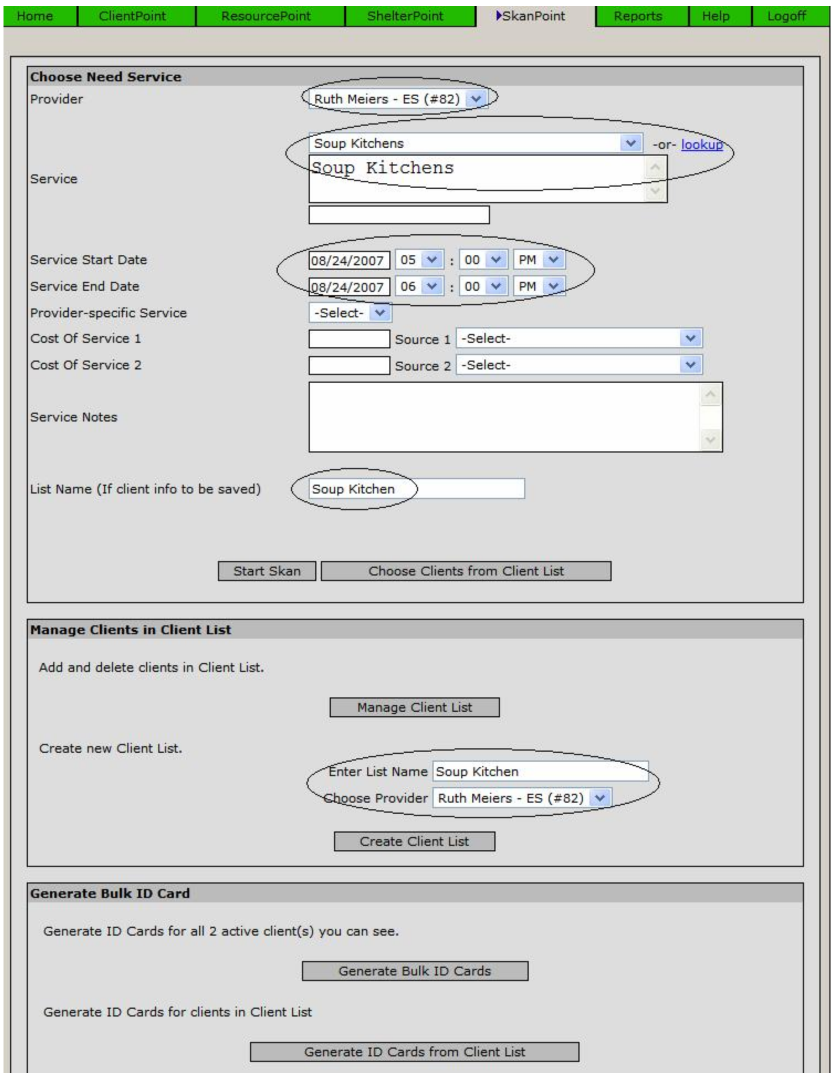
SkanPoint (v.1)

The SKANPOINT module allows you to create bar-coded client identification cards for any client receiving services from a ServicePointÊ provider. This card can be scanned by other providers in your ServicePointÊ database to quickly and accurately document services that are being rendered to the client. You can also use SKANPOINT to generate cards in bulk for clients who are grouped together in a client list or simply all the clients in your database. A couple of examples would be using SKANPOINT to generate identification cards for bedlists in SHELTERPOINT, and using SKANPOINT to create identification cards for lists of clients who receive a particular service, such as meals at a soup kitchen.

In the following example, SKANPOINT is set to record soup kitchen services for clients.

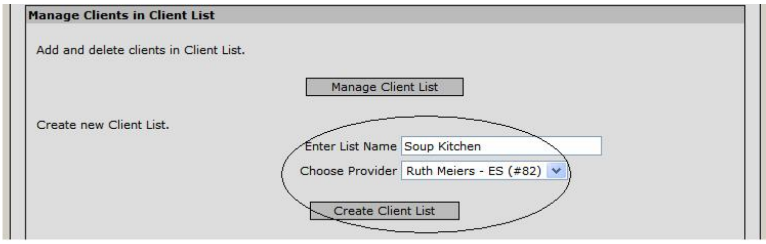
1. <u>If you enter data for more then one program, be sure to select the correct Provider.</u>
2. Select the ñServiceò from the service list drop down or <u>lookup</u>.
3. Complete ñService Start Dateò and ñService End Dateò and time of day for each date.
4. To save new clients to an established list, include the ñList Nameò in the field provided.

    Note: Using a "Client List" is optional. SKANPOINT will apply services to individually scanned clients or a whole "Client List".

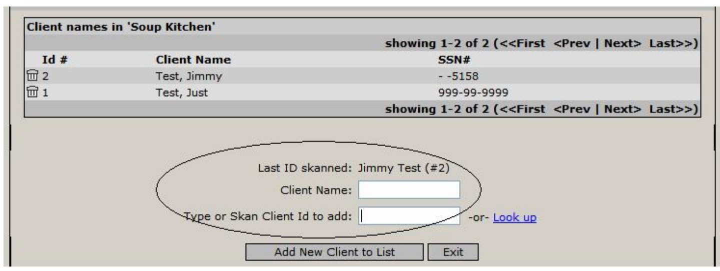


The advantage of a “Client List” is to indicate a single service to multiple clients simultaneously. This would be used for a group of people that consistently receive the same service.

To create a new client list, enter “List Name” (service), “Provider”, and click **Create Client List**.



Enter the name or the identification number of the person to be added to the client list “Soup Kitchen” and click **Add New Client to List**. The “Client List” needs to be managed by removing and adding clients as they enter or exit the programs.



Identification cards generated by SCANPOINT contain a unique identification number for each client. Identification cards can be generated individually (click on **Issue ID Card** on the *Profile* screen), in bulk (all of the provider’s clients), or by selecting clients from a client list. Manually entering the identification number is allowed if a scanner is not available.

To reduce costs, identification cards may be printed as business cards and given to clients or put in a rolodex to be quickly accessed and then either scanned or entered into SCANPOINT by identification number. A photo may also be included on the identification card.

Begin scanning clients by clicking on **Start Skan** or **Choose Clients from Client List**. Scan the bar code or enter the identification number listed under the bar code. Click **Exit** to record the service. To verify the entry click on **View Past Needs/Services** within the SERVICE TRANSACTIONS tab.