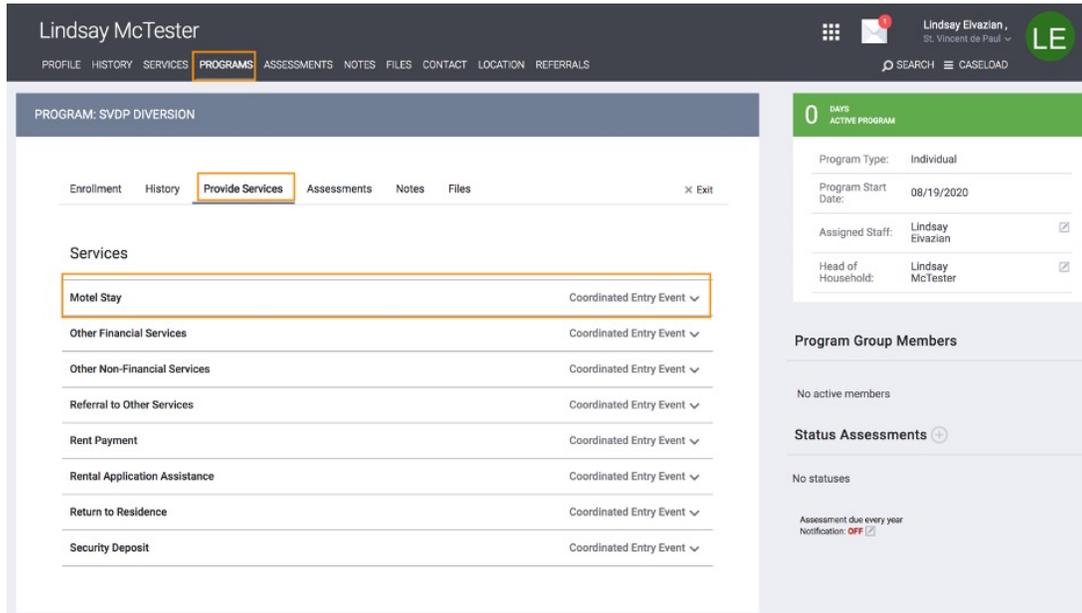


Marin- Problem-Solving Services

How to Enter a Problem-Solving Service for Coordinated Entry

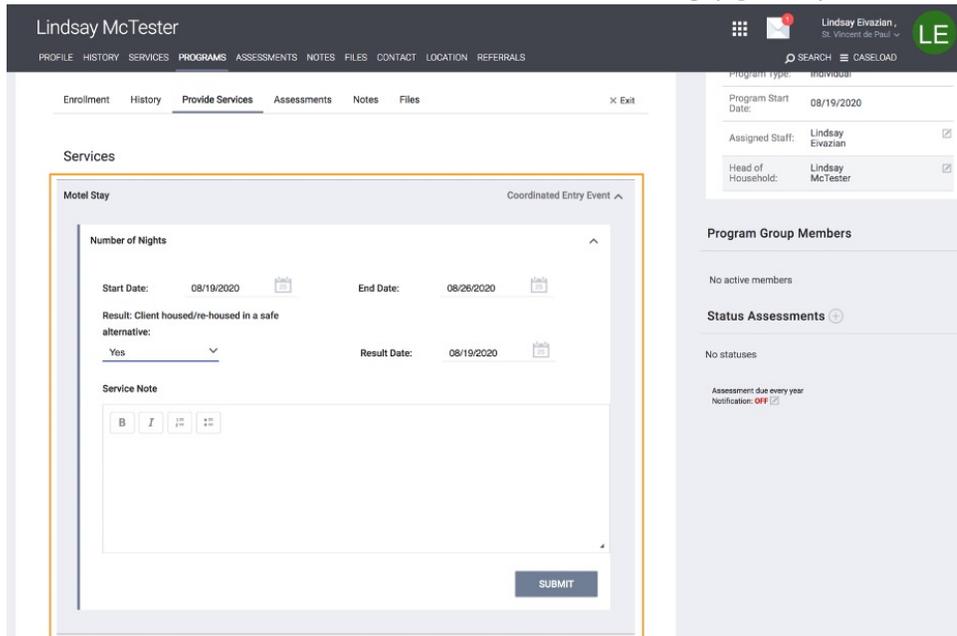
- Go to the Client's Enrollment and click the *Provide Services* Tab (figure 1)



The screenshot shows the client enrollment page for Lindsay McTester. The 'PROGRAMS' tab is selected in the top navigation bar. The main content area shows the 'Provide Services' tab, with a list of services. The 'Motel Stay' service is highlighted with a red box. The service details show 'Coordinated Entry Event' as the type. On the right side, there is a summary of the program, including the start date (08/19/2020) and assigned staff (Lindsay Elvazian).

figure 1

- Select the Diversion service that the client is receiving (figure 2)



The screenshot shows the 'Motel Stay' service form. The 'Number of Nights' section is highlighted with a red box. It includes fields for 'Start Date' (08/19/2020) and 'End Date' (08/26/2020). Below these fields, there is a result description: 'Result: Client housed/re-housed in a safe alternative.' and a dropdown menu set to 'Yes'. A 'Result Date' field is also present, set to 08/19/2020. At the bottom of the form, there is a 'Service Note' field with a rich text editor and a 'SUBMIT' button.

figure 2



- Enter the date of the service (*figure 3*)
- **NEW** Specify whether or not the service is resulting in the client becoming housed/re-housed in a safe alternative and the date that the event occurred. (Note: If Yes, exit the client from CE) (*figure 3*)
- Click Submit when done (*figure 3*)

Services

Motel Stay Coordinated Entry Event ^

Number of Nights v

Start Date: 08/19/2020  End Date: 08/26/2020 

Result: Client housed/re-housed in a safe alternative:

No v **Result Date:** 08/19/2020 

Service Note

B **I**  

SUBMIT

figure 3