

## BAS-Net Training Descriptions

### ❖ Basic Training:

- Basic Training must be completed by all individuals on BAS-Net who will be leasing a user license from the Homeless Alliance of Western New York. Users must be trained by a member of the HAWNY BAS-Net Team; complete required components and receive BAS-Net Certification upon completion.
  - **ClientPoint** – Manage client information including client profile, assessments, service transactions, case plans, and more.
  - **ResourcePoint** – Search the resource database to locate community service providers currently both on ServicePoint and not.
  - **ShelterPoint** (*for shelters*)– Manage shelter activity including client check-in, check-out, reservations, Entry/Exit and service delivery.
  - **Assessments - Assessments** are essentially client questionnaires. Assessments are a good way to keep track of important client information, such as income information, legal issues, and HUD-related information.
  - **Service Transactions** - Use the Service Transactions section of *ServicePoint* to enter a client need or diagnosis and enter services rendered.
  - **Self Sufficiency Matrix** - Record the progress of a client's Self Sufficiency during the Client's participation in your agency's program.

### ❖ Advanced Training:

- Advanced Training can be added to the Basic Training upon request, or can be at a separate training time. Trainings can be set apart for different subject areas.
  - **Case Plans** – Case plans allow you to create and manage client goals. This includes creating action steps, scheduling goal follow-up dates, and making case notes.
  - **ActivityPoint** (*for shelters*) - Manage activities and events including enrollment, participation, and wait lists.
  - **SkandPoint** - Use Client IDs to quickly add service transactions to groups of clients.
  - **Helping to create BAS-Net more program specific for your agency** –Discuss how assessments; quick lists and dropdown menus can help to capture the information your agency needs.

### ❖ Agency Administrator Report Training:

- This training is for Agency Administrators who have completed the necessary required trainings and are in full compliance with BAS-Net policies and procedures.
  - **Report Writer** - Choose from a list of reports including Audit, Provider, and Custom
  - **ART Report Viewer License** - Use your data to generate business intelligence with the Advanced Reporting Tool. Use ART templates to and request reports to be run focusing specifically on your agency's data.