

## Step-by-Step: Night-by-night

Note: all clients must have an active enrollment in the Night-by-night Shelter program to be able to be recorded as in attendance.

- 1. Login to Bit Focus and search for your client or create a client to enroll them in your agency's night-by-night program.
- 2. Enroll your client in your agency's night-by-night program.

Scooby Doo			
PROFILE HISTORY	SERVICES	PROGRAMS	
Emergency She	elter - Nigl	ht By Night	Include group members:

3. After enrolling your client in the night-by-night program, click on the **Launchpad** in the upper right-hand corner of the screen and select "**Attendance**" icon.

Training - Agency	Training Man, Training - Agency ~ TM
	CASELOAD 🖉 REFERRALS
SEARCH FOR A CLIENT	EFEORTS CALENDA ATTENDANCE
Q Enter search terms for a client	SEARCH
Use full name, partial name, date of birth or any combination.	Elijah Lopez
	Lauren Davis

4. Select the pencils to the left of the emergency shelter bed nights the service to open the attendance module.

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Training - Agency		Training Man.
ATTENDANCE		
Service Name	Category	
Emergency Shelter: Bed Night	Housing	
Service Name   Z Emergency Shelter: Bed Night	Category Housing	HUMAN SERVICES

5. The attendance will open to the current date. If you are entering for a different date, click on the "**Calendar**" on the left side of the screen and update to the correct date.

EMERGENCY SHELTER: BED NIGHT		Client Search	SEARCH
Date 05/24/2022	ay, May 24th, 2022	Clients Name	Date of Birth Last SSN 01/14/1923 2236 Not Enrolled
In Attendance Clients Name Last 4 55N	Clients from last 4 Months Clients Name Last 4 55N		



 To add client to the attendance record, enter name or Id in the client search field and click "SEARCH". If client is enrolled in program you can add them to the attendance record by clicking on the "Plus" symbol next to Add.

EMERGENCY SHELTER: BED NIGHT		Client Search	
Tuesday, M	lay 24th, 2022		SEARCH
Date 05/24/2022	Manual	S	
In Attendance	Clients from last 4 Months	Clients Name	Date of Birth Last SSN
Clients Name Last 4 SSN	Clients Name Last 4 SSN	💿 Boo, Betty	01/01/1960 3548 🕀 Add
		👽 White, Betty	01/14/1923 2236 Not Enrolled

If the client is not enrolled in the night-by-night program the system will alert you and you will not be able to enter the client into the night-by-night shelter bed.

You must enroll the client in the program and then enroll them into the night-by-night program.

Program enrollments automatically end 15 days after the last service date is recorded.

7. Client who were previously recorded will display in the client from the last 4 Months section. You can add client from this section by clicking on the "**Add**" text.

EMERGENCY SHELTER: BED NIGHT		
Tuesda	y, May 24th, 2022	
Date 05/24/2022		Manual Scanned
In Attendance	Clients from last 4 Months	^
Clients Name Last 4 SSN	Clients Name Last 4 SSN	
	Boo, Betty 3548	Add