Sioux Empire Network of Care Training Manual

ServicePoint



Service Transactions (Need, Service, Referral)



Icon Overview

Icon Overview refers to specific icons that are throughout SENC System.

۲	SerivcePoint Icon	SENC Partner Agency
4	Lock Icon	Agency Shared Information
ſu	UnLock Icon	Globally Shared Information
1	Edit Icon	Update / Change Current Information
1	Delete Icon	Remove enteries made in error- ONLY
୍ଦ୍	View Detail Icon	View Attachements
•	Select Icon	Add Selected Information
•	Remove Icon	Removed Selected Information
	Notes Icon	Add Note
<u>#</u> 3	Date Selection, Reverse, Current Date Stamp Icon	Enter, clear a date or current date stamp {Date format: mm/dd/yyyy}
-	Bed Icon	Shelter Bed Check In

Data Measurement Tool



Adding a Service

Figure 1-35

When to add a Service: Services are added when a *need* is identified and the *service* can be provided at that time by your agency.

1. Search for and select a client in *ClientPoint*. (1) (Reference Section 1- Page 3)

	t Profile					Ту	pe here for Global Search	50
Last Favorites	Client - (17) Banne	er, Bruce Henry						
ClientPoint	(17) Banner, Bruce Henry	Y						
ResourcePoint	Release of Information:	None					-Switch to Another Ho	usehold Member-
ShelterPoint	Client Information				Service Transactions			
SkanPoint	Client Destite	Y management	nor	Y rates (rate	Core Manager	Y case plane	Y assessments	Ϋ́ς
Reports	chent Prome	nousenoids	RUA	chiry / can	case Hanagers	Case Flans	73363311161163	Jannary
▶ Admin	Client Record						Issue ID	Card
Logout	Name	Rapper, Bruce Henry						
	Name Data Quality	Full Name Reported						
	Alias	Green Man, Hulk						
	Social Security	123-45-6789						
	SSN Data Quality	Full SSN Reported (HUD)						Chan
	U.S. Military Veteran?	No (HUD)						
	Age	46						
	/ Client Demogra	phics						
	Date of Birth	06/15/1970						
	Date of Birth Type	Full DOB Reported (HUD)						
	Gender	Male						
	If Other Gender, specify							
	Primary Race	White (HUD)						
	Primary Race Secondary Race	White (HUD)						

Figure 1-33

 After a client is located or added, click the Service Transaction tab to display the Service Transaction Dashboard. (See Figure 1-34) Click the Add Service button to display the Add Service screen.

ClientPoint > Clien	t Profile			Type here for Global Search	🔜 👶 🕕 🛧 🕜
Last Favorites	Client - (17) Banner, Bruce Henry		1		Mass Visibility Update
ClientPoint	💐 (17) Banner, Bruce Henry		\checkmark		
ResourcePoint	Release of Information: None		•	-Switch to Anothe	er Household Member- V Submit
ShelterPoint	Client Information		Service Transactions	5	
SkanPoint	1				
▶ Reports	Service Transaction Dashboard				
▶ Admin	2		Σζ Σζ		<u>\</u>
Logout	Add Need	Add Service	Add Multiple Services	Add Referrals	Eligibility Search
	View Previous Service Transactions	View Shelter Stays	View Entire Service History		



3. In the Household Members section if the client is not part of a household - No Household Members were originally associated will appear. Proceed to number 4. If client is a member of a household click the checkbox(s) next to the household member's names you wish to provide service to. (See Figure 1-35) In most cases, you will <u>ONLY</u> provide services to the primary client or the client 'pre-selected'. (3)

