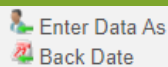


MOVING UP SERVICEPOINT TRAINING


Follow the instructions below to submit client's application for the Moving Up Program. Applications are due November 20th. The group will review applications of clients with an entry but no exit into the Moving Up Program.

Enter Data As



- Users must enter data as "Moving Up Program" to access the Participant Evaluation Tool.*
- If it does not show up as an option contact Yareli.

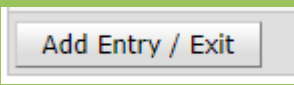
Search for Client



ClientPoint

- Search for your client in ClientPoint.
- When the client has been identified click on their name or client ID number.

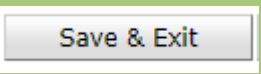
Create Entry/ Exit



Add Entry / Exit

- On the Summary Page, click Add Entry/Exit.
- The entry date will default to today's date.
- For "Type" always select HUD.

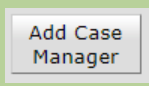
Fill Out Participant Evaluation Tool



Save & Exit

- Some fields will prepopulate based on what has already been filled out by your agency.
- Click Save & Exit when complete.

Add Self As Case Manager



Add Case Manager

- On the client summary page, click "Add Case Manager" (referring contact information).
- Select your default provider from the dropdown menu. Select the case manager from the drop-down.
- If case manager is not a servicePoint User, change "Type" to "Other". Type information into the fields.