

Log into ServicePoint, click on ScanPoint

ServicePoint
Connecting your community.

ServicePoint Portland Training Site Mar 05, 2010
Multnomah County Domestic Violence Coordinator's Office - SP / Portland
Click here to enter data as another provider.

Home ClientPoint ResourcePoint ShelterPoint **ScanPoint** Reports Admin Help Logoff

ServicePoint Modules

[ClientPoint](#) - Manage client information including client profile, assessments, service transactions, case plans, and more.

[ResourcePoint](#) - Search the resource database to locate community service providers.

[ShelterPoint](#) - Manage shelter activity including client check-in, check-out, reservations, Entry/Exit and service delivery.

[ScanPoint](#) - Use Client IDs to quickly add service transactions to groups of clients.

[Reports](#) - Choose from a list of reports including Audit, Provider, and Custom.

[Advanced Reporting Tool \(ART\)](#) - Use your data to generate business intelligence with the Advanced Reporting Tool. Write your own reports or use ART templates to configure established reports to your data.

Follow Up List

Type	Date	Time Remaining
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NewsFlash - System

Last refreshed on - May 19, 2009

NWSSC Documents - including Schedule of Reports, User Guides, & Newsletters are available on the web... [Full Story](#)

NewsFlash - Agency

Multnomah County DCHS School & Community Partnerships - Contact us for assistance at the data helpline 503-970-4408 or email to servicepoint@co.multnomah.or.us

Multnomah County DCHS School & Community Partnerships link to Paper forms - Click on this link to visit Multnomah County DCHS School & Community Partnership website and print paper forms. [Full Story](#)

[update news](#)

Scroll down to the section titled Manage Clients in Client List. Under the section titled “Create new Client List”, enter the List Name. For example, I created a list called, “Tuesday Night Group”. Select the Program in ServicePoint associated with that group using the “Choose Provider” dropdown menu.

Manage Clients in Client List

Add and delete clients in Client List.

Create new Client List.

Enter List Name

Choose Provider

Click on Create Client List.

Now, you must add clients to your list. You can add clients by their servicepoint id# or you can look them up using the encoded last name. Here is a sample of what the screen looks like with some clients added. (Reminder these are test clients only.)

Client names in 'Tuesday DV Group'		
ID #	Client Name	SSN#
159132	Bug, June	123-45-6789
159141	Bush, Barbara	
159142	Bush, Jeb	

showing 1-3 of 3 (<<First <Prev | Next> Last>>)

Last ID skanned: Jeb Bush (#159142)

Client Name:

Type or Skan Client ID to add: -or- [Look up](#)

When you are done adding clients to your group, click on Exit.

Next, go back to the section titled Choose Need Service. Enter the details about the group such as Provider (Program), Service, Start and End Dates, Cost, and Units. Then click on Choose Clients from Client List.

Choose Need Service	
Provider	<input type="text" value="Multnomah County Domestic Violence Coordinator's Office - SP (#727)"/>
Service	<input type="text" value="Domestic Violence Support Groups"/> -or- lookup <input type="text" value="Domestic Violence Support Groups"/>
Service Start Date	<input type="text" value="03/05/2010"/> <input type="text" value="06"/> : <input type="text" value="00"/> <input type="text" value="PM"/>
Service End Date	<input type="text" value="03/05/2010"/> <input type="text" value="08"/> : <input type="text" value="00"/> <input type="text" value="PM"/>
Provider-specific Service	<input type="text" value="-Select-"/>
Cost Of Service 1	<input type="text"/> Source 1 <input type="text" value="Multnomah County General Fund"/>
Cost Of Service 2	<input type="text"/> Source 2 <input type="text" value="-Select-"/>
Unit Type	<input type="text" value="Hours"/> Cost of Units <input type="text"/> Unit(s) <input type="text" value="2"/>
Service Notes	<input type="text"/>
List Name (If client info to be saved)	<input type="text"/>
<input type="button" value="Start Skan"/> <input type="button" value="Choose Clients from Client List"/> <input type="button" value="Choose Clients from Bed List"/>	

Find the list you just created and click on it. A pop-up window will display the members of your list. Here you can select who attended group and add that entry to their ServicePoint record. You are done. If you want to check your work, pull up a client

record that you just indicated attended group and verify that the data was added to their record in Service Transactions.

Here is an example of a test client record with the group information successfully recorded in ServiceTransactions using the ScanPoint feature.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, ClientPoint, ResourcePoint, ShelterPoint, ScanPoint, Reports, Admin, Help, and Logoff. Below the navigation bar, there are sub-tabs for Profile, Assessments, Case Plans, and Service Transactions. The main content area displays client information for 'Bug, June (#159132)' with a 'Release of Info: None' status. It includes a 'Household Information' section showing '1 Households' and a 'Service Transactions - Services' section. The 'Add Services' section has buttons for 'Multiple Services' and 'Add Need/Service'. The 'Display Options' section includes buttons for 'Display All', 'Display Needs', 'Display Shelter Stays', and 'Display Referrals', along with date selection fields and a 'Show Date Range' button. A table lists service transactions with columns for Need Date, Service Start Date, Service End Date, Provider of Service, Service Provided, Cost of Service, and Service Type. The table shows one entry for 'Domestic Violence Support Group' provided by 'Multnomah County Domestic Viol' on 03/04/2010.

Client - Bug, June (#159132)
 Release of Info: None

[Household Information - 1 Households - Click to Expand](#)

Service Transactions - Services

Add Services
 Multiple Services Add Need/Service

Display Options
 Display All Display Needs Display Shelter Stays Display Referrals

Select Dates: -Select- Start Date: End Date: Show Date Range Clear Dates

showing 1-1 of 1 (<<First <Prev | Next> Last>>)

Need Date	Service Start Date	Service End Date	Provider of Service	Service Provided	Cost of Service	Service Type
03/04/2010	03/04/2010	03/04/2010	Multnomah County Domestic Viol	Yes		Domestic Violence Support Group

showing 1-1 of 1 (<<First <Prev | Next> Last>>)

Display All Display Needs Display Shelter Stays Display Referrals Add Need/Service