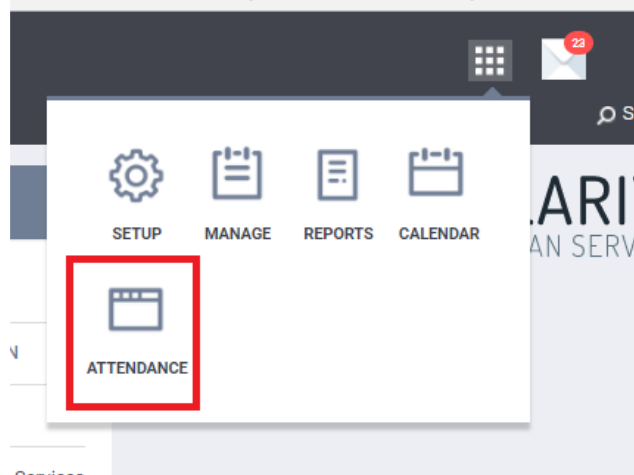


Working with the Other Referral Tabs

If your agency provides services on a day-by-day basis, allowing a large number of clients to be checked in for services very quickly, you may find an 'Attendance' option from the main menu.



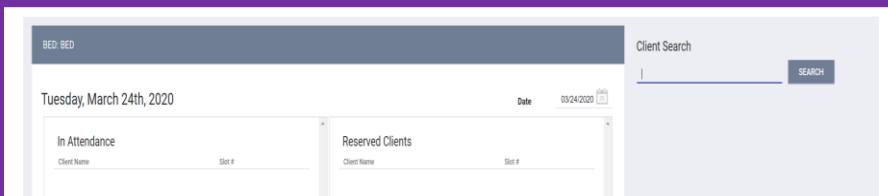
Contact the HMIS lead if you need this feature set up. If you'd like to mark a client's daily

attendance, **select this option then the appropriate service name.**

The Attendance Screen shows you who has already been marked in attendance (you can be marked as in attendance after being enrolled into the service). You will automatically be brought to the current date, but you can use the calendar in the upper-left hand corner to switch dates.

Select the service that you need to provide. Click Reservation if you want to use reservation slots for bed night attendance.

Add an attendee from a list of recent attendees from the last four months or from the side panel / client search.



To **remove an attendee**, select the Trash Can icon to the right of the attendee.

The Service Attendance screen is divided into three sections:

1. The **'In Attendance'** box is located on the left side of the screen. This is where you will place the clients who received the service on the given date.
2. To the right of this box is the list of clients who have **received this service at any point in time during the past 4 months.**
3. On the far-right side of the screen is the **client search box**; here you can enter a client name or part of the name for clients who have not received the service within the past 4 months. You can also easily manage household attendance here.

NOTE: Clients **who are not found** in your search results do not exist in HMIS. Please follow the steps for **"Adding a Client"** to create a file for your client prior to attempting to place them into attendance for services.