

SkанPoint (v.1)

The SKANPOINT module allows you to create bar-coded client identification cards for any client receiving services from a ServicePoint provider. This card can be scanned by other providers in your ServicePoint 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. If you enter data for more than one program, be sure to select the correct Provider.
2. Select the %Service+ from the service list drop down or **lookup**.
3. Complete %Service Start Date+and %Service End Date+and time of day for each date.
4. To save new clients to an established list, include the %List Name+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 screenshot displays the SkanPoint web application interface. At the top, there is a navigation bar with tabs for Home, ClientPoint, ResourcePoint, ShelterPoint, SkanPoint (selected), Reports, Help, and Logoff. The main content area is divided into three sections:

- Choose Need Service:** This section contains a form for entering service details. The 'Provider' dropdown is set to 'Ruth Meiers - ES (#82)'. The 'Service' dropdown is set to 'Soup Kitchens', with a '-or- lookup' link next to it. The 'Service Start Date' and 'Service End Date' are both set to '08/24/2007 05:00 PM'. The 'Provider-specific Service' dropdown is set to '-Select-'. The 'Cost Of Service 1' and 'Cost Of Service 2' fields are empty, with 'Source 1' and 'Source 2' dropdowns set to '-Select-'. The 'Service Notes' field is empty. The 'List Name (If client info to be saved)' field is set to 'Soup Kitchen'. At the bottom of this section are two buttons: 'Start Skan' and 'Choose Clients from Client List'.
- Manage Clients in Client List:** This section contains instructions to 'Add and delete clients in Client List.' and a 'Manage Client List' button. Below that, it says 'Create new Client List.' and has an 'Enter List Name' field set to 'Soup Kitchen' and a 'Choose Provider' dropdown set to 'Ruth Meiers - ES (#82)'. A 'Create Client List' button is at the bottom.
- Generate Bulk ID Card:** This section contains instructions to 'Generate ID Cards for all 2 active client(s) you can see.' and a 'Generate Bulk ID Cards' button. Below that, it says 'Generate ID Cards for clients in Client List' and has a 'Generate ID Cards from Client List' button.

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.