

Simcoe County HIFIS Access Permissions by User Type

User Type	Access Permission					Access to HIFIS Modules
	List Records	Display Record	Add Record	Edit Record	Delete Record	
Intake Worker	X	X	X	X		<ul style="list-style-type: none"> Client Details Consent Documents Family Financial Profile Housing History Various Factors
						<ul style="list-style-type: none"> <u>Admissions</u> (view only) Goods and Services Group Activities Housing Loss Prevention Service Restrictions (view only) SPDAT and VI-SPDAT Directory of Services (view only) Bulletins (view only)
Outreach Worker	X	X	X	X		<ul style="list-style-type: none"> Client Details Consent Documents Family Financial Profile Housing History Various Factors
						<ul style="list-style-type: none"> <u>Admissions</u> (view only) Calls and Visits Log Case Management Goods and Services Group Activities Housing Placements Housing Loss Prevention Service Restrictions (view only) SPDAT and VI-SPDAT Directory of Services (view only) Bulletins (view only)

Note: The underlined variables will be temporarily closed until future notice.

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Housing Support Worker / Housing Specialist	X	X	X	X		<ul style="list-style-type: none"> • Client Details • Consent • Documents <ul style="list-style-type: none"> ○ View Confidential Files • Family • Financial Profile • Housing History • Various Factors
						<ul style="list-style-type: none"> • <u>Admissions</u> (view only) • Case Management • Goods and Services • Group Activities • Housing Placements • Housing Loss Prevention • Service Restrictions (view only) • SPDAT and VI-SPDAT • Directory of Services (view only) • Bulletins (view only)
Housing SuperUser / Supervisor	X	X	X	X	<u>X</u>	<ul style="list-style-type: none"> • Client Details • Consent • Documents <ul style="list-style-type: none"> ○ View Confidential Files • Family • Financial Profile • Housing History • Various Factors
						<ul style="list-style-type: none"> • <u>Admissions</u> (view only) • Calls and Visits Log • Case Management • Directory of Services • Goods and Services • Group Activities • Housing Placements • Housing Loss Prevention • Service Restrictions • SPDAT and VI-SPDAT • Bulletins • <u>Reports</u>

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Shelter Workers	X	X	X	X		<ul style="list-style-type: none"> • Client Details • Consent • Documents • Family • Financial Profile • Housing History • Various Factors <hr/> <ul style="list-style-type: none"> • Admissions • Case Management • Chores • Conflicts • Directory of Services (view only) • Goods and Services • Group Activities • Housing Placements • Housing Loss Prevention • Incidents • Storage • SPDAT and VI-SPDAT • Service Restrictions (view only) • Turn Aways • Bulletins (view only) • <u>Reports</u>
Housing and Shelter SuperUser / Supervisor	X	X	X	X	<u>X</u>	<ul style="list-style-type: none"> • Client Details • Consent • Documents <ul style="list-style-type: none"> ○ View Confidential Files • Family • Financial Profile • Housing History • Various Factors <hr/> <ul style="list-style-type: none"> • Admissions • Calls and Visits Log • Case Management • Chores • Conflicts • Directory of Services • Goods and Services • Group Activities • Housing Placements • Housing Loss Prevention • Incidents • Service Restrictions • Storage • SPDAT and VI-SPDAT • Turn Aways • Bulletins • <u>Reports</u>

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