



## PAO ShelterPoint Client Check in/Check out Process

### Step-by-Step Checklist

#### Check in an Outstanding Referral into ShelterPoint

1. Access ShelterPoint.
2. Press the **View All** button to access shelter inventory.
3. Scroll down to the **Outstanding Referrals** window at the bottom of the page to view all of the outstanding referrals to PAO.

▼ Outstanding Referrals - Pathways Assertive Outreach - The Alex (305) - 1 total

	Referral Date ▼	Name	Ranking	Need Type	Referred By
 	06/14/2023	(3795) Peak, Gold		Mental Health Support Services	Pathways Assertive Outreach - The Alex (305)

Showing 1-1 of 1



4. To check an individual into PAO, press the green check-in icon next to the outstanding referral.



5. You will then be brought to the **Unit Entry Data** window, ensure the following elements are filled out correctly.

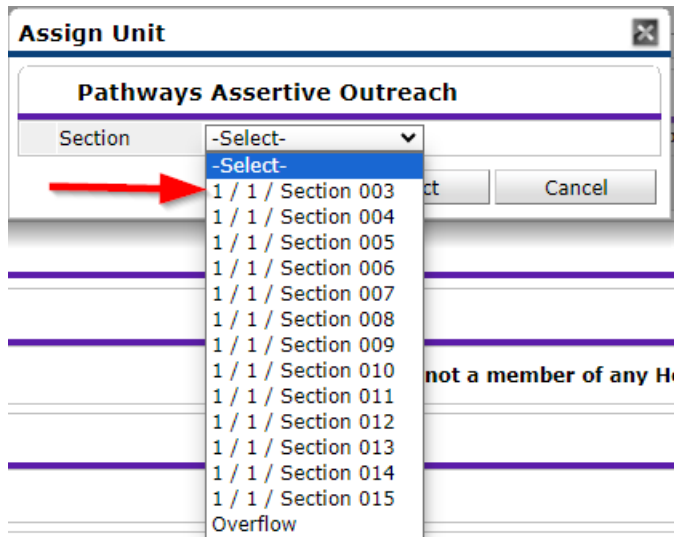
#### a. Date In

**Unit Entry Data - (71) jones, test**

<b>Date In *</b>	10 / 05 / 2023   9 : 23 : 18 AM
Unit Name / Number	1 / 1 / Section 002
Supplies Given	<input type="text"/>
Locker number	<input type="text"/>
Codes/Notes	<input type="text"/>

- Unit Name:** The individual will automatically be assigned to **overflow**, to assign the individual an empty ShelterPoint spot, navigate to the **Assign Unit** box and select one of the empty sections. Once you click on a section, click the **Select** button to assign the proper section for your client.

Assign Unit



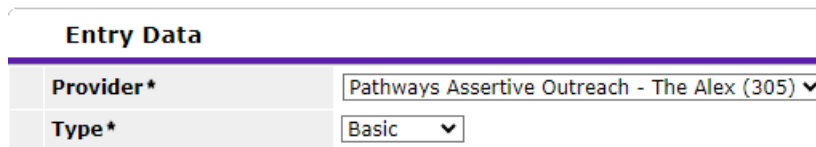
**Assign Unit**

**Pathways Assertive Outreach**

Section: -Select- (dropdown menu open showing options: 1 / 1 / Section 003, 1 / 1 / Section 004, 1 / 1 / Section 005, 1 / 1 / Section 006, 1 / 1 / Section 007, 1 / 1 / Section 008, 1 / 1 / Section 009, 1 / 1 / Section 010, 1 / 1 / Section 011, 1 / 1 / Section 012, 1 / 1 / Section 013, 1 / 1 / Section 014, 1 / 1 / Section 015, Overflow)

Buttons: [OK] [Cancel]

- c. Ensure the **Entry Data** window is filled out correctly.

