

There are two possible scenarios:
 First we will deal with a client record where the client has been checked in and checked out. In order to change this – you must verify the dates, delete the record and then check them in and out a with the correct dates.

ServicePoint - ServiceItem - Microsoft Internet Explorer

Address: https://www3.servicept.com/idaho/scripts/svpserviceitem.php?Pass_Client_id=2891981100532737370

Idaho Housing and Finance Association (IHFA) Nov 15, 2004

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Profile Assessments Case Plans Service Transactions

Client - 67/1/0405, A (#28919)
Release of Info: None

Service Transaction - Add A New Need/Service

View Past Needs/Services Save Changes

Household members

To include household members in this need/service, click on the box beside each name. Note: Only members from the same household may be selected.

ServicePoint - ServiceRecord - Microsoft Internet Explorer

Address: https://www3.servicept.com/idaho/scripts/svpservicerecord.php?Pass_Client_id=2891981100532865945

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Profile Assessments Case Plans Service Transactions

Client - 67/1/0405, A (#28919)
Release of Info: None

Service Transactions

Date Set	Created By	Need Type	Status	Outcome
			Referred	Not Met
			Closed	Fully Met
			Closed	Fully Met
			Closed	Fully Met
			Closed	Fully Met
			Referred	Fully Met
			Closed	Fully Met

ServicePoint version 3.06.004 (db build #0506)
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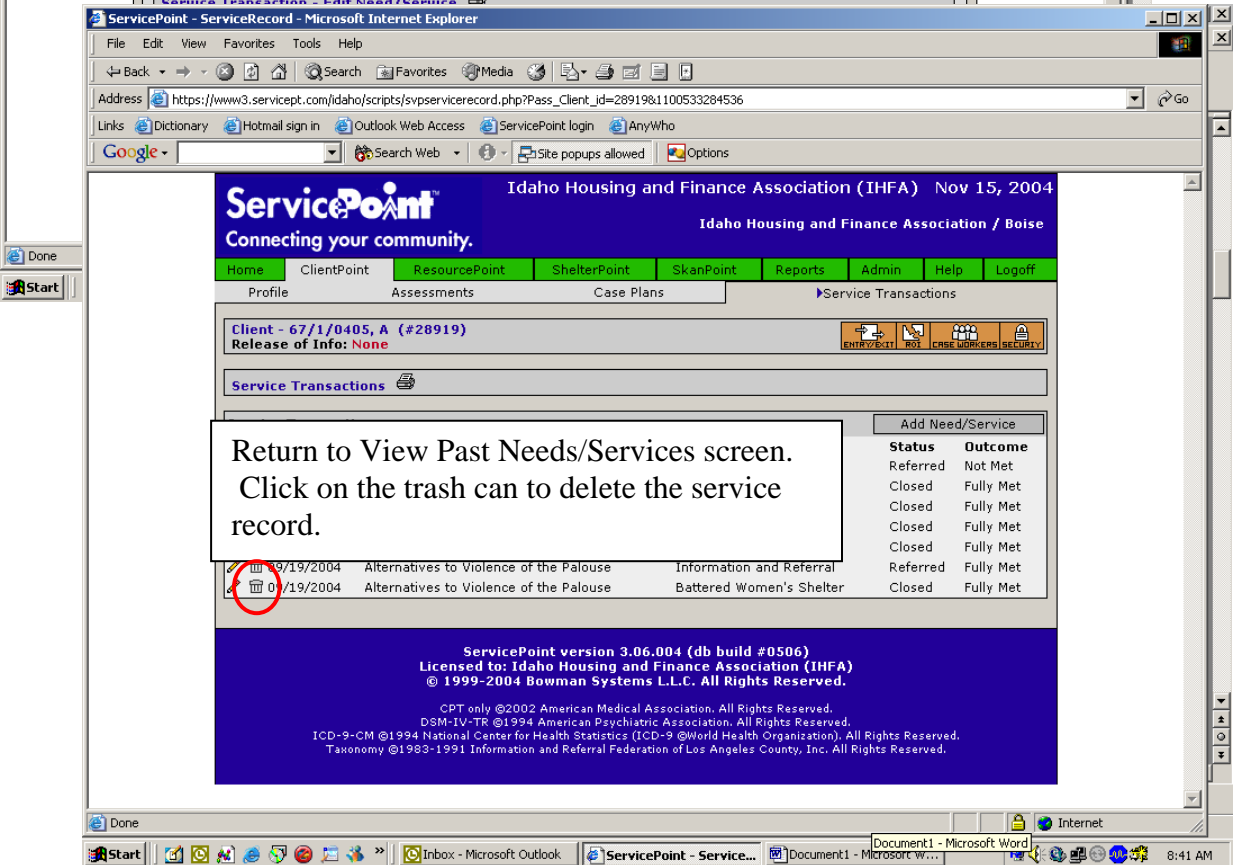
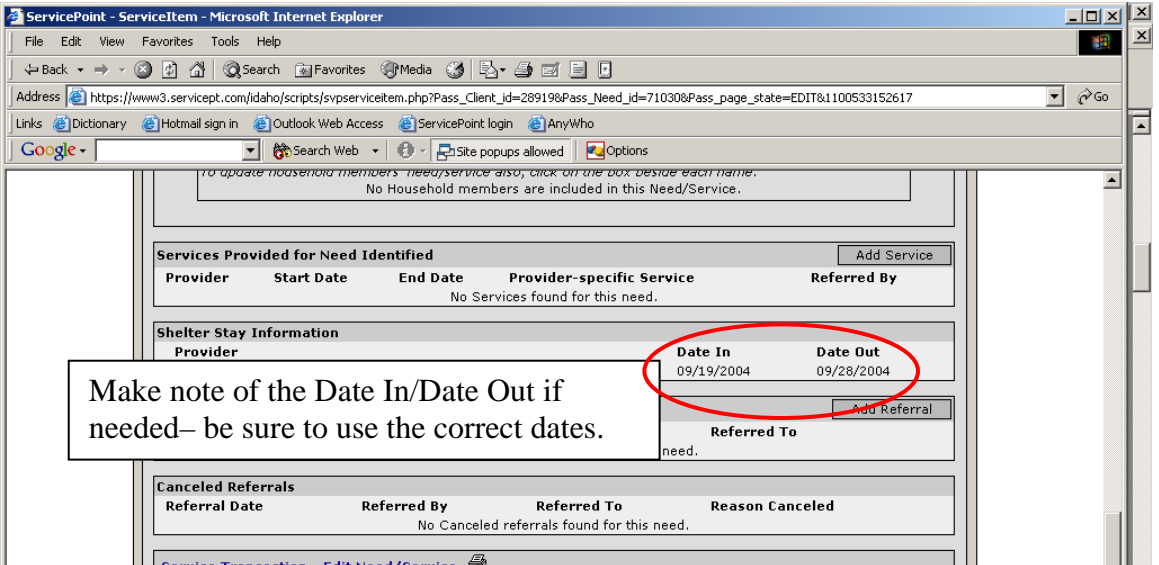
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Done

