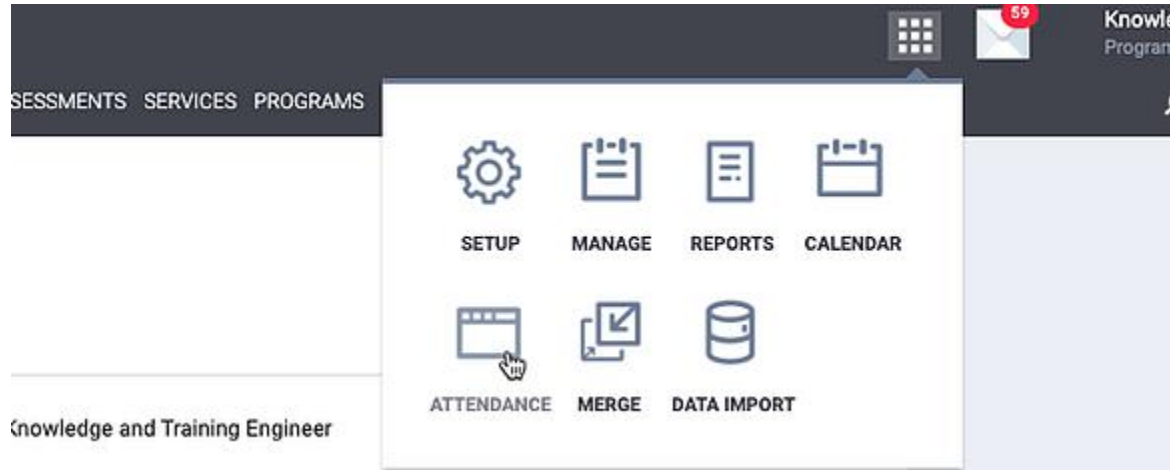


Managing Attendance Services in the Attendance Module

The Attendance Module provides a way to record, view, and manage [attendance-based](#) (daily attendance or multiple attendance) services for several clients at once for one or more dates.

To access the Attendance Module, click the launchpad and click *ATTENDANCE*.



Any active attendance-based services for your agency (or the agency you're switched into) will display in the module.

To find a service to provide to a client, users should enter a service name and/or make selections from the service category or program picklist, then click *SEARCH*.



In the program picklist, users may select the assigned program for the service or choose one of the following options:


- “All Results” (the default option) displays all available services, regardless of whether the service is connected to a program.
- Select “Any Program” to search for services assigned to any program.
- Use the “No Programs” option to search for services that are not assigned to any programs -- in other words, services that have the following [Program Usage](#) setting:
 - Program Usage equals “Services Only.”

- Program Usage does not equal “Services Only,” but no programs are selected.

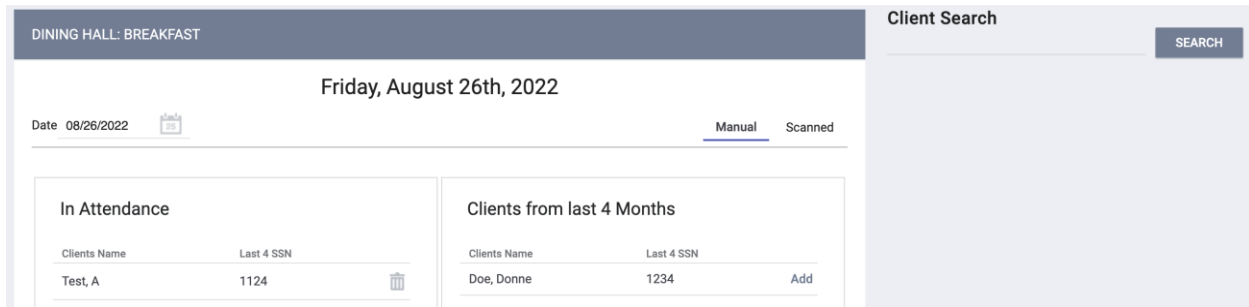
Users can turn on the **Reservation** toggle to limit the search results to services for which the [Reservation Option](#) setting is enabled.

Note: *The **Reservation Option** setting is only for residential Service Items with a Delivery Type of “Daily Attendance.”*

Click a service’s *Edit* icon to record or view existing service placements.

