

## MINER HMIS – EMERGENCY HOUSING PLACEMENT USING PARTICIPATION TOOL

The participation Tool is used to record daily attendance for Emergency Housing.

1. Select “**Participation**” from the tool box.

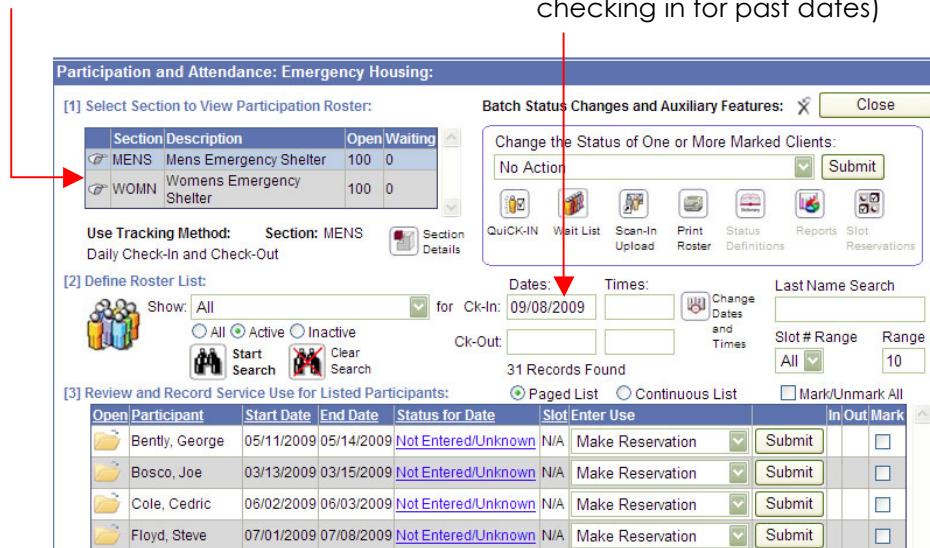


2. Select the appropriate Emergency Housing service.

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)



**Participation and Attendance: Emergency Housing:**

[1] Select Section to View Participation Roster:

Section	Description	Open	Waiting
MENS	Mens Emergency Shelter	100	0
WOMN	Womens Emergency Shelter	100	0

Use Tracking Method: Section: MENS  
Daily Check-In and Check-Out

[2] Define Roster List:  
Show: All for Ck-In: 09/08/2009  
Ck-Out: [ ] Times: [ ]  
31 Records Found

[3] Review and Record Service Use for Listed Participants:  
Paged List

Open	Participant	Start Date	End Date	Status for Date	Slot Enter Use	In/Out/Mark
	Bently, George	05/11/2009	05/14/2009	Not Entered/Unknown	N/A Make Reservation	Submit
	Bosco, Joe	03/13/2009	03/15/2009	Not Entered/Unknown	N/A Make Reservation	Submit
	Cole, Cedric	06/02/2009	06/03/2009	Not Entered/Unknown	N/A Make Reservation	Submit
	Floyd, Steve	07/01/2009	07/08/2009	Not Entered/Unknown	N/A Make Reservation	Submit

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

**telephone:** (702) 614-6690  
**fax:** (702) 666-9102

**email:** info@bitfocus.com  
**web:** www.bitfocus.com

- Past clients will be listed and can be easily checked in for daily attendance by selecting “**Check-In**” from the Use dropdown and clicking “**SUBMIT**”.



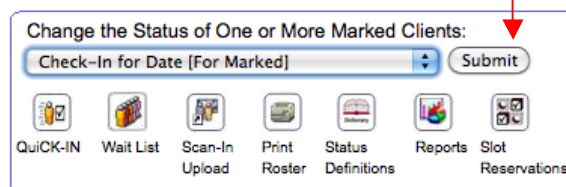
Multiple clients may also be checked in at once using the Batch Entry Method.

- Select the clients you wish to check in for the date entered.



Lefthand, Larry	03/29/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input checked="" type="checkbox"/>
Needer, Ivy	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input checked="" type="checkbox"/>
Needer, Otter	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input checked="" type="checkbox"/>
Nobody, Nellie	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input checked="" type="checkbox"/>
Ohara, Scarlet	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input checked="" type="checkbox"/>
Orange, Orlando	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input type="checkbox"/>
Oz, Obby	02/28/2010	Not Entered/Unknown	N/A	Check-In [Present]	Submit	<input type="checkbox"/>

- Select “**Check-In for Date (For Marked)**” from the Batch Status dropdown in the upper right corner and click “**SUBMIT**”.



Status for the checked in Clients will now be listed as “**Present**”.

Lefthand, Larry	03/29/2010	Present	0	Check-Out [Present]	Submit	1:44 PM	<input type="checkbox"/>
Needer, Ivy	02/28/2010	Present	0	Check-Out [Present]	Submit	1:44 PM	<input type="checkbox"/>
Needer, Otter	02/28/2010	Present	0	Check-Out [Present]	Submit	1:44 PM	<input type="checkbox"/>
Nobody, Nellie	02/28/2010	Present	0	Check-Out [Present]	Submit	1:44 PM	<input type="checkbox"/>
Ohara, Scarlet	02/28/2010	Present	0	Check-Out [Present]	Submit	1:44 PM	<input type="checkbox"/>

**Address:**

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

**telephone:** (702) 614-6690  
**fax:** (702) 666-9102

**email:** info@bitfocus.com  
**web:** www.bitfocus.com