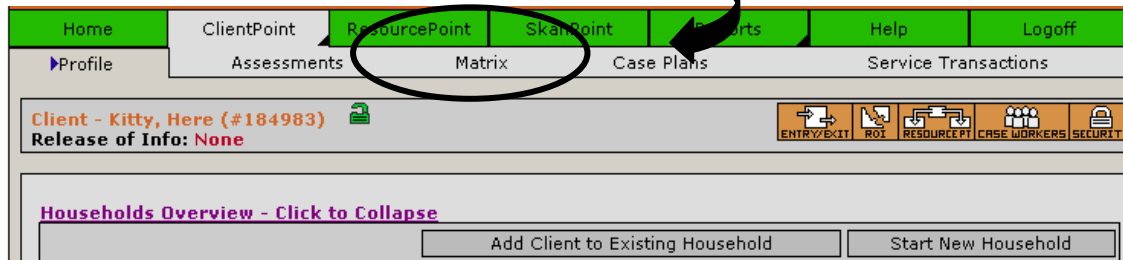
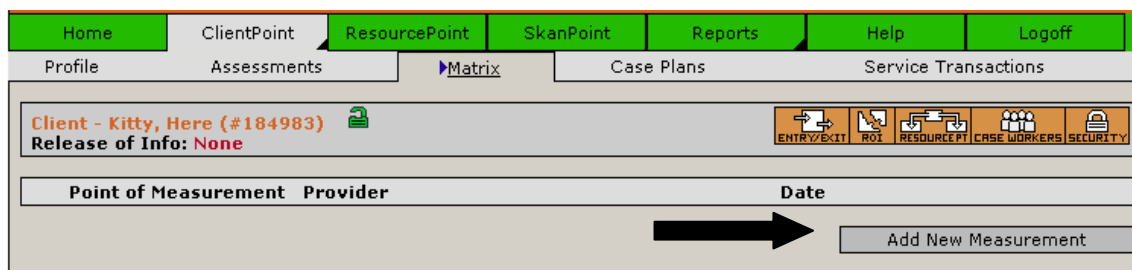


# Tip Sheet #30 - How to Enter Information in the ServicePoint Matrix

1. Locate client record.
2. In ClientPoint, click the tab labeled *Matrix*.



3. When the Point of Measurement box appears, click the Add New Measurement button.



4. Select the appropriate provide program name from the Provider drop-down list.
5. A Point of Measurement (POM) must be selected as follows:
  - a. **Initial** is the first point of self-sufficiency measurement. Only one Initial POM per client per period. The Initial POM should be created at Program Entry (i.e. Entry/Exit).
  - b. **Interim** must be done a least once annually, unless client leaves within a 12-month period. A client can have more than one Interim POM.
  - c. **Final** measure can only be selected once for a client per period at Program Exit (i.e. Entry/Exit). If a client exits a program and later re-enters, you will need to delete the Final measure and create an Initial measure for the new Program Entry period. This is necessary for tracking relapses into a previous self-sufficiency level referred to as recidivism.
  - d. **Followup** is the last stage of the POM in the Matrix. There can also be multiple follow up measures for a client.

## Tip Sheet #30 - How to Enter Information in the ServicePoint Matrix

6. Enter a Date for the Point of Measurement (POM). The date defaults to today's date. It can be changed by highlighting the date box and typing in the POM date.
7. Complete the Matrix domain questions by clicking one of the buttons labeled 1 through 5. A description of each level can be easily viewed by moving your mouse over the button. If you are completing multiple domains, but one domain does not apply to your client's case, click the N/A button (i.e. Not Available or Not Applicable). See Figure 1 below as an example of Income at level 2.

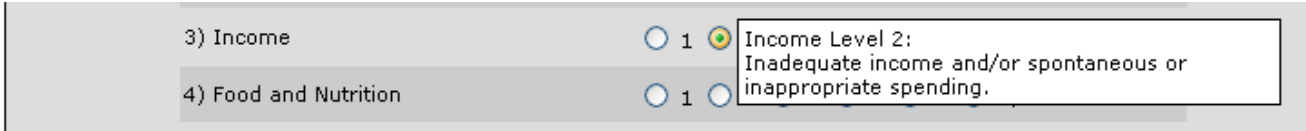


Figure 1

8. Click Save.
9. A window will pop up letting you know that after the information has been submitted, you will not be able to edit the information (see figure 2 below). If you discover that the information is not correct, you will need to delete the measure you are working on, and re-enter it with the correct information.

