Department of Human Services
Allegheny County, Pennsylvania

ENTERING BED NIGHTS

This job aid will demonstrate how to document bed nights for night-by-night shelter programs. Night-by-night shelter programs will now have the ability to enroll a client and document any additional stays by counting bed nights, without entering and exiting the client to count each individual stay. The Homeless Services Bureau has the ability to grant this functionality to programs as needed.

BED NIGHT INFORMATION GRID ON THE ASSESSMENT CREATION PAGE

1. In order to enter bed nights, a client must be enrolled in the program. If a client is exited and later returns to the program to stay the night, they must be enrolled again in order to add new bed nights.
   a. After the client is enrolled, navigate to the *Assessment Creation* screen.
   b. Under the *Bed Night Information* grid, add the date that the client spent the night in the program and click **[Save]** to populate the date into the grid.
2. To add new bed nights, click the **[New]** button, add the new date to the Bed Night Date box and click **[Save].**

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BED NIGHT INFORMATION GRID ON THE ASSESSMENT CREATION SCREEN

3. To remove a bed night, highlight the bed night to be removed from the list and then click **[Remove].**

FOR MORE INFORMATION…

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS).

To access the Self Service Tool go to: http://servicedesk.alleghenycounty.us