



How to verify attendance for a client

Attendance based services will only show up on the history tab once per service, with a date range indicating the first time and last time they received the service. (Attendance services will always have the name of the program framed in brackets, i.e. [SRM_TheShelter_ES] Bed Night:Bed Night-ENTRY). If you want to see a full list of every time they received the service, follow the steps below:

Access the client profile, go to the programs tab, then find the program history (hover your mouse over the area indicated to populate the edit button, then click edit).

Candy Cane

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION REFERRALS

PROGRAM HISTORY

| Program Name | Start Date | End Date | Type |
|--|------------|----------|------------|
| Permanent Housing Program Colorado Training Agency | 12/04/2018 | Active | Individual |
| Coordinated Entry Program Colorado Training Agency | 12/01/2018 | Active | Group |
| SSVF RRH Program Colorado Training Agency | 10/01/2018 | Active | Group |
| Emergency Shelter Night-by-Night Program Colorado Training Agency | 09/27/2018 | Active | Group |

Click the edit button next to the bed night service, (or whichever service you want to verify attendance for) then scroll all the way to the bottom of the page.

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PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES LOCATION REFERRALS

PROGRAM: EMERGENCY SHELTER NIGHT-BY-NIGHT PROGRAM

Enrollment **History** Assessments Notes Files Forms ✕ Exit

Program Service History

| Service Name | Start Date | End Date |
|--|------------|------------|
| [Emergency Shelter Night by-Night Program] Meats Breakfast Colorado Training Agency | 12/06/2018 | 02/26/2019 |
| [Emergency Shelter Night by-Night Program] Bed Night:Bed Night Colorado Training Agency | 09/27/2018 | 12/13/2018 |

Reservation Service Referral

Managed with Clarity Human Services

ATTENDANCE (12 ENTRIES)

| | | |
|--------------------------|--|------------|
| <input type="checkbox"/> | | 12/13/2018 |
| <input type="checkbox"/> | | 12/12/2018 |
| <input type="checkbox"/> | | 12/10/2018 |

Once you scroll far enough down the page, there will be a list of each date the client was checked into that service.

