

Columbia IWC:

How to Check-In IWC Clients Using SkanPoint

1. Click on the **SkanPoint** module.



2. Click on the **Add Shelter Stay** tab.

Provide Service	Multiple Services	Add Shelter Stay	Manage Client Lists	Generate ID Cards
Service Provider*	Transitions Homeless Center (719)			
Service Type*				
Start Date*	12 / 04 / 2020 10 : 57 : 53 AM			
End Date	12 / 04 / 2020 10 : 57 : 53 AM			
Provider Specific Service	-Select-			

3. In the **Select Shelter Provider** drop-down, choose **MACH-Transitions/City of Columbia IWC – ES (133)**
4. The **Select Unit List** drop-down automatically changes to **IWC Beds**.



5. In the **Start Date** field, enter the date of the first night the client is staying at the IWC for the season. In the **Start Time** field, enter the time as **6:15 PM**.

Provide Service | Multiple Services | **Add Shelter Stay** | Manage Client Lists | Generate ID Cards

Select Shelter Provider * | MACH-Transitions/City of Columbia IWC-ES (133) | Check Unit Availability

Select Unit List * | IWC Beds

Start Date * | 12 / 02 / 2020 | 6 : 15 : 00 PM

Unit Assignment Method

☒ ServicePoint assigns next available Unit

☐ ServicePoint assigns ALL to Overflow Units

Start Skan

NOTE: The IWC entry/exit is always 6:00 PM, so the IWC shelter stay check-in time is always 6:15 PM.

Example: If the client's first night staying at the IWC is enter the shelter stay **Start Date/Time** as 12/2/2020, select that date at 6:15 PM.

6. Click the **Start Skan** button.
7. The Skan ID Cards pop-up displays.
You may locate the client via 2 methods: the **Skan Client Bar Code** tab or the **Client Search** tab
 - a. To use the Skan Client Bar Code tab (default option):
 1. Enter the Client ID in the open Skan Code field.
 2. Click the **Skan Bar Code** button.

Skan ID Cards

Client Search

Skan Client Bar Code

338871 | Skan Bar Code

Skan Code

- b. To use the Client Search tab:
 1. Click the **Client Search** tab. The **Search Options** tab displays.
 2. Enter client data in the search fields.

Client Search

Search Options

Name | First: Lisa | Middle | Last: Test | Suffix

Name Data Quality | -Select-

Alias

Social Security Number

U.S. Military Veteran? | -Select-

Exact Match | ☐

Search | Clear

3. Click the **Search** button.



4. Search results display under the **Client Results** tab.
5. Click the **green +** icon next to the client's ID.

Client Results	
ID	Name
337366	Test, Lacey
337129	Test, Lisa
337132	Test, Lisa Youth

8. The client's data automatically displays under the **Clients Entered** tab. This means that the client has been successfully checked in.

NOTES:

- You may enter multiple client IDs at one time.
- If you accidentally entered the wrong ID number, click the **trash can** next to the magnifying glass.

Clients Entered

Most Recent Matching Transactions by (338871) Test, David or a Household Member

Client ID	Household ID	Service	Start Date	End Date
338871		Emergency Shelter	12/02/2020	

Showing 1-1 of 1

Clients Entered

	Household	Name	Social Security Number	Alias	Banned
		(337129) Test, Lisa			
		(338871) Test, David			

Remove Last Entry

9. To view a client's shelter stay history, go to **ClientPoint**, enter the client's name or Client ID, and view their shelter stay history.

Name

Test, Lisa

Gender

Date of Birth

07/14/1990 (Age 30)

Primary Race

Social Security

Secondary Race

U.S. Military Veteran?

Incidents

Start Date	End Date	Incident	Incident Code	Provider
Add New Incident				

No matches.

Entry/Exits

Program	Type	Project Start Date	Exit Date
MACH-Transitions/City of Columbia IWC-ES	Standard	12/02/2020	

Add Entry / Exit

Showing 1-1 of 1

Services

Start Date	End Date	Provider
Add Service		
Add Multiple Services		

No matches.

Shelter Stays

Start Date	End Date	Provider
12/02/2020		MACH-Transitions/City of Columbia IWC-ES

Showing 1-1 of 1