

Coordinated Entry for Singles – Housing Provider Training

Managing Vacancies in ShelterPoint – Site Based Housing Providers

Noting a Housing Vacancy

Use this process to note that there is a vacancy for a particular property. Please note any beds listed as “EMPTY” will be considered vacant by the Housing Match team.

- 1) “Enter Data As” into the Single Adults Coordinated Entry (42398) project.
- 2) Select “ShelterPoint”

ServicePoint Training Site
HMIS Training Program
March 22, 2018

Mode: Shadow HMIS_Trainer
Enter Data As
Back Date

Home > Home Page Dashboard

Last Viewed Favorites

Home
ClientPoint
CallPoint
ResourcePoint
ShelterPoint
SkanPoint
Reports
Admin
Logout

Date	Headline
11/13/2017	January - HMIS Training Schedule
11/13/2017	December - HMIS Training Schedule
04/24/2017	HMIS New User Form
10/01/2016	HMIS Intake/Exit Forms
01/01/2016	HMIS HelpDesk Contact Information

View All

Customize Home Page Dashboard

- 3) Select your agency from the “Unit List” dropdown. Click “Submit”.

View Shelter Inventory

Provider * Single Adults Coordinated Entry (42398) Check Unit Availability

Unit List * -Select- Submit

- 4) Select the “View All” button.

ShelterPoint Dashboard

Check Client In

Check In Reservation

Check In Referral

Hold ALL Empty Beds

Print ID Cards

Update Confirmation List

Transmit Today's Check Out List

View All

Coordinated Entry for Singles – Housing Provider Training

- 5) Locate the “Room” column.
- 6) Locate the unit with a new vacancy listed under the “Room” column.
- 7) Select the word “*HELD*” italicized in red under the “Client” column.
 - a. This will cause the client field to populate the word “EMPTY” in blue letters.
 - b. Please note any beds listed as “EMPTY” will be considered vacant by the Housing Match team.

Unit List - NAC						
					Display	All Beds
Date In	Floor	Room	Bed	Hold	Client	
	*	Camelback Point	Bed 001		<i>HELD</i>	
	*	Camelback Point	Bed 002		<i>HELD</i>	
	*	Camelback Point	Bed 003		<i>HELD</i>	
	*	Camelback Point	Bed 004		<i>HELD</i>	

Closing a Housing Vacancy

Housing vacancies should ordinarily be closed by the Housing Match team only. In the event you would need to close a vacancy (i.e. Misclick) follow the steps below. Any beds noted as “HELD” will be considered occupied by the Housing Match team.

- 1) Locate the “Room” column
- 2) Locate the unit listed under the “Room” column
- 3) Select the word “EMPTY” in blue under the “Client” column
 - a. This will cause the client field to populate the word “HELD” italicized in red
 - b. Any beds noted as “HELD” will be considered occupied by the Housing Match team

Shelter Inventory Information										
Unit List - Training Beds										
					Display	All Beds	Sort By	Floor	Ascending	Sort
Date In	Floor	Room	Bed	Hold	Client	Date of Birth	Gender	Group ID	Conf.	Codes/Notes
	(1)Floor One	(1)Room One	Bed 001		<i>HELD</i>					
03/10/2018	(1)Floor One	(1)Room One	Bed 002		(98) Test A, Tesst	01/01/1983	Male		No	
03/10/2018	(1)Floor One	(1)Room One	Bed 003		(51) testerson, test	01/01/2018	Trans Female (MTF or Male to Female)		No	
	(1)Floor One	(1)Room One	Bed 004	Hold	EMPTY					
	(1)Floor One	(2)Room Two	Bed 001		<i>HELD</i>					
	(1)Floor One	(2)Room Two	Bed 002		<i>HELD</i>					