	Dining Hall: Breakfast	Food
Edit	Dining Hall: Dinner	Food

The Service Attendance page opens.



The Service Attendance page includes the following:

- **In Attendance** indicates where clients are being provided the service on the specified date display.
- If **Attendance History Assist** is enabled for the service item, this section will list the clients who have received the service within the designated timeframe.
- If **Reserved Clients** is enabled for the service item, this section will display reservations for the service item.
- The **Client Search** section is where you search for the clients to receive the service.

The screen will adjust to list the attendance information for the chosen date.

Recording Client Attendance Services


There are three ways to record client attendance services:

Add Clients from Attendance History Assist or Reservation List

Click *Add* next to the client’s name. The system will automatically save the service in the client record.

Friday, June 5th, 2020

Date

06/05/2020 

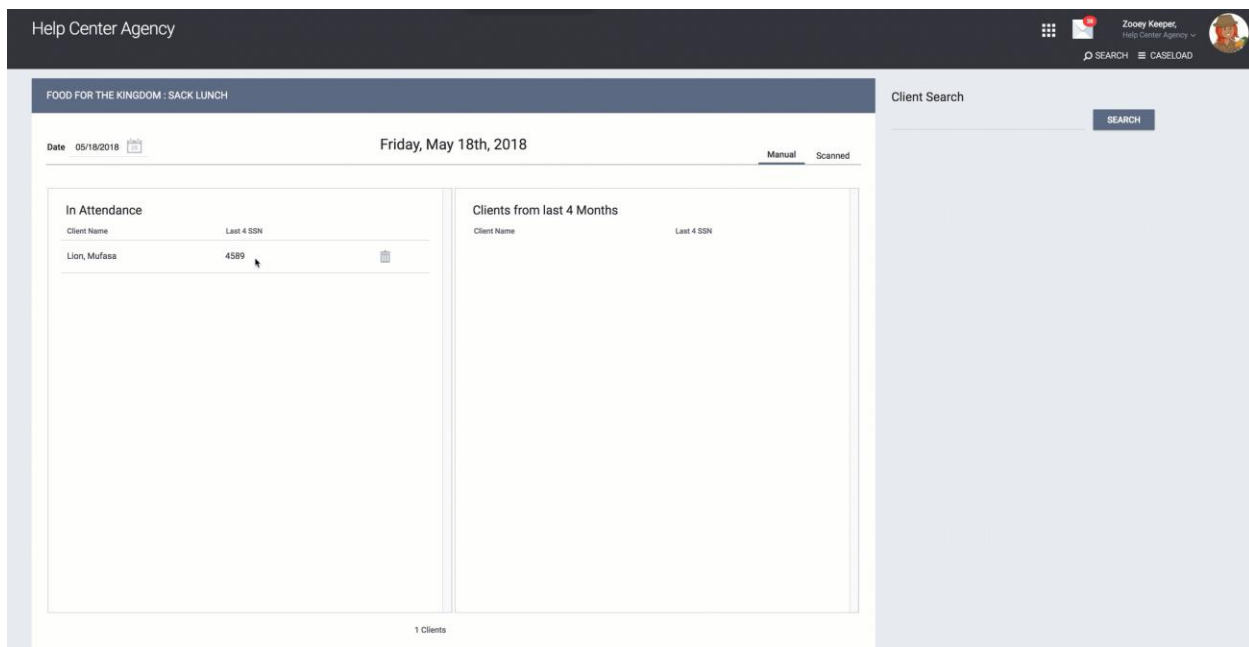
In Attendance		Reserved Clients	
Client Name	Slot #	Client Name	Slot #
		Tim Training	1

Note: A mouse cursor is pointing to an 'Add' button next to the 'Tim Training' entry in the Reserved Clients table.

You can remove the client from the daily attendance list by selecting the trash can icon next to the client's name. The client will then return to the reservation or *Attendance History Assist* list.

Client Search Box

Use the client search box to add a client who has not received the service during the last four months, add a client who does not have a reservation, or check in multiple household members.