Start | Inboxes - Microsoft Outlook | ServicePoint - Service... | Document1 - Microsoft W... | 8:34 AM

First find client record.
 Go to Service Transactions
 Then click on the View Past Needs/Services

Locate the Shelter/Housing stay that is in need of correction. Click on the pencil to open the record.



Now go to ShelterPoint and check in the client – be sure to use the actual date in. Then promptly check the client out, again be sure to use the correct date out.

Now let's work with a client who is still in the shelter.
 You will go to ShelterPoint and open the client. Then adjust the check in date and save.

The screenshot displays the ShelterPoint web application in a Microsoft Internet Explorer browser window. The main content area is titled "View Bedlists For Provider" and shows details for "Community House Shelter". Below this, there is a section for "View Information For Bedlist" set to "Emergency Shelter". A note states: "Households must be established in ClientPoint before making reservations for or checking in Families." The "Reservations for Bedlist - Emergency Shelter" section shows "No Reservations found".

The "Bedlist (Emergency Shelter - Emergency Shelter)" table is displayed with columns for Floor, Room, Bed, Hold, and Client. The table contains the following data:

Floor	Room	Bed	Hold	Client
Ground	1	Bottom Bunk	All	quervo, jose j
Ground	2	Bottom Bunk		Ukiah, Echo A
2nd	22	Bottom Left	Hold	EMPTY
2nd	22	Bottom Right		Elizabeth, Queen
2nd	21	Left		Denver, John
2nd	21	Right	Hold	EMPTY
Ground	1	Top Bunk	Hold	EMPTY
Ground	2	Top Bunk	Hold	EMPTY
2nd	22	Top Left	Hold	EMPTY
2nd	22	Top Right	Hold	EMPTY
		Overflow (new)		EMPTY

A callout box with an arrow pointing to the client name "Elizabeth, Queen" contains the text: "Click on the client's name to open the record." Below the bedlist table are buttons for "Update Confirmation List" and "Transmit Today's Checkout List".

The second screenshot shows the "Bed Stay Data - John Denver (Male 01/30/1927 888-88-8888)" form. The "Date In" field is set to "09/18/2003 12:10 PM". A callout box with an arrow pointing to the "Date In" field contains the text: "Adjust the Date In (make any other adjustments needed) and Save (or Save & Exit)". The form includes fields for "Confirmed for Next Day Stay?", "Bed Name/Number", "ID", "Overflow Bed Name (optional)", "Supplies given", "Locker #", "Codes/Notes", "Date Out", "Supplies returned?", "Cost Of Service 1", and "Cost Of Service 2". At the bottom, there is an "Infractions for John Denver" table and buttons for "Save & Exit", "Save", "Jump To Client Profile", "Jump To Service Transactions", and "Cancel".

The footer of the application displays "ServicePoint version 4.00.018 (db build #0671) Licensed to: ABC Group". The Windows taskbar at the bottom shows the system tray with the time "9:52 AM".