

5. Navigate back to the clients record in Client Point.

5a. Click on the Entry/Exit button.



5b. Click on the pencil under Entry Date.

ServicePoint - Entry/Exit - Windows Internet Explorer

Entry/Exit (Test, Just A.)

Program: Brambling Path (OMCDC)

Type: HUD-40118

Entry Date: 03/31/2009

Exit Date:

Note: Household members must be established on Profile before creating Entry/Exits.

5c. Complete the entry information for the client.

1b. Click the checkbox next to the client(s) who are exiting.

Client Name	Bed #	Date Out	Time Out	Supplies Returned?	Reason Leaving	Destination
Spidy, Waf (#8149)	bed1	04/02/2009	09:25	[X]	Unknown/Disappeared	Don't know
Pho, Brad (#8146)	bed1	04/02/2009	09:25	[X]	Unknown/Disappeared	Don't know
Test, Another	Overflow	04/02/2009	09:25	[X]	Unknown/Disappeared	Don't know
Test, Just A	bed1	04/02/2009	09:25	[X]	Unknown/Disappeared	Don't know

1c. Complete the exit information for the client(s).

1d. Click on Check Out to exit the client(s).

2. Navigate back to the clients record in Client Point.

Complete the client(s) exit information by clicking on the pencil to edit the Exit record for the client(s).

ServicePoint - Entry/Exit - Windows Internet Explorer

Entry/Exit (Test, Just A.)

Program: Brambling Path (OMCDC)

Type: HUD-40118

Entry Date: 03/31/2009

Exit Date: 04/01/2009

Note: Household members must be established on Profile before creating Entry/Exits.

EXITING CLIENTS IN SERVICE POINT

1. Navigate to Shelter Point.

1a. Click on Transmit Today's Checkout List.

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View Bedlists For Provider: Brambling Path (OMCDC)

Reservations for Bedlist - Apartments

Floor	Room	Bed	Hold	Client	DOB	Gender	Group ID	Conf.	Codes/Notes
Unit 03	bed1	bed1	Hold	EMPTY					
Unit 05	bed1	bed1	Hold	EMPTY					
Unit 07	bed1	bed1	Hold	EMPTY					
Unit 08	bed1	bed1	Hold	EMPTY					
Unit 09	bed1	bed1	Hold	EMPTY					
Unit 10	bed1	bed1	Hold	EMPTY					
Unit 02	bed1	bed1	Hold	Test, Just A (#8147)			21642	No	
Unit 04	bed1	bed1	Hold	Pho, Brad (#8146)	05/21/1999			No	
Unit 06	bed1	bed1	Hold	Lewis, Mary (#8149)				No	
Overflow			Hold	Test, Another (#8148)			21642	No	
Overflow (new)			Hold	EMPTY					

Transmit Today's Checkout List



Entering/Exiting Clients in Service Point

To Logon to Summit County HMIS:

Establish your internet connection and open the internet Explorer Window. Type <http://citrix.infolineinc.org> to access the Logon website.

Type your Citrix ID, & Password. Click the Logon button.

Web Interface for MetaFrame Presentation Server

User name: _____

Password: _____

Logon

Click on the Service Point icon.



Type you HMIS User ID and Password, then click on the Logon button.

ServicePoint Connecting your community.

Akron Info-Line

user: _____

pass: _____

Logon

Fred Berry, HMIS Administrator
 fberry@infolineinc.org
 Mary Jane Benko, HMIS Coordinator
 mjbenko@infolineinc.org
 www.HMISSummit.net
 330.315.1381

ServicePoint Connecting your community.

Home ClientPoint ResourcePoint ShelterPoint Reports Help Logout

NewsFlash - System

HMIS User Group Meeting - The HMIS User Group will be meeting Thursday, February 7, 2008. The meeting will be held at Info Line from 1:30 PM to 2:30 PM. Please contact Fred Berry for directions or more details.

HMIS Website Calendar - Check this site for up-to-date information regarding HMIS related meetings [Full Story](#)

Continuum of Care Website - Click here to go to CoC website [Full Story](#)

2006 Federal Poverty Guidelines - Click here to go to the United States Department of Health and Human Services website. [Full Story](#)

WORKFLOW FOR SERVICE POINT

1. Enter/Search for Client Record in ClientPoint.

Enter Client ID if you are searching for an existing client.

OR

Enter as much information as possible if you know this is a new client. Then click **Search for Client**.

2. Document the Client ID #. The client ID will be used to enter the client in other areas. Be sure to make note of the number next to the client's name. This can also be used to search for the client's record.

Special Note: An ROI (release of information) should be created if your program will share data with another program. You should contact your HMIS Administrator before attempting to share data between programs to complete required policy paperwork. The ROI needs to be created before the share begins and before data has been entered for the client.

3. Add Household Members

Whenever you are adding a new client you will create a new Household only if the client is **NOT** single. Click **Start New Household** to create a household if there are additional family members you will be serving in your program.

Once the household has been started, family members can be added.

4. Check the Client into a Bed List in Shelter Point.

4a. Click on Empty for the appropriate bed.

4b. Change the date to the date the client entered the program.

4c. Check off family members.

4d. Make sure you have specified the correct Provider and Type (HUD-40118).

4e. Specify the appropriate services.

HMIS Icons



Record is locked



Edit item



Delete item



Print item