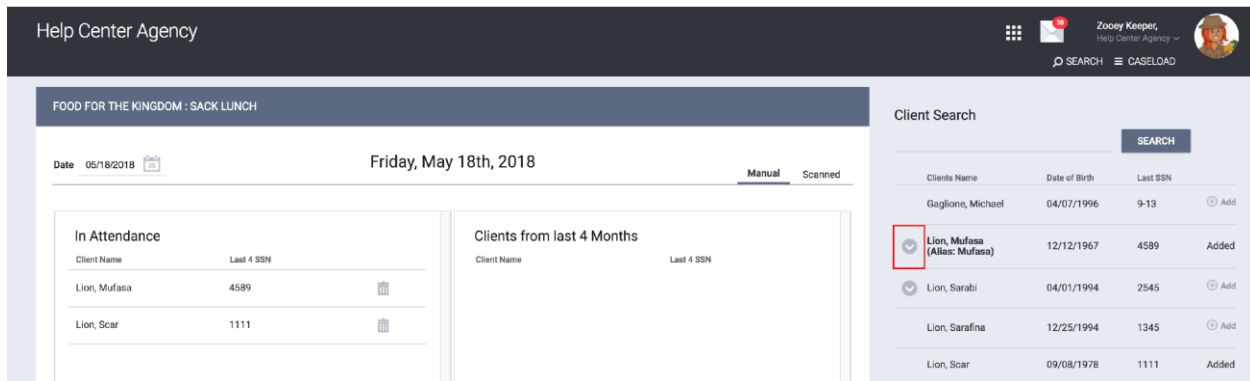


The screenshot shows the 'Help Center Agency' interface. At the top, there is a header with 'FOOD FOR THE KINGDOM : SACK LUNCH' and 'Friday, May 18th, 2018'. Below this, there are two main sections: 'In Attendance' and 'Clients from last 4 Months'. The 'In Attendance' section contains a table with one entry: 'Lion, Mufasa' with 'Last 4 SSN' '4589' and a trash can icon. The 'Clients from last 4 Months' section is currently empty. On the right side, there is a 'Client Search' box with a 'SEARCH' button. The top right corner of the interface shows the user's name 'Zoosy Keeper, Help Center Agency' and navigation options 'SEARCH' and 'CASELOAD'.

Enter the client name (or part of the client name). As with the first method, click **ADD** to add the client to the **In Attendance** list.

Note: *If the service transaction requires a program enrollment, the Attendance Module will not allow you to provide the service to clients who are not enrolled in the program.*

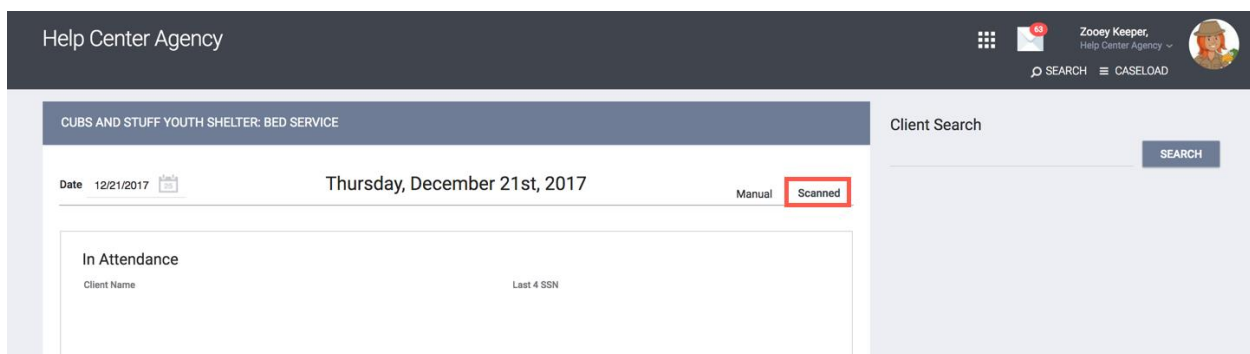
To add members of a household, click the  icon to the left of the client name. A list of their associated household members will drop down. Click **ADD** to check in these household members.



Unique Identifier Scan Upload

The Attendance Module allows you to scan the barcodes on Client ID cards to search for the client record automatically and apply the service to client records. Refer to [\[CLNT-103\] Photo ID Card - Sample](#) for details on generating client photo ID cards.

