
Sioux Empire Network of Care Training Manual


ServicePoint

Style Guide



Client Record (Client Name)

Client Record ✕

 Editing the Client Record Information could affect the Unique ID and the Client Search.

Client Record

Name	First <input style="width: 90%;" type="text"/>	Middle <input style="width: 90%;" type="text"/>	Last <input style="width: 90%;" type="text"/>	Suffix <input style="width: 90%;" type="text"/>
Name Data Quality	<input style="width: 95%;" type="text" value="-Select-"/>			
Alias	<input style="width: 95%;" type="text"/>			
Social Security	<input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/> - <input style="width: 25%;" type="text"/>			
SSN Data Quality	<input style="width: 95%;" type="text" value="-Select-"/>			
U.S. Military Veteran?	<input style="width: 95%;" type="text" value="-Select-"/>			

- Name: First , Middle, Last Name:** Enter Client's **full legal name**. Middle initial is **required**. Full Middle name is encouraged, but not required. Use appropriate capitalization for client name. (ex: Wade John Williams, Wade J Williams)

Do not enter abbreviations or nicknames of names – use Alias field













- Suffix:** Enter Client's suffix if provided. ***Do not enter a symbol after the suffix*** (ex: . . ; ' , -)
- Alias:** Enter any other name(s) the client may be known by (past or presently). (ex: Sara Jean Smith, Sara Davis, Bean Lady)
- Social Security:** Enter Client's SSN. *** Do not enter - (dash) between numbers*** (ex:458184578)

Address Information

Address Information	
Current Status	<input type="text" value="-Select-"/> G
Address Type	<input type="text" value="-Select-"/> G
Street Address	<input type="text"/> G
Apartment / Unit Number	<input type="text"/> G
Zip Code	<input type="text"/> <input type="button" value="Apply ZIP Code Information"/> G
City	<input type="text"/> G
County of Residence	<input type="text"/> G
State	<input type="text" value="-Select-"/> G
Reason for Leaving this Residence	<input type="text" value="-Select-"/> G
-	
Landlord's Name	<input type="text"/> G
Landlord's Address	<input type="text"/> G
Landlord's City	<input type="text"/> G
Landlord's State	<input type="text" value="-Select-"/> G
Landlord's Zip Code	<input type="text"/> G
Landlord's Phone	<input type="text"/> G
Address Data Quality	<input type="text" value="-Select-"/> G
Reported Date	<input type="text" value="01"/> / <input type="text" value="26"/> / <input type="text" value="2017"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↷"/> G
Move-Out Date	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↷"/> G
<input type="button" value="Save"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	

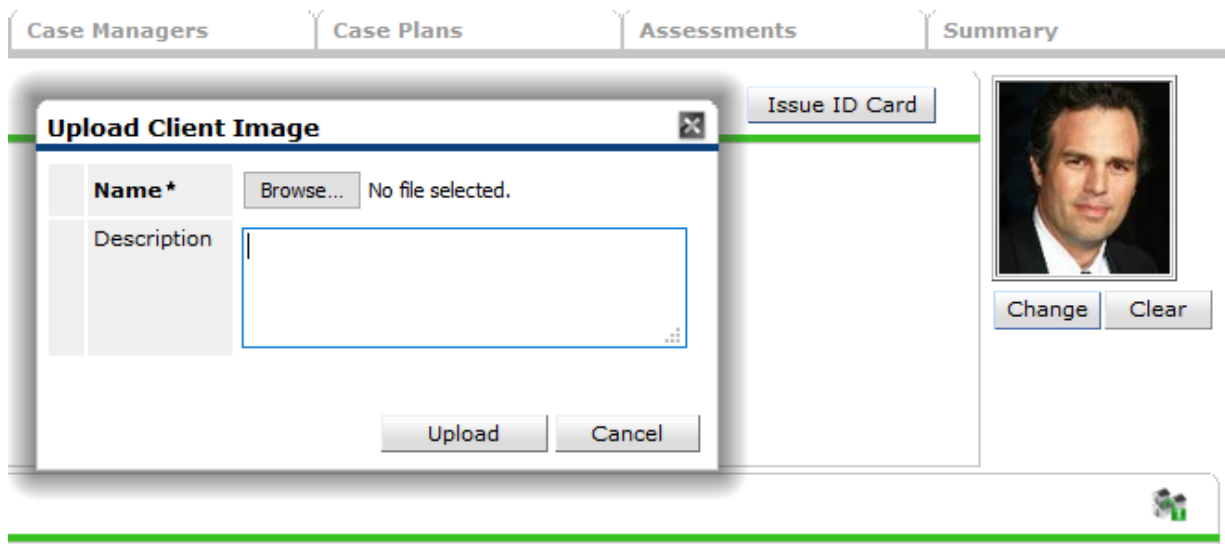
1. **Current Status:** This will always say **YES** unless the client states they have moved and provide us a new physical/mailling address or is homeless.
2. **Address Type:** Both Physical / Mailing, Mailing ONLY, Physical ONLY or Homeless
3. **Client's Street Address:** Enter ONLY the physical address. Use appropriate capitalization for street names. (ex: 601 Enhancement Drive) ***Do not enter abbreviations for street names*** (ex: **Dr** Drive **Ave** → Avenue St Street) →
4. **Client's Apartment Number:** *** Do not enter # before number*** list numerical number or alphabetic letter (ex: F201; 104)
5. **Client's Zip:** Enter as given, Enter five digits. Click **Apply ZIP Code Information**
6. **Client's State:** Client's State should auto populate
7. **County of Residence:** Client's County should auto populate

Contact Method

Contact Method	
Contact Method Type	-Select-  
Phone Number (e.g. : 605-222-1212)	<input type="text"/> 
Send information via text?	-Select-  
Email Address	<input type="text"/> 
Start Date *	01 / 26 / 2017   
End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>   
<input type="button" value="Save"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	

1. **Contact Method Type:** Cell Phone, Home Phone, Message Phone ONLY, No Phone
 - a. **Home / Cell Phone:** Enter phone number with dashes, starting with area code first (ex: 605-200-1122)
 - b. **Message ONLY Phone:** Enter phone number with dashes, starting with area code first (ex: 605-200-1122)
 - c. **No Phone** – leave phone number space blank. DO NOT put a fake number.
2. **Send information via text?:** If client does not provide an YES or NO answer – **LEAVE BLANK**
3. **Email Address:** Enter email if provided. Use appropriate capitalization for the email address. Include the @ symbol. (ex:Helpline@gmail.com)

Client Photo



The screenshot displays a web application interface with a navigation bar at the top containing tabs for 'Case Managers', 'Case Plans', 'Assessments', and 'Summary'. Below the navigation bar, there is a main content area. On the left, a dialog box titled 'Upload Client Image' is open. The dialog box contains a 'Name *' field with a 'Browse...' button and the text 'No file selected.', a 'Description' text area, and 'Upload' and 'Cancel' buttons at the bottom. To the right of the dialog box, there is a button labeled 'Issue ID Card'. Below this button is a photo of a man in a suit. Underneath the photo are 'Change' and 'Clear' buttons. A small icon of a trash can is visible in the bottom right corner of the main content area.

1. **Photo:** Clients **ONLY** in photo. **No children or family.**
2. **Photo Size:** Clients face should be the focus of the photo. Photos should include only the head, neck, and a bit of your shoulders.
3. **Photo Equipment:** Photos should be taken and uploaded from web camera provided from the SENC.