
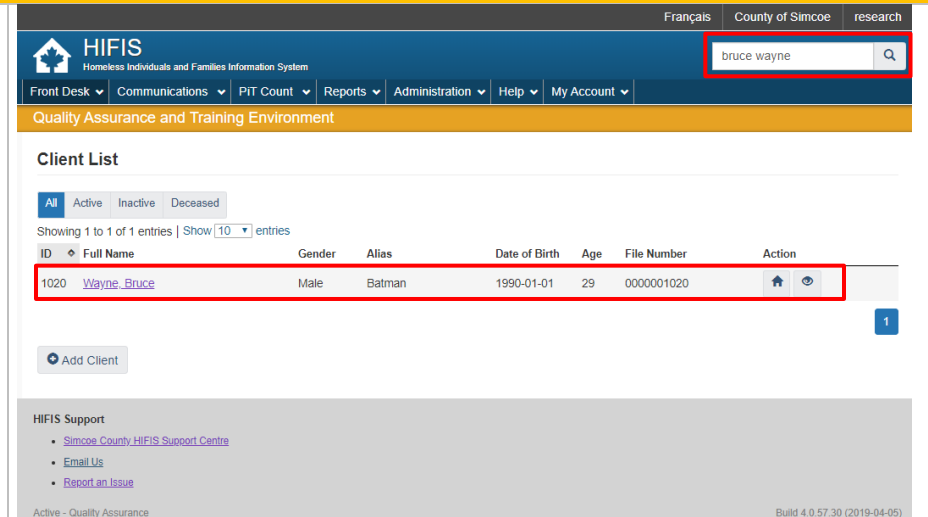


How To Check Client's Family Status

1. Open the Client File of the Family Head
 - a. Use the **Client Search Box** to type in a client's name, then click 
 - b. Click on the client's name
 - c. Now you're on the **Client – Vitals** screen



Fransais County of Simcoe research

HIFIS
Homeless Individuals and Families Information System



Front Desk Communications PIT Count Reports Administration Help My Account

Quality Assurance and Training Environment

Client List

All Active Inactive Deceased

Showing 1 to 1 of 1 entries | Show 10 entries

ID	Full Name	Gender	Alias	Date of Birth	Age	File Number	Action
1020	Wayne, Bruce	Male	Batman	1990-01-01	29	0000001020	 

[Add Client](#)

HIFIS Support

- [Simcoe County HIFIS Support Centre](#)
- [Email Us](#)
- [Report an Issue](#)

Active - Quality Assurance Build 4.0.57.30 (2019-04-05)

2. Navigate to the Client “Family” Screen

- a. Click on the **Client Information** menu
- a. Click on **Family**
- b. You're now on the **Client - Family** Screen. If the Client is NOT currently in a family, the list will be empty (see the screenshot on the right)

NOTE: You've created a family, but there's only one person in this household. Please forward to [step 4](#) to add another (existing) client to the current family or [step 5](#) to add a new client who isn't in HIFIS to the current family)

3. Start a New Family

- a. Click on the **Start New Family** button



The screenshot shows the 'Client Information' dropdown menu with 'Family' highlighted in a red box. Below it, the 'Client - Family' screen is shown with the 'Start New Family' button highlighted in a red box. The client name 'Bruce Wayne' is visible at the bottom.

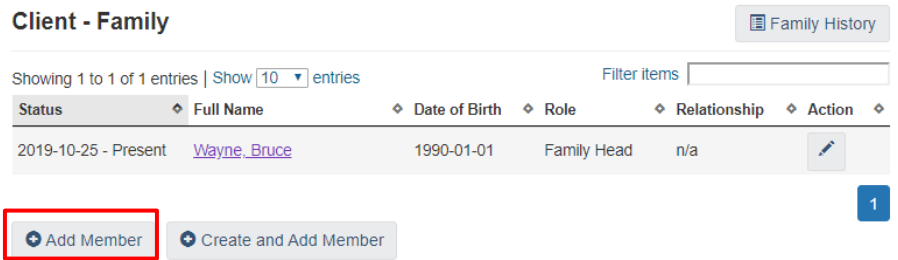
4. Add existing client to the current Family

NOTE: This function is used to add a new person to this family that already exists in HIFIS. If they are NOT an existing client, you will be unable to proceed. To add a new Client, see [step 5](#) (add a new client to the current family).

- a. Click on the **Add Member** button
- b. If the client is an existing client, select their name from the **Family Member Name** drop down menu
- c. Select the family member's **Family Role**
- d. Select the family member's relationship to the **Family Head in the Relationship** drop-down
- e. Select the date that this relationship began, and, if applicable, the date it ended or will end

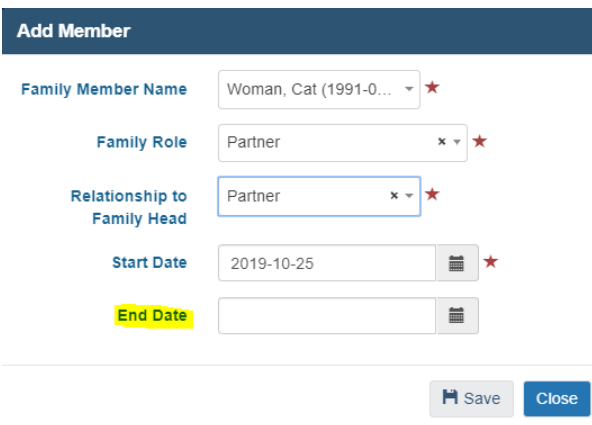
NOTE: Please do NOT enter the 'End Date'. Only enter the 'End Date' if the client is no longer part of the family.

- f. Click on **Save** button
- g. Repeat this process for each family member



The screenshot shows the 'Client - Family' screen with a table containing one entry for 'Wayne_Bruce'. The 'Add Member' button is highlighted in a red box. The table has columns for Status, Full Name, Date of Birth, Role, Relationship, and Action.

Status	Full Name	Date of Birth	Role	Relationship	Action
2019-10-25 - Present	Wayne_Bruce	1990-01-01	Family Head	n/a	



The screenshot shows the 'Add Member' form with the following fields: Family Member Name (Woman, Cat (1991-0...)), Family Role (Partner), Relationship to Family Head (Partner), Start Date (2019-10-25), and End Date (empty). There are 'Save' and 'Close' buttons at the bottom.

5. Add a new client to the current family

NOTE: This function is used to add a new person who isn't in HIFIS to an existing family that is in HIFIS. To add an existing Client, see [step 4](#) (add another existing client to the current family).

- a. Click on the **Create And Add Member** button
- b. Select the family member's **Family Role**
- c. Select the family member's relationship to the **Family Head in the Relationship** drop-down
- d. Complete the rest of the fields as if you were creating a new Client
- e. 5. Click on **Save** button
- f. Repeat this process for each family member

Client - Family

Family History

Showing 1 to 1 of 1 entries | Show 10 entries

Filter items

Status	Full Name	Date of Birth	Role	Relationship	Action
2019-10-25 - Present	Wayne_Bruce	1990-01-01	Family Head	n/a	

1

Create and Add Member

Family Role ★

Relationship to Family Head ★

Consent Type ★

Consent Start Date

Last Name ★

First Name ★

Middle Name

Alias 1