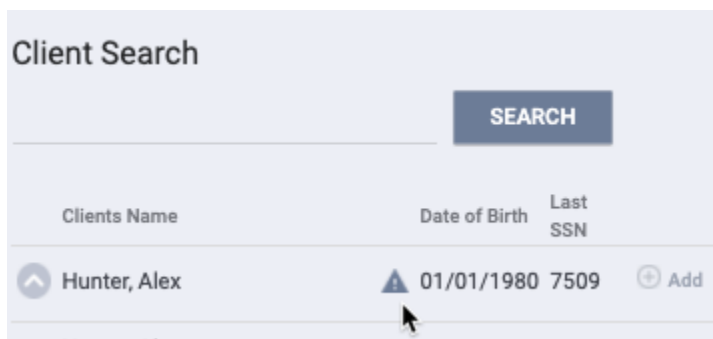
To scan client ID cards to record the service, click *Scanned*.



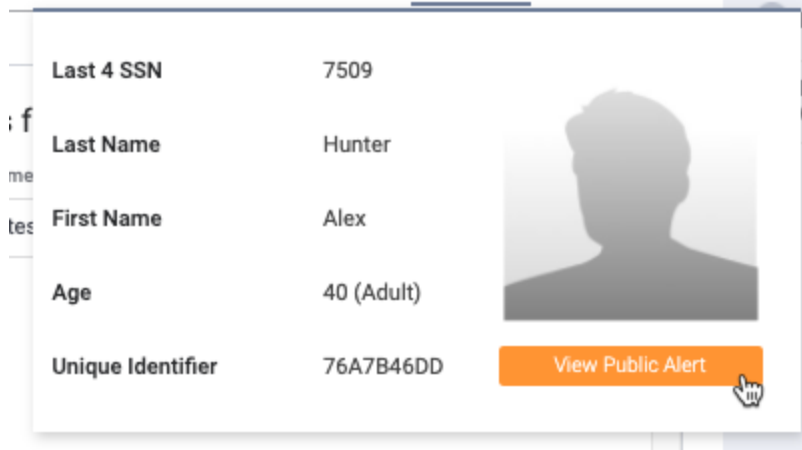
Note: The Client ID barcode format in Clarity Human Services is Code128 B. Ensure that your scanners are compatible with this format.

Viewing Public Alerts in the Attendance Module

If a client record has an active (not expired) [Public Alert](#) that is not private, and if [Enable Public Alert Banner](#) is enabled for the service item, you will see an alert icon when viewing the client anywhere in the module (the *Client Search* section, *In Attendance*, *Reserved Clients*, *Clients from Last 4 Months*).



Hovering over the client name will display a pop-up with an option to view the public alert.



Clicking *View Public Alert* will open a new browser tab for the client’s NOTES tab, where you can view the *Public Alert(s)*.

Connecting Attendance Services to a New Enrollment

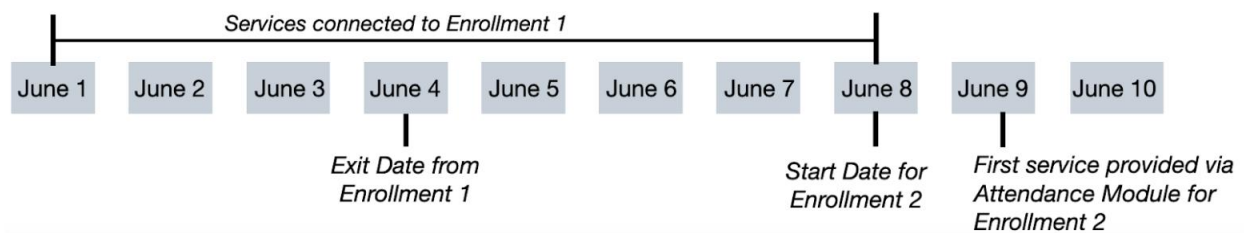
If a client is [exited from a program](#) with attendance services that extended past the exit date, and then a new enrollment is created in that same program that started before those services ended, the system ends and removes any services from the original enrollment that conflict with the service dates of the new enrollment.

For example, consider Enrollment 1 for a program with attendance services from June 1 to June 10.

Enrollment 1 is exited on June 4.

On June 8, Enrollment 2 is created for the same program.

If the first service for Enrollment 2 is provided via the Attendance Module on June 9, the services for Enrollment 1 will end on June 8.



When the services end, the assigned staff person for the original enrollment and the person who created the services that were ended will receive the following notification: “The services for this enrollment have been ended for [date] because new services have been created for a new enrollment.”