

HIFIS Training Checklist for SuperUser

	Task	Note
HIFIS in Simcoe County		
<input type="checkbox"/>	HIFIS Training Presentation	- HIFIS User Agreement
<input type="checkbox"/>	HIFIS related documents	- Common Intake Form - Common Consent Form and Consent Quick Guide - Access Permission by User Type
<input type="checkbox"/>	HIFIS Support Webpage	
Hands-on Training		
<input type="checkbox"/>	HIFIS Home Page	<i>Quick Guide: How to Access HIFIS with Text Message</i>
<input type="checkbox"/>	Search Client	[Reminder] Search Client Full Name: 1) IF the existing client has attached Consent, update the service records; 2) IF the existing client does not have consent attachment, sign the Consent Form with the client and upload to the client's file; 3) IF new client, sign Consent Form and create the client file.
<input type="checkbox"/>	Add a new client	[Reminder] Don't enter 'Consent Expiry Date'
	Vitals (Client Details)	
<input type="checkbox"/>	• Contact Info	
<input type="checkbox"/>	• Physical Appearance	
<input type="checkbox"/>	• Languages	
	Other Information (Custom Tables)	
<input type="checkbox"/>	• Sexual Orientation	
<input type="checkbox"/>	• Emergency Contact	
<input type="checkbox"/>	Consent	
<input type="checkbox"/>	Documents	Only <i>SuperUser</i> can 'view' confidential documents [Reminder] Confirm with SuperUser before upload 'Confidential' document [Reminder] Don't upload document includes photo or SIN <i>Quick Guide: How to upload a document to the client's file</i>
	Family	
<input type="checkbox"/>	• Start New Family	[Reminder] Don't start a family if the client is single or no family member's file linked in HIFIS
<input type="checkbox"/>	• Join a Family	
<input type="checkbox"/>	• Family History	
	Financial Profile	
<input type="checkbox"/>	• Incomes	
<input type="checkbox"/>	• Expenses	
<input type="checkbox"/>	• Assets	
<input type="checkbox"/>	• Debts	
	Various Factors	
<input type="checkbox"/>	• Contributing Factors	
<input type="checkbox"/>	• Life Events	
<input type="checkbox"/>	• Behavioral Risk Factors	Only <i>SuperUser</i> can 'add' record
<input type="checkbox"/>	• Watch Concerns	Only <i>SuperUser</i> can 'add' record



<input type="checkbox"/>	Housing History	Link to <i>Housing Loss Prevention</i> and <i>Housing Placement</i> [Reminder] Update Housing History every time when meeting with the Client. [Reminder] Don't overwrite the previous record. Add a new record for updating.
<input type="checkbox"/>	Housing Placements	Documents uploaded from Housing Placements will be confidential to other SPs' users
<input type="checkbox"/>	Housing Loss Prevention	Documents uploaded from Housing Loss Prevention will be confidential to other SPs' users
	Admissions	
<input type="checkbox"/>	• Book in & Book out	
<input type="checkbox"/>	• Book in Family	Quick Guide: How to book in families
<input type="checkbox"/>	• Bed Availability	
<input type="checkbox"/>	• Motel Rate	Quick Guide: How to add a motel rate for a single client
<input type="checkbox"/>	Turn Aways	Includes turn away due to at capacity - so provided a referral to another SP
	Case Management	
<input type="checkbox"/>	• New Case	[Reminder] If the case includes family members, only add the record to the family head's file
<input type="checkbox"/>	○ Case - Sessions	
<input type="checkbox"/>	○ Case Documents	Documents uploaded from Case Management will be confidential to other SPs' users
<input type="checkbox"/>	○ Case Comments	
<input type="checkbox"/>	• Multiple Goal Session	
<input type="checkbox"/>	Chores	
	Goods and Services	
<input type="checkbox"/>	• Express Good	
<input type="checkbox"/>	• Express Service	
<input type="checkbox"/>	Assessments (VI-SPDAT & SPDAT)	
<input type="checkbox"/>	Conflicts	
<input type="checkbox"/>	Incidents	
<input type="checkbox"/>	Service Restrictions	[BUG] Please contact the HIFIS Team (HIFIS@simcoe.ca) to add records
<input type="checkbox"/>	Storage	
	Group Activities	
<input type="checkbox"/>	• Attendees	
<input type="checkbox"/>	• Organizers	
<input type="checkbox"/>	• Demographics	
<input type="checkbox"/>	• Comments	
<input type="checkbox"/>	• Replicate	
<input type="checkbox"/>	Programs	
<input type="checkbox"/>	Calls and Visits Log	Only <i>SuperUser</i> and <i>Outreach Worker</i> access this module Nature of Contact = what kind of service provided (single service) Name = Caseworker name
<input type="checkbox"/>	Bulletins	Only <i>SuperUser</i> can 'add' a bulletin
<input type="checkbox"/>	Reports	Quick Guide: How to run a HIFIS report