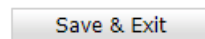


**Entry Data**

Provider\*: Pathways Assertive Outreach - The Alex (305) (dropdown)

Type\*: Basic (dropdown)

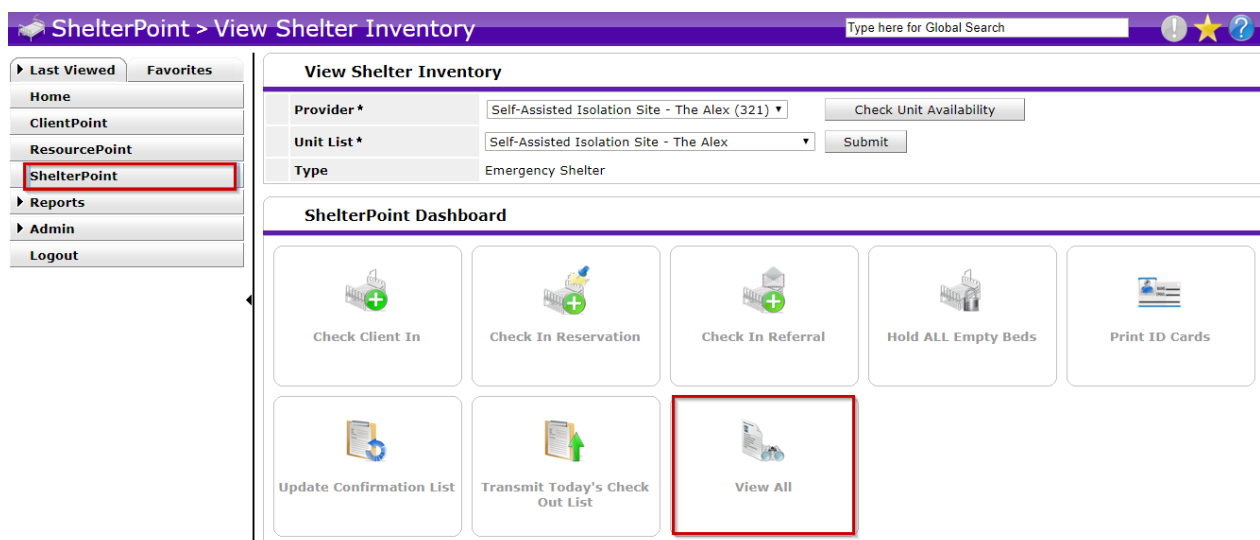
6. Scroll down and press **Save & Exit**, this individual will now be checked in to PAO.



Save & Exit

## Check Client Out of Shelterpoint

1. Access ShelterPoint.
2. Press the **View All** button to access shelter inventory.



**ShelterPoint > View Shelter Inventory**

Type here for Global Search

**View Shelter Inventory**

Provider\*: Self-Assisted Isolation Site - The Alex (321) (dropdown) [Check Unit Availability]

Unit List\*: Self-Assisted Isolation Site - The Alex (dropdown) [Submit]

Type: Emergency Shelter

**ShelterPoint Dashboard**

Buttons: 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** (highlighted)

3. To check an individual out of PAO, press the red check-out icon next to the client you wish to check-out.

Unit List - Pathways Assertive Outreach

Date In	Floor	Room	Section	Hold	Client
10/05/2023	1	1	Section 001		(72) test, Test testing
10/05/2023	1	1	Section 002		(71) jones, test
10/05/2023	1	1	Section 003		(3795) Peak, Gold
	1	1	Section 004	Hold	EMPTY
	1	1	Section 005	Hold	EMPTY
	1	1	Section 006	Hold	EMPTY
	1	1	Section 007	Hold	EMPTY
	1	1	Section 008	Hold	EMPTY
	1	1	Section 009	Hold	EMPTY
	1	1	Section 010	Hold	EMPTY
	1	1	Section 011	Hold	EMPTY
	1	1	Section 012	Hold	EMPTY
	1	1	Section 013	Hold	EMPTY
	1	1	Section 014	Hold	EMPTY
	1	1	Section 015	Hold	EMPTY
			Overflow (New)		EMPTY

4. Ensure the **Date Out**, **Reason for Leaving**, and **Destination** fields are filled out properly.

**Unit Exit Data - (3795) Peak, Gold**

**Date Out\*** 10 / 05 / 2023 9 : 50 : 57 AM

Unit Name / Number Section 003

Supplies Returned ☒ Yes ☐ No

Reason For Leaving -Select-

Destination -Select-

5. Scroll down and press **Save & Exit**, this individual will now be checked out of PAO.

Save & Exit