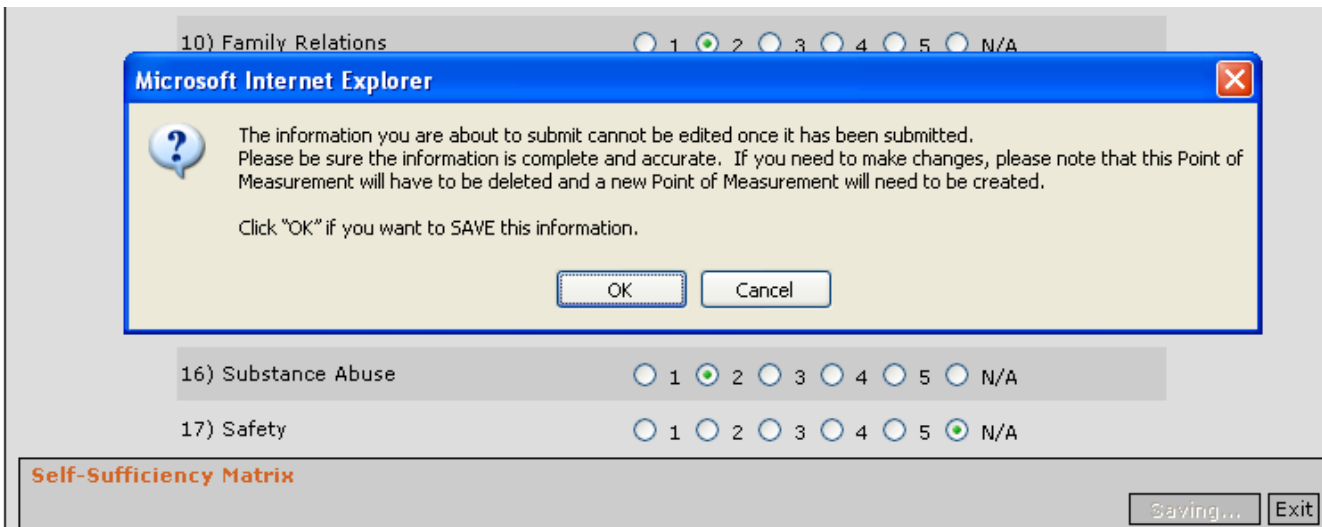


Figure 2

# Tip Sheet #30 - How to Enter Information in the ServicePoint Matrix

10. To print the Point of Measure and reflect only the levels that are being assessed, click the measurement on the Point of Measure overview section.

Point of Measurement	Initial
Date	06/23/2009
1) Shelter/Housing	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
2) Employment	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
3) Income	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
4) Food and Nutrition	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> N/A
5) Child Care	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> N/A
6) Children's Education	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> N/A

11. Click the right mouse button. A pop up window will display a list of options.

12. Click the Print option as shown in Figure 3.

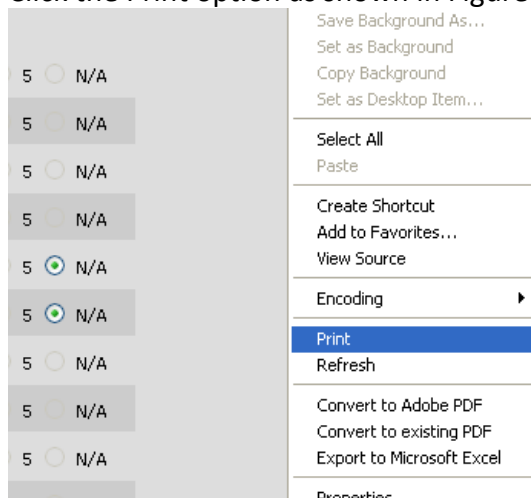


Figure 3

13. When the print window appears, click Print.