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DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

Shelter Attendance Training: Interfaith Winter Shelter

11/19/2024

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Agenda

- ⇢ Attendance Module
- ⇢ Workflow
- ⇢ Demo
- ⇢ Changes and Corrections
- ⇢ Questions

Attendance Module

- The Attendance Module is a special tool within the ONE System that is not used at other adult shelters.
- Specially configured for use only at Interfaith Winter Shelter.
- You do not need to complete a program enrollment alongside the client's attendance

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Workflow

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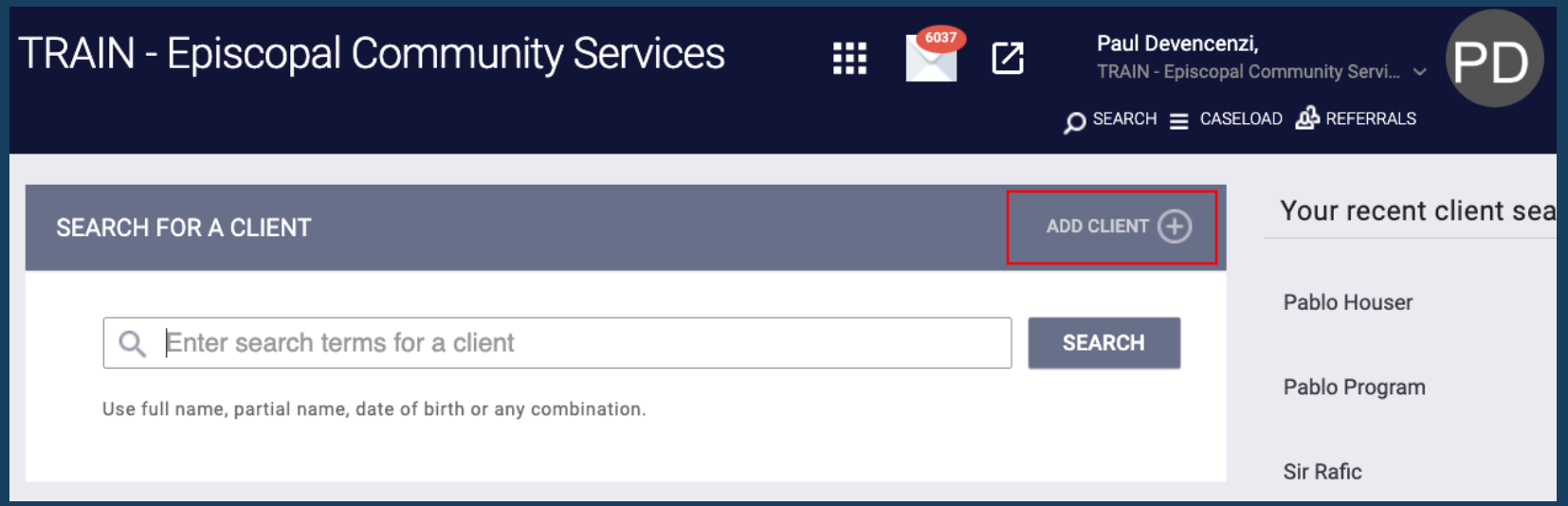
Adding a Client into ONE

- ⇢ If you are unable to find a client using the search bar, you may create a new client profile.
  - ⇢Search for a client by their name, date of birth and last 4 of their SSN before making a new profile!
- ⇢Create a new profile by clicking the *Add Client* button above the search bar on the ONE System home screen.