📔 ClientPoint > Clie	nt Profile	Type here for Global Search 🧔 🕕 🌟 🤇
Last Favorites	Client - (17) Banner, Bruce Henry	- China - Chin
ClientDaint	(17) Banner, Bruce Henry	
ResourceRoint	Release of Information: None	-Switch to Another Household Member-
ShelterPoint	(client Tolonnation	Y gradie transition
SkanPoint	Client Information	Service Transactions
Reports	Add Service	
Admin		
Logout	 Household Members 	
	Service • Evening Program - Bishop Dudley Hospitality House (4) v	Include Additional Household Members
	Creating User Riley Zafft Start Date ⁴ [07]/[08]/[2016] [07] ↓ [30 ↓ : [26 ↓ PM ↓	Note: Service Type -
	End Date 07 / 08 / 2016 2 2 2 5 V PM V	Is specific to your agency
4	Service Type* Bathing Facilities (BM-6500.6500-150) V Look Up	
_	Provider Specific DO NOT USE	
		Save & Continue Cancel

- Service Provider will default to current provider. Select a Service Type from the pick list. (4) Start Date and End Date for the Service will default to the current date. (See Figure 1-35) *If applicable - Select a Provider Specific Service* from the picklist. If not- select DO NOT USE. Click Save & Continue.
- 5. If applicable ~ Service Cost: Enter Number of Units. (5) Select Unit Type from the picklist. (6) If applicable enter Cost per unit.
- 6. If applicable ~ Click Add Funding Source to add a funding source. (7) Multiple funding sources may be added for each Service. (See Figure 1-36)
- 7. If applicable ~ In the Follow Up Information area, if a follow up is needed, choose the Projected Follow Up Date and a Follow Up User. The Actual Follow Up Date and Follow Up Made fields are completed when the follow up occurs.
- 8. In the Need Information area, select a **Need Status, Outcome of Need, and If Not Met, Reason** from the pick list. <u>This</u> is a required for Need documentation.
- 9. Click Save & Exit to return to Service Transaction Dashboard. (See Figure 1-36)

Last Viewed Favorites Home	Client - (17) Bann	ner, Bruce Henry		ſu
ClientPoint	(17) Banner, Bruce Hen	nry		
ResourcePoint	Release of Information	n: None		-Switch to Another Household Member- V Submit
ShelterPoint			Υ	
SkanPoint	Client Information		Service Transactions	
Reports	Edit Service			
► Admin	(
Logout	 Household Memb 	Ders		
Logout	Household Memb (6) Male Single Par (12) Banner, Bruce (23) Banner, Chris Service Provider* Creating User Start Date* End Date Service Type* Provider Specific Service Notes Service Notes Service Costs	Image: Series serie	sehold members for this Service, click the box beside each name buse (4) PM - PM - *Fill in notes if needed*	Indude Additional Household Members
5	Number of Units Unit Type Cost per Unit Total Cost of Units Apply Funds for Ser Funding Sources	select. v 6 s		
	Source			Amount
7	Add Funding Source			Calculate Total: \$0.00
	Support Documenta	ation	Description	Turc
	Added Add Support Documenta	ation	No matches.	type
	Follow Up Information]		
	Projected Follow Up Date Follow Up User		se (4) ~	
	Follow Up Made	-Select- V		
	Up Date			
	Need Information			
	Need Status*	Identified V		
9	Outcome of Need	-Select- ~		
	If Need is Not Met,	-Select-		
	- Keason			
				Save Save & Exit Exit

Multiple Services

Note: We encourage services to be added separately

1. Click the Add Multiple Services (1) button to display the Add Multiple Service screen. (See Figure 1-37)





- In the Household Members section if the client is not part of a household No Household Members were originally
 associated will appear. Proceed to number 4. If client is a member of a household click the checkbox(s) next to the
 household member's names you wish to provide service to. (2) (See Figure 1-38) In most cases, you will <u>ONLY</u> provide
 services to the primary client or the client 'pre-selected'.
- 3. Service Provider will default to current provider. Select **Service Provider** if not defaulted. (3) The **Start Date** and **End Date** for the Service will defaulted to the current date.
- If applicable ~ Enter Number of Services. (4) Select Service Type from the pick list. (5) Select Need Status from picklist. (6)
- 5. If applicable ~ Click Add Another (7) and repeat steps 3-5. Click Save & Exit. (See Figure 1-38)

