

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.



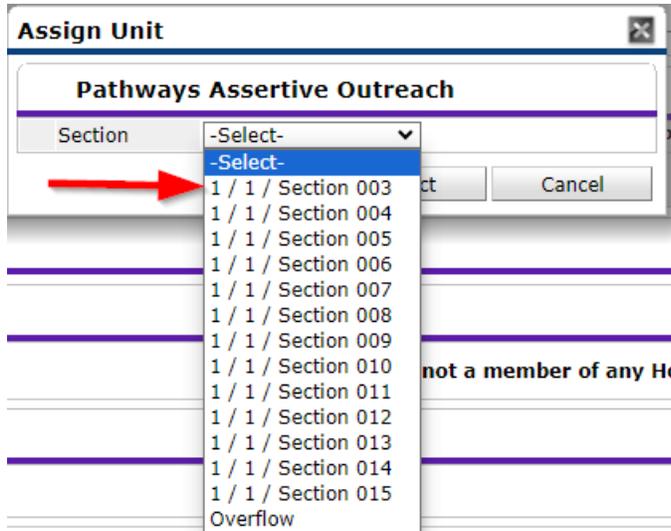
5. You will then be brought to the **Unit Entry Data** window, ensure the following elements are filled out correctly.

a. Date In

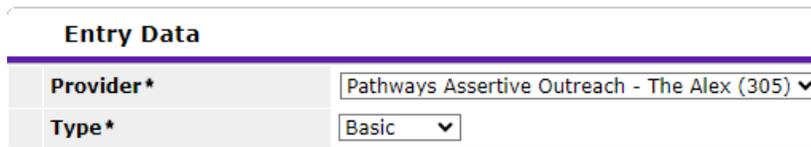
Unit Entry Data - (71) jones, test

Date In *	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"/>						

- b. **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.



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

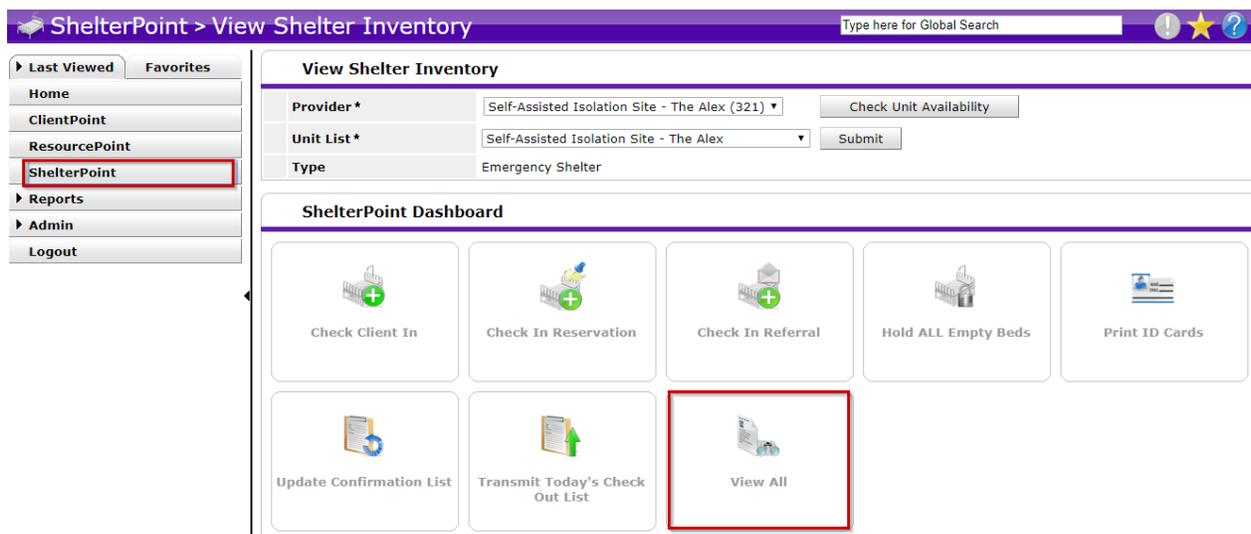


6. Scroll down and press **Save & Exit**, this individual will now be checked in to PAO.



Check Client Out of Shelterpoint

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



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