

How To Convert Data from Common Intake Form to HIFIS

Common Intake Form		HIFIS	
#	Question	HIFIS Path	Field Name
6	What name do you go by?	Front Desk → Client → Add Client	Alias
7	What is the First Name on your identification?	Front Desk → Client → Add Client	Last Name
8	What is the Last Name on your identification?	Front Desk → Client → Add Client	First Name
9	Have you signed a consent form that allows different service providers to share information to help solve your housing issue?	Front Desk → Client → Add Client	Consent Type
10	What language do you prefer to use with service providers?	Search / Add Client → Client Name → Client Information → Client Details (Vitals) → Languages	Languages
11	Age	Front Desk → Client → Add Client	Data of Birth / Approximate Age
12	What is your gender identity?	Front Desk → Client → Add Client	Gender
13	Do you identify as being part of the LGBTQ community?	Search Client → Client Name → Client Information → Client Details (Vitals) → Other Information	Sexual Orientation
14	Do you identify as being part of an Indigenous community?	Front Desk → Client → Add Client	Indigenous Status
15	Are you a Veteran?	Front Desk → Client → Add Client	Veteran Status
16	How do you self-identify your citizenship or immigration status?	Front Desk → Client → Add Client	Citizenship / Immigration Status
17	What's the best way to contact you?	Search Client → Client Name → Client Information → Client Details (Vitals) → Contact Info	Means of Communication
18	Can we leave messages for you?	Search Client → Client Name → Client Information → Client Details (Vitals)	Contact Info
19	Will this be the first time in your life that you receive services related to your housing in Simcoe County?	Search Client → Client Name → Client Management → Case Management	Case Comments
20	Address/ Organization where currently staying	Search Client → Client Name → Client Information → Housing History	Housing History
21	How long have you lived or been staying there?	Search Client → Client Name → Client Information → Housing History	Housing History
22	If you haven't always lived in Simcoe County	Search Client → Client Name → Client Information → Housing History	Housing History

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#	Question	HIFIS Path	Field Name
23	What community or communities would you prefer to live in?	Search Client → Client Name → Client Information → Housing History	Housing History
24	What's your current housing status?	Search Client → Client Name → Client Management → Case Management	Case Comments
25	Housing type	Search Client → Client Name → Client Information → Housing History	Housing Type
26	Do you have a scheduled court date (related to your housing)?	Search Client → Client Name → Client Management → Case Management	Case Comments
27	Are you at imminent risk (within the next 30 days) of homelessness?	Search Client → Client Name → Client Information → Housing History	Risk of Homelessness
28	Where are you staying?	Search Client → Client Name → Client Information → Housing History	Housing Type
29	In total, how much time have you been homeless over the past year?	Search Client → Client Name → Client Information → Housing History	Housing History
30	If you have been homeless more than once, how much time have you been homeless over the past 3 years? (Including this time)	Search Client → Client Name → Client Information → Housing History	Housing History
31	Income Source	Search Client → Client Name → Client Information → Financial Profile	Incomes
32	Are there other members of your household who are seeking services with you?	Search Client → Client Name → Client Information → Family	Family
33	Family Members	Search Client → Client Name → Client Information → Family	Family
34	Are you accessing any services that are related to your housing issue(s)?	Search Client → Client Name → Client Management → Case Management	Case Comments
35	Emergency Contacts	Search Client → Client Name → Client Information → Client Details (Vitals) → Other Information	Emergency Contact
36	After the intake is complete, please note any applicant distinguishing physical features you observed.	Search Client → Client Name → Client Information → Client Details (Vitals)	Physical Appearance