

Using Services in Safe Harbors HMIS System

1 Find Client

1. Navigate the Client Services Page, enter the client search criteria, and click the Search button.
2. Click at the beginning of the row to select and highlight client.
3. Navigate to the Services Provided page.

Active	Program	FirstName	LastName	Identifier	Staff
Yes	STALow volume	jacq	free		

ActiveProgram	Program	ProgramDate	DateOfBirth	FirstName	LastName	EndDate
Yes	STALow volume	05/12/2009	12/01/1996	Jacqueline	Freeman	

2 Add Service

Verify client name in the information bar.

Services Provided | Program: STALow volume housing | Client Name: Jacqueline Freeman 201817

Select the desired service by choosing from the activity dropdown list. If needed, the Date/Time can be modified. When finished making selections click the **Save** button.

Activity: Life Skills Education

Amount: 0.00

Location: Training Room

Activity	ActivityType	Description	Str
Training Transito	Session		5/17/2
Training Transito	Session		5/16/2
Training Transito	Session		5/15/2
Training Transito	Session		5/14/2
Training Transito	Session		5/13/2
Training Transito	Service		5/12/2

3 Adding Services for Multiple Days

Add a service for multiple days by highlighting a saved activity and clicking the schedule button.

The screenshot shows the HIMS software interface. On the left, there is a form with the following fields: Activity (Life Skills Education), Staff (STATrain02), Date/Time (03/02/201), Amount, Location (Training Room), Description, and Comment. On the right, there is a table titled 'Activities {91 of 92}' with columns for Activity, ActivityType, and Description. The table contains several rows, with 'Life Skills Educati' and 'Enrollment' highlighted in blue. A red box highlights the 'Schedule' button in the top right corner of the interface.

Activity	ActivityType	Description
Training Transito	Session	
Training Transito	Session	
Training Transito	Session	
Training Transito	Session	
Life Skills Educati	Service	
Enrollment	Service	

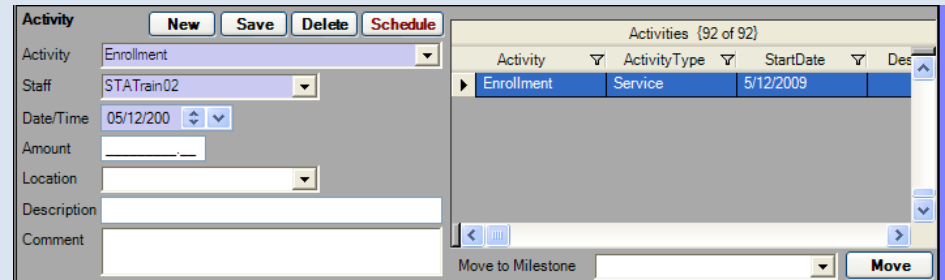
Choose the type of occurrence, the From/To Date range, and click the Schedule button.

The screenshot shows the HIMS software interface with a dialog box titled 'HIMS-[STAHousing users]'. The dialog box has a 'Schedule' button highlighted in red. Below the button, there are fields for 'Occurs' (Daily), 'From' (02/24/2010), and 'To' (03/04/2010). There are also checkboxes for the days of the week: Sun, Mon, Tue, Wed, Thu, Fri, and Sat. A 'Close' button is located at the bottom right of the dialog box.

4 Delete A Service

The delete a service highlight the service row and click the Delete button.

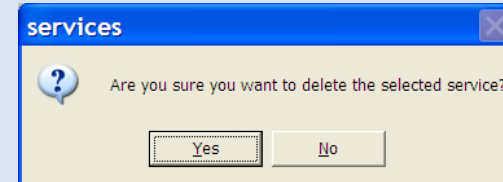
Note: Only one service can be deleted at a time.



The screenshot shows a software interface for managing activities. On the left, the 'Activity' form has fields for Activity (Enrollment), Staff (STATrain02), Date/Time (05/12/200), Amount, Location, Description, and Comment. The 'Delete' button is highlighted in red. On the right, a table titled 'Activities (92 of 92)' shows a list of activities. The first row is highlighted in blue, indicating it is selected. The table has columns for Activity, ActivityType, StartDate, and Description.

Activity	ActivityType	StartDate	Description
Enrollment	Service	5/12/2009	

Click Yes to delete the service



The screenshot shows a confirmation dialog box titled 'services'. It contains a question mark icon and the text 'Are you sure you want to delete the selected service?'. Below the text are two buttons: 'Yes' and 'No'.