive
13	Inactive				

Select a previously saved report:

Name	Date	Provider	Description
2003 Children Served			
2003 Housing Homeles			
2003 Maintream Servi			
2003 Needs: Outcome			
2003 Outstanding Referrals	01/21/2004	Idaho Housing and Finance Association	Audit of Outstanding Referrals, for needs identified in 2003
2003 UnMet Needs	01/21/2004	Idaho Housing and Finance Association	Unmet needs added during 2003; all needs, all providers
2003bednight atvp	05/10/2004	Idaho Housing and Finance Association	Idaho Housing to clean up bednights
2004 Children Served	05/14/2004	Idaho Housing	Summary of children served in 2004

Start

Inbox - Microsof... Templates Document1 - Mi... ServicePoint - R... ServicePoint - R... 9:09 AM

Under Preview you have 3 options
View Full Report, Show Preview (30 lines of information) or Download Report.

Required Filters for Draw Verification - Case Management Report:

ServicePoint - Report Writer - Microsoft Internet Explorer

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Preview Tables Fields Filters Counting Options Start Over Exit

Current filters - (Click on filter to remove)

1. Clients.Inactive Equals 'No'
2. (Entry Exit.ExitDate Is Null
OR Entry Exit.ExitDate Is On or After '07/01/2004')
3. Entry Exit.Inactive Equals 'No'
4. Needs.DateAdded Is On or After '01/01/2004'
5. Needs.Inactive Equals 'No'
6. Services.ProvideStartDate Is Between and Including '07/01/2004' AND '07/31/2004'
7. Service Codes (Related to Needs).NeedDescription Equals 'case management'

Update Filters

Indicate the criteria for this report:

ServicePoint Tables

Clients
- Select -
Add Filter

Needs
- Select -
Add Filter

Service Codes (Related to Needs)
- Select -
Add Filter

Assessments
Sub Assessments

Entry Exit
- Select -
Add Filter

Services
- Select -
Add Filter

Using the drop down lists select value and click on Add Filter.

Entry Exit - Exit Date is on or after mm/dd/yyyy (first day of period)

Services - Provide Start Date is between and including mm/dd/yyyy mm/dd/yyyy (first and last day of period)

Indicate the criteria for this report:

Add a Filter - Entry Exit Table
ExitDate Equals [] [] Add Cancel Filter

After all filters are set
click on the Counting tab

The screenshot shows the ServicePoint Report Writer interface in Microsoft Internet Explorer. The title bar reads "ServicePoint - Report Writer - Microsoft Internet Explorer". The page header includes the ServicePoint logo, the text "Connecting your community.", and the Idaho Housing and Finance Association (IHFA) logo with the date "Aug 04, 2004". A navigation menu contains buttons for "Preview", "Tables", "Fields", "Filters", "Counting", "Options", "Start Over", and "Exit".

Summary statistics displayed:

- Total rows in this report: 513
- Unique clients in this report: 174
- Duplicate clients in this report: 97

Two filter selection boxes are shown:

- ProviderName**: A text box containing the instruction: "Provider Name relates to the Entry/Exit. Click on the item reflecting the grant identification HUD-XXX-ZZZZZ (the value of the entry/exit logging). This serves as the last required filter." Below this is a list of provider names with counts: SCCAP - Transitional Housing (5), HUD-SHP (SCCAP) - Houses (5), Aid for Friends Emergency Shelter (4), SEICAA - Community Services. (2), HUD-ESG-HP (SEICAA) (2), HUD-ESG-EE (StvdP-CdA) (1), HUD-SHP-Blue Haven (BCHTF) (1), St. Vincent de Paul-Coeur d' Alene (1), and NOT NULL (513).
- ProvideProvider**: A text box containing the instruction: "Provider Provider relates to the Services Provided. Reflects the Provider identifies at the Add Service Screen." Below this is a list of provider names with counts: St. Vincent de Paul-Coeur d' Alene (1), St Vincent de Paul's Social Services (1), NOT NULL (513), NULL (0), and TOTAL (513).

On the right side, there is an "Inactive" summary table:

No	513
NOT NULL	513
NULL	0
TOTAL	513

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "9:35 AM".

Go to Preview,
3 options exist: View Full Report, Show Preview (first 30 lines of information) or Download Report.

Print the Full Report or Download to submit in lieu of the Client Billing Sheet (IHFA Draws).

You are also required to submit a screen print of the Filter page.

To print the screen use <CTRL> and "P".