Last Favorites	Client - (17) Banner, Bruce Henry		ſu
Home	(43) 8 8		
ClientPoint	(17) Banner, Bruce Henry		A field to the theory of the ball Manufacture and the ball
ResourcePoint	Release of Information None		"Switch to Another Household Member" V
ShelterPoint	Client Information	Se	rvice Transactions
SkanPoint			Save & Exit Cancel
Reports			
Admin	Household Members		
Logout	👔 To include Household member	s for these Services, click the box beside e	ach name. Only members from the SAME Household may be selected.
	(6) Male Single Parent		
	(17) Banner, Bruce Henry		
	(23) Banner, Chris Evan		
	Multiple Services		
	Be sure to select the correct Provider before enterin List defaults	ng data in the Service List below. If you s. Any data that is currently in the Servi	Quick Tool: To add the same number services and
3	Service Provider* Evening Program - Bishop Dudley Hospitalit	y House (4) 🗸	status to all in the Service List. Click Set All.
	Start Date* 07 / 11 / 2016 20 05 - : 05 -	: 54 V PM V	
	End Date 07 / 11 / 2016 20 07 ~: 05 ~	: 54 V PM V	······································
	Service List		
			Number of Services 1 Need Status Identified V Set All
4	Number of * 1		
_	Service Type Bathing Facilities (BM-6500.6500-150) V		7
	Need Information		
6	Need Status* Identified V		
			Remove Clear
			Add Another Remove All Clear All
			Save & Exit Cancel

Figure 1-38

Adding a Need

When to add a Need: Needs are added when a need is identified and the service cannot be provided at that time or a referral to another agency is needed.

- 1. Search for and select a client in *ClientPoint*. (Reference Section 1- Page 3)
- 2. After a client is located, click the Service Transaction tab to display the Service Transaction Dashboard. (1)
- 3. Click Add Need (2). (See Figure 1-40 See Add Need screen.) (See Figure 1-39)





- 4. Once on the Add Service screen. In the Household Members section if the client is not part of a household **No** Household Members were originally associated will appear. (See Figure 1-40)
 - a. If client is a member of a household click the checkbox(s) next to the household member's names you wish to provide service to. (3) In most cases, you will <u>ONLY</u> provide services to the primary client or the client 'pre-selected'.
- 5. Select the **Provider** issuing the Need. The field defaults to the user's current provider. Select a **Need** from the pick list. **Date of Need** will default to the current date. **(4)**
- 6. If applicable Enter Amount if Financial if there is a dollar amount associated with the Need. (5)
- 7. If applicable Add Notes to include further information regarding the Need.
- 8. Complete Need Status, Outcome of Need and If not Met, Reason. (6) Click Save and Exit to display a list of the client's Need on the Previous Needs screen.
- 9. Click Save and Exit to display a list of the client's Need on the Previous Needs screen.

(Client - (17) Ba	nner, Bruce Henry		
	(17) Banner, Bruce Her Release of Information	nry : None	-Switch to Another Household Member- 🗸 Submit	
	Client Information			
	Add Need			
		ers		
		🕕 To include Household members for this Need, click the box beside	each name. Only members from the SA	ME Household may be selected.
2	(6) Male Single Pa	irent		
	(17) Banner, Bri	uce Henry		
L	(23) Banner, Ch	<u>rris Evan</u>		
	Need Information			
	Provider *	Evening Program - Bishop Dudley Hospitality House (4) 🗸		
4	Need *	Bathing Facilities (BM-6500.6500-150) V Look Up		
_	Date of Need*	07/08/2016 05 29 : 51 PM V		
	Amount if Financial			
Figure 1-40	Notes			
	Need Status * Outcome of Need If Need is Not Met, Reason	Closed Fully Met -Select-		
				Save & Continue Save & Exit Cancel

Note: If you enter data in multiple programs within an agency you will have choose the correct one.

