

HOW TO...

Generate a Coordinated Entry Priority List (entry/exit method)

Step One: Enter Data As (EDA) your CoC's Coordinated Entry provider

Log in to ServicePoint and click the Enter Data As option in the upper right corner of your screen.

System News (5)

Date	Headline
01/08/2018	Data Quality Training on January 22nd
01/02/2018	New User Training - January 5th
12/06/2017	Data Quality Training Schedule
10/03/2017	Updated Release of Information
10/01/2017	Details - HMIS Data Standards Changes

Follow Up List (2)

Client ID	Type	Date	Time Remaining
14150	Goal	01/21/2018	Past
11193	Goal	04/10/2018	78 Days

Counts Report

Clients Currently Checked Into A Shelter:	Clients With An Entry But No Exit:
36	51
Shelter Stays Provided:	Clients Served:
179	186

The Enter Data As Provider Search pop-up appears. Search for your CoC's Coordinated Entry provider and once search results appear, click the green action wheel with the plus sign next to the Coordinated Entry provider's name.

Enter Data As Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search: Show Advanced Options

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #: Submit

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All

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Check to make sure that the Coordinated Entry provider's name appears next to "Enter Data As" in the upper right corner of your screen.

The screenshot shows the Servicepoint dashboard for Kane County Development Department. In the top right corner, the user is logged in as Kane Admin II. A dropdown menu is open, showing the current user 'Shadow.ccox' and a selected option 'Enter Data As Kane County Coordinat...'. Other options include 'Back Date' and 'Connect To ART'. The main dashboard area displays a 'Home Page Dashboard' with sections for System News (5), Agency News (0), Follow Up List (0), and a Counts Report. The Counts Report shows 36 clients currently checked into the shelter, 51 clients with an entry but no exit, 179 shelter stays provided, and 186 clients served.

Step Two: Run the Priority List report

Click on the Reports item in the navigation panel on the left side of your screen, then click on the ReportWriter sub-item.

This screenshot is similar to the first one, but with two items highlighted in blue circles. In the left navigation panel, the 'Reports' item is expanded, and 'ReportWriter' is highlighted. In the top right corner, the 'Enter Data As' dropdown menu is also highlighted, showing the same options as in the first screenshot.

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The Priority List now appears, ranked by VI-SPDAT score. Use this information along with your CoC's Coordinated Entry Policies and Procedures to determine which Clients may qualify for referral to your housing opportunity.

The screenshot displays the Servicepoint web application interface. The main header shows 'Kane County Development Department' and 'Public Action to Deliver Shelter, Inc.' with the date 'January 22, 2018'. The user is logged in as 'Kane Admin System Admin II'. The application is in 'Mode: Shadow' and shows navigation options like 'Enter Data As Kane County Coordinat...', 'Back Date', and 'Connect To ART'. The main content area is titled '2018 Coordinated Entry Priority List - Individuals' and has tabs for 'Tables', 'Fields', 'Filters', 'Counting', 'Preview', and 'Options'. A 'Report Preview' window is open, showing a table with the following data:

Client ID	First Name	Last Name	CE Entry Date	VI-SPDAT Score	Time Homeless	# Times Homeless	Veteran?
15102	Fred	Fabeetz	01/22/2018	13	One year or more	5	Yes (HUD)
13960	Just	Test	01/17/2018	7	Less than 1 year	2	Yes (HUD)

Below the table, there is a 'Download Full Report' button and the text 'Showing 1-2 of 2'. The background shows a sidebar with navigation options like 'Home', 'ClientPoint', 'ResourcePoint', 'ShelterPoint', 'SkamPoint', and a 'Reports' section with various report types like 'Audit Report', 'User Information', 'User Login', 'AHAR', 'Call Record Report', 'Client Served Report', 'CoC-APR', 'Daily Unit Report', 'Entry/Exit Report', 'ESG CAPER (HDS V5)', 'Needs Report', 'PATH 2017', 'PATH 2016', 'Referrals', 'Service Transaction', 'ART', and 'ReportWriter'. At the bottom, there is a table with columns for 'Missing Household Members', 'Time', and 'Universal Administration'.

Note: if you download a copy of the Priority List report to your computer, remember that it contains confidential information. Delete the file immediately after use and remove it from your computer's trash folder.

Do you have questions about using HMIS for Coordinated Entry? Call the Pathways MISI help desk at 800-536-6474 or visit help.pathwaysmisi.org.