

MINER HMIS – EMERGENCY HOUSING

CANCELING A HOUSING RESERVATION

When a Client is placed long-term into an Emergency Housing service a bed/slot reservation is also made. In the event that the Client leaves your facility without completing their reserved stay, you must cancel any future bed/slot reservations for proper attendance records. **NOTE: Daily attendance entered using the Participation or QuiCK-In Tools do not require terminations/cancellations.**

1. Select "Participation" from the tool box.

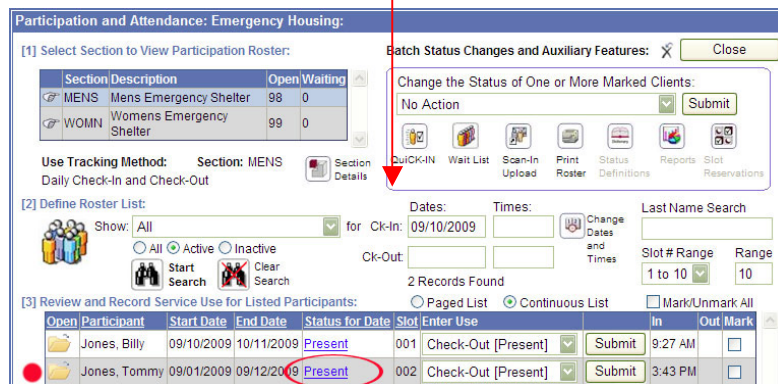


2. Select the appropriate Emergency Housing service.

Open	Service Title
	[APR] Education Services
	[HPP] Mortgage Assistance
	[HPP] Rental Assistance
	Emergency Housing.

3. Select the appropriate section (sub-category).

4. Confirm or adjust Date and Time. (times must be entered when checking in for past dates)



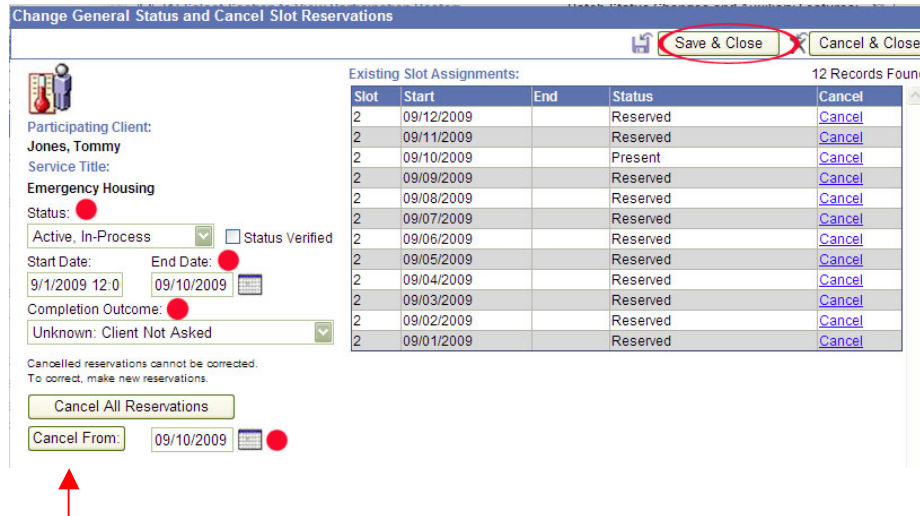
5. Find your Client on the Participation roster and click on the Present status.

Address:
9101 W. Sahara Ave #105-158
Las Vegas, NV 89117

telephone: (702) 614-6690
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email: info@bitfocus.com
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6. Adjust the Status, End Date and Completion Outcome.



Change General Status and Cancel Slot Reservations

Participating Client:
Jones, Tommy
Service Title:
Emergency Housing

Status: ●
Active, In-Process Status Verified

Start Date: 9/1/2009 12:00 End Date: ● 09/10/2009

Completion Outcome: ●
Unknown: Client Not Asked

Cancelled reservations cannot be corrected.
To correct, make new reservations.

Cancel All Reservations

Cancel From: 09/10/2009 ●

Existing Slot Assignments: 12 Records Found

Slot	Start	End	Status	Cancel
2	09/12/2009		Reserved	Cancel
2	09/11/2009		Reserved	Cancel
2	09/10/2009		Present	Cancel
2	09/09/2009		Reserved	Cancel
2	09/08/2009		Reserved	Cancel
2	09/07/2009		Reserved	Cancel
2	09/06/2009		Reserved	Cancel
2	09/05/2009		Reserved	Cancel
2	09/04/2009		Reserved	Cancel
2	09/03/2009		Reserved	Cancel
2	09/02/2009		Reserved	Cancel
2	09/01/2009		Reserved	Cancel

7. To cancel future reservations, enter the last date Client was in our housing program and click "Cancel From". The Existing Slot Assignment on the right will be updated.

8. Click "Save & Close" to return to the Participation screen.

For further assistance contact Bitfocus, Inc. at 702-614-6690 x2 or email support@bitfocus.com.

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