Adding a Referral

When to add a Referral: Needs are added when a need is identified, but your agency does not provide the service.

1. Search for and select a client in *ClientPoint*. (1) (Reference Section 1- Page 3)

ClientPoint > Client	Profile					Th	ype here for Global Search	
Last Favorites	Client - (17) Banne	er, Bruce Henry						
ClientPoint	(17) Banner, Bruce Henry	,						
ResourcePoint	Release of Information:	None					-Switch to Another Ho	usehold Member- 🗸 🔤
ShelterPoint	Client Information				Service Transactions			
SkanPoint	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments	Summary
▶ Reports	C .							
▶ Admin	Client Record						Issue ID (Card Sard
Logout	Name	Banner, Bruce Henry						
	Name Data Quality	Full Name Reported						P
	Alias	Green Man, Hulk						
	Social Security	123-45-6789						Channel
	SSN Data Quality	Full SSN Reported (HUD)						Change
	U.S. Military Veteran?	No (HUD)						
	Age	46						
	🖉 Client Demogra	phics						
	Date of Birth	06/15/1970						
	Date of Birth Type	Full DOB Reported (HUD)						
	Gender	Male						
	If Other Gender, specify							
	Primary Race	White (HUD)						
	Secondary Race							
	Ethnicity	Non-Hispanic/Non-Latino (HU	D)					
							Save	save & Exit
	Barris Xababa (GR	100						

Figure 1-41

2. Click the Add Referral button to display the Add Referral screen. (2)

📔 ClientPoint > Client	t Profile			Type he	re for Global Search 🧔 🕕 🛧 🕜
Last Viewed Home	Client - (17) Banner, Bruce Henry			2	Mass Visibility Update
ClientPoint ResourcePoint	(17) Banner, Bruce Henry Release of Information: None				-Switch to Another Household Member- v
ShelterPoint	Client Information		Service Transactio	ons	
Reports	Service Transaction Dashboard				
Admin	())	2	lí	l í) (
Logout		900 D			
	Add Need	Add Service	Add Multiple Services	Add Referrals	Eligibility Search
			R _{in}		
	View Previous Service Transactions	View Shelter Stays	View Entire Service History		

Figure 1-42

When adding Referrals the first area of the screen is Add Needs; because, Referrals are associated with Needs. This area contains multiple sections including Household Members, Needs Assignment and Need Data sections. Scroll to the bottom of the page.

Note: In the Add Needs area click the Arrow icon to close and/or open the Add Needs area of the screen. Closing the area reduces the number of sections visible on the screen.

- 3. Once on the Add Referral screen. In the Household Members section if the client is not part of a household No Household Members were originally associated will appear. Proceed to number 4. If client is a member of a household click the checkbox(s) next to the household member's names you wish to provide service to. In most cases, you will ONLY provide services to the primary client or the client 'pre-selected'.
- Scroll down to Referral Provider Quicklist to select a provider that is part of the SENC. (See Figure 1-47; Page 10)

 a. If you know which SENC provider offers the Need(s), select the provider from the Referral Provider Quicklist.
 > Go to step 1 on page 10.

If the provider or Need(s) is not found in the Referral Provider Quicklist > go to step 6 on page 8

- 5. Simply enter a keyword in the Search field (5) and click Search to refine (or limit) the provider search results.
- 6. Click the **Provider Name** in the Search Results. (6) (See Figure 1-44) If an agency you need does not appear call SENC System Administrator or 211 for additional resources.

	Refine Search with Service Terms or Target Populations				
	Refine Provider Search Criteria				
5 ->	Search for Providers by using keywords for their Provider Name, AKA, or Description. Search Dress Search Hide Advanced Search Options				
_	Search for Provider based on their Physical Location or the Area Served. City County / Parish Code ServicePoint Users ONLY Type -select Search Clear All				
	Search Results				
	# A B C D E F G H I J K Provider	L M N O	PQI	R S T U V V Location	V X Y Z <u>All</u> Distance Matched Needs
$6 \rightarrow$	Dress for Success Sioux Falls - EmBe	Level 4 605-61	0-0665	Unknown	N/A 0/0
	Bed Availability		Showing 1-1 of 1		
	Selected Providers				
	Provider 🔺	Туре	Phone	Location	Last Updated
			No matches.		