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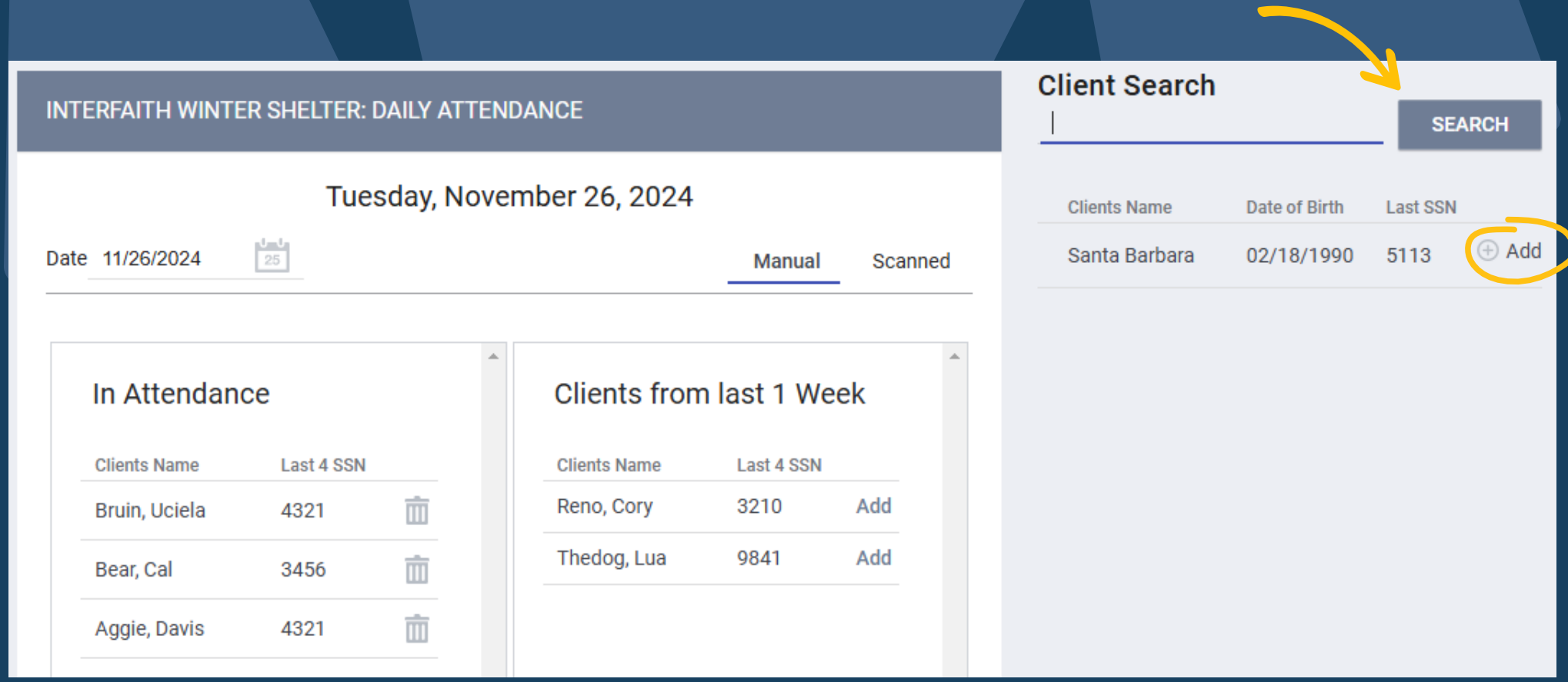
Demo



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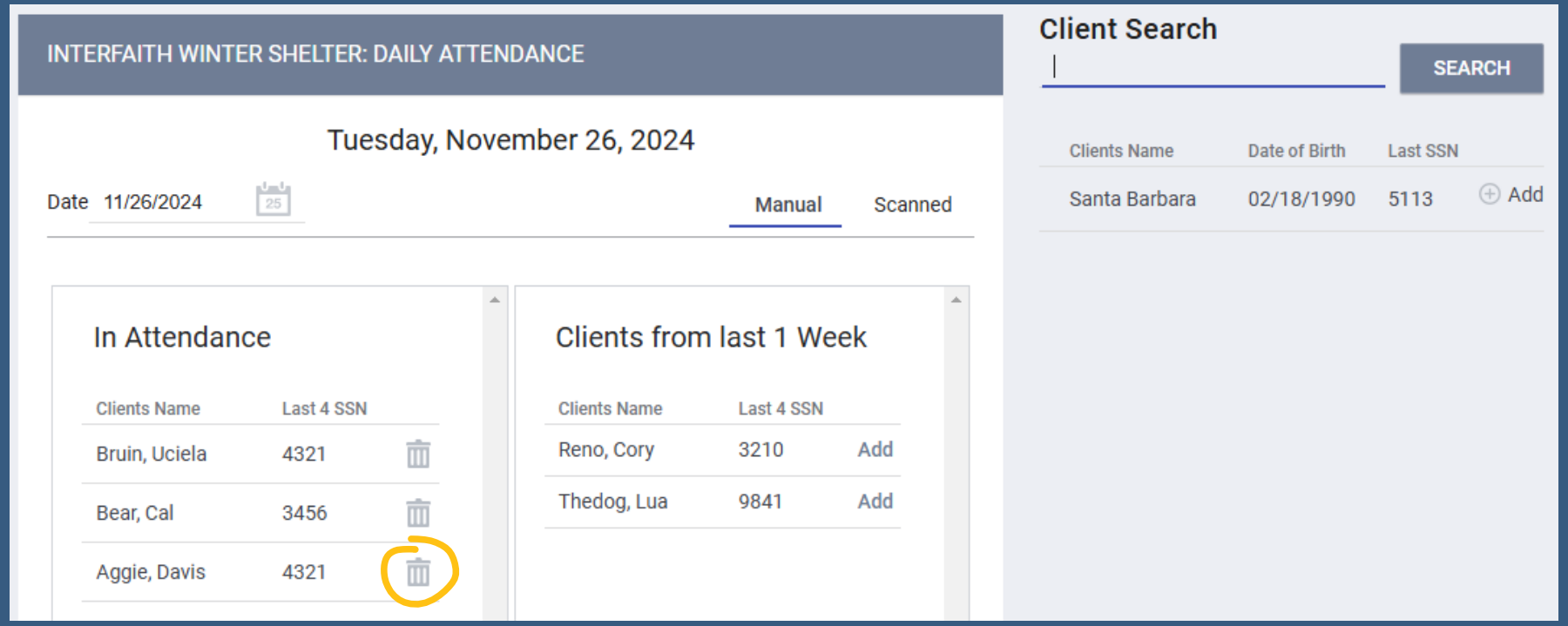
Changes and Corrections

Can change the date to revise previous records



Delete records using the trash icon

Add records the same as usual

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Next Steps

Begin tracking attendance at launch: **Monday, Nov. 25th**

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Questions?

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