Figure 1-44

- Once you have clicked the Provider Name the Provider Profile will appear. (See Figure 1-45) Locate the correct Need(s) - Click Add Referral. (7) Click Exit to return to the Search Results.
- 8. Select from the list of referral options for that agency.
 - a. If Add Referral is red that agency is currently not receiving referrals for that service. Go to step 9.

Optional: Click Send Summary to send a email copy of the summary description or Click Print.

Note: The ServicePoint icon	indicates that the pr	ovider uses ServicePoint. None Se	ervicePoint providers wil	l display a l	olank area			
	Search for Provider based	Provider Profile		es.	2			
	City	Provider Profile - Sioux Falls Food Pantry - Feeding Soul	th Dakota (Level 4) (#10)	Send Summary				
	County / Parish	Telephone Name: Main Number		\sim	1			
	Search Clear All	Telephone Number: 605-335-692: Description: The Food Pantr food. Food that is dis	1 ry provides individuals and families with a 3 stributed is acquired through major food driv	- 5 day supply of	L			
	Search Results	donations, the I with money don	Food Bank, government commodities, and finated to buy food.	ood that is bought				
	# A B	Service Information			P Q	R S T U V	w x y	Z <u>All</u>
	Provider	Note: Unavailab	ble Services are in red.			Location	Distance	Matched Needs
	Food To You Mobi				597	Sioux Falls, SD 57103	N/A	0/0
	General - The Sa	Primary Services			879	Sioux Falls, SD 57103	N/A N/A	0/0
If your agency	Sioux Falls - Eco	Service Code Service Name		Add Referred	444 ×1	Sioux Falls, SD 57103	N/A	0/0
has access to	Sioux Falls Office	BD-1800.2000 Poor Painties	Showing 1-1 of 1	Add Relenan	217	Sioux Falls, SD 57104	N/A	0/0
ShelterPoint	Bed Availability	Secondary Services	Showing 1 1 of 1		Showing 1-5 of	5		
you will be able	Selected Providers	Service Code Service Name		- · ·				
you will be able	Succession and Succes		No matches.					
to click Bed	Provider A	(e-start toformation)	(one	Elever Falls SD 57104	Las	A Updated
Availability to		Provider Telephone Numbers	Physicals 2501 N. 1st Avenue	17 1	Showing 1-1 of	F1	00,	2772010
verify open	a Defects Deviders	Mate Number: 603-333-6921 (Primary)	Sloux Falls, SD 57104					
verify open	Refer to Providers	Provider Contacts	Hap Address					
\ beds at shelters /	Referral Data	Title: Partry Manager	County / Partan					
	Needs Referral Date t	Finane: 605-335-6521 E-mail: megan@feedingsouthdakota.org						
	Deferral Dealling	Senior Hatt Gazzen						
	Referral Kanking	Administratori Title: Discutive Director						
	Follow Up User	E-mail: matt@hedingcouthdakista.org						
	Policit Op Gall	Hours of 10:00em - 4:00pm (CST), Monday, Tuesday, Thursday (check in						
		Operation: 6y 4:00pm) 1:00pm - 7:00pm (CST), Wednesday						
	2	Website: www.feelingsouthdakota.org						
	Referrals	Service Information	Additional Information					Send Summary
	Referred-To Provider	Englishity: Persons in Minnshahe County without food or resources to obtain food. One visit	Area/Geography Served Information				Referred Clients	
	Sioux Falls Food Pantry - Fe	every by days per nousenole. Aputs leans	No Area Nerved Data Available				(17) Banner, Bruce	Henry
Figure 1-45	Need Data	Documents Required: Photo ID and a recent piece of mail with physical address listed	Geography Reveal					
		Program Feest None	South Dakota (SD)					
	Date of Need	Intake / Application Process: Call or walk-in for assistance						
	Selected Needs	Accessibility: Accessibile perking, route, and restrooms.	Brochurez on File: Yes		Need Sta	tus / Outcome / If Not Met. Reason		Notes
	Remove All		Call Centern No Shelter Information		inclusion of the			
	Reads		Shelleri No					
		Other Provider Information	Standards			Save Ne	eds ONLY Save ALL C	Clear ALL Cancel
		Parent Providen FEEDING SOUTH DAKOTA (Level 3)	AIRS Standards	Ì				
		Providers Under Sloux Falls Food Pantry - Feeding South Dakota	AIRS Designation: Nether					
			HUD Standards					
			Direct Service Code: No					
				Evit				
				E.H.T				

- 9. In the **Referral Data** area, the **Needs Referral Date** will default to the current date. Select a date from the calendar to issue the referral(s) with a different date (*if necessary*).
 - a. If applicable complete the additional information: Referral Ranking, Projected Follow Up Date and Follow Up User. (See Figure 1-46)
 - b. *If applicable-* The "Check to notify ServicePoint Providers by E-mail" check box, when checked, will send an email notification concerning the referral to the referred-to-provider.
- 10. In the Referred-To Provider area the selected provider will be listed, along with the need(s) associated. (8)

- 11. In the Need Data area, **Date of Need** will default to the current date. Select a date from the calendar to issue the referral(s) with a different date (*if necessary*).
- 12. In the Selected Needs area, you can remove a selected need (if necessary) by clicking the remove icon 😑 . (8)
- 13. Enter the Amount if Financial (if applicable). Select the Need Status / Outcome / If Not Met, Reason.
 - a. Need Status and Outcome are <u>required</u>. (9) (See Figure 1-46)

	▼ Refer to Providers					
	Referral Data					
	Needs Referral Date * 07/13/20 Referral Ranking High ~ Projected Follow Up Date //_/ Follow Up User General - The Kayla Connel	6 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3				
	Referrals				Send Summary	
	Referred-To Provider		Work Clothing	R	eferred Clients	
	Dress for Success Sioux Falls - EmBe (19)			(1	17) Banner, Bruce Henry	
Figure 1-46	✓ Need Data					
	Date of Need * 07 / 18 / 2016	🏷 💐 3 🗸 : 41 🗸 : 10 🗸 PM 🗸				· ·······
	Selected Needs					Click the Notes icon
8	Need Work Clothing (8M-6500.1500-950 Remove All Needs)	Amount if Financial	Need Status / Outcome / If Not Met, Rescen	Notes	to add a note to the referral.
				Save Needs ONLY Save ALL	Clear ALL Cancel	

- 14. Click **Save Needs ONLY** to associate only the needs with the client.
- 15. Click Save ALL to associate the needs and the referrals with the client.
- 16. Click Clear ALL to clear the needs and referrals and remain on the screen to begin again.
- 17. Click Cancel to exit Add Needs without retaining needs or referrals

Referral Process

Steps to adding a Referral

- 1. Use the drop down quicklist to select a Partner Agency. Click Add Provider.
 - a. Do not use Service Code Look-Up or Add Terms & Go To Search Results

▼ Household Members	
This Client is not a member of any Households.	
Needs Assignment	
	Select up to 5 Needs
Service Code Quicklist	
Identification Cards (DF-7000.3300) Information and Referral (TJ-3000)	
Add Terms Service Code Look-Up	
Referral Provider Quicklist	
Provider -Select-	bility

- Figure 1-47
- 2. Click the <u>hyperlinked</u> agency name in the Selected Providers area
- 3. Select from the list of referral options for that agency
 - **a.** If *Add Referral* is **red** that agency is currently not receiving referrals for that service. Cannot select.

Selected Providers	Provider Profile - Genera	al - Center of Hope (Level 4) (#15)	Send Summ
Subtrouters	Telephone M	Name: Main Phone	
Provider 🔺	Telephone N	Number: 605-334-9789	
General - Center of Hope	Description:	Everyone is welcome to The Care Center to visit	with someone who cares.
 Refer to Providers 		Pastoral/Care Chaplain Winter clothing for infants to adults, some new a available at a minimal cost. Faith Community Nurses are available on most o	nd some gently used, are lays for health questions or
Referral Data		concerns. Bicycles are available for a minimal price for ad	ults looking for work or riding to
Needs Referral Date * 01/20		and from a job. Also, the Bike Shop is open 12: where labor is free and parts are minimally price Clients can use the computers for resume and e charce.	00pm - 4:00pm, Monday - Frida ed. mployment/job searching at no
Follow Up Liser		Waaldu anagama indudau	
-Select		9:30am - 11:00am: Wednesday - Women's Coff study groups (During the school year) 3:00pm - 5:00pm: Transition to Transformed Bib	ee Break and Men's Life Bible ile Study lead by Center of Hop
Referrals	Service Information	Backetball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus along
Referrals	Service Information	Basketball - Sport Sight is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus along
Referrals ferred-To Provider meral - Center of Hope (15)	Service Information	Basketball – Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon
Referrals ferred-To Provider neral - Center of Hope (15)	Service Information Primary Services	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon
Referrals ferred-To Provider neral - Center of Hope (15)	Service Information Primary Services Service Code	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon
Referrals ferred-To Provider neral - Center of Hope (15) r Need Data	Service Information Primary Services Service Code BM-6500.1500-250	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon
Referrals ferred-To Provider neral - Center of Hope (15) Need Data Date of Need* 01 / 20 / 20	Service Information Primary Services Service Code BM-6500.1500-250 BH-4500.1500-920	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball. Note: Unavailable Services are in red. Service Name General Clothing Provision Winter Clothing	want to hear about Jesus alon Add Referral Add Referral
Referrals ferred-To Provider neral - Center of Hope (15) Need Data Date of Need* 01/20/203 Selected Needs	Service Information Primary Services Service Code BM-6500.1500-250 BM-6500.1500-250 BH-6300.6500	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon Add Referral Add Referral Add Referral
Referrals ferred-To Provider neral - Center of Hope (15) Veed Data Date of Need* 01/20/201 Selected Needs Need	Service Information Primary Services Service Code BM-6500.1500-250 BM-6500.500-520 BM-500.6500-530 BM-7000.1000	Basketball - Sports Night is for men 16 - 27 who with playing some Basketball.	want to hear about Jesus alon Add Referral Add Referral Add Referral Add Referral

- 4. List Need Status as OPEN.
 - a. If applicable Add Notes to the referral for the receiving agency

Need Status to OPEN – <u>DO NOT</u> complete Outcome

Refer to Providers				
Referral Data				
Needs Referral Date * 01 / 04 / 2017 🔊 🎘 12	. v: 25 v: 09 v PM v			
Projected Follow Up Date / / 💐 🖏 🥸				
Follow Up User Helpline Center - 2-1-1 (2) -Select- v	Search My Provider Clear			
Check to notify ServicePoint Pr	oviders by Email.			
Referrals				Send Summary
Referred-To Provider		Local Transit Passes		Referred Clients
General - The Community Outreach (12)				(324) Test, Helpline Center
 Need Data Date of Need* 01 //04 //2017 20 20 20 20 20 20 20 20 20 20 20 20 20	5 J:09 J PM J			
Selected Needs				
Need		Amount if Financial	Need Status / Outcome / If Not Met, Reason	Notes
Cocal Transit Passes (BT-8500.1000)			Open v -Select- v -Select- v	<i>a</i>
Remove All Needs				
			Save Needs	ONLY Save ALL Clear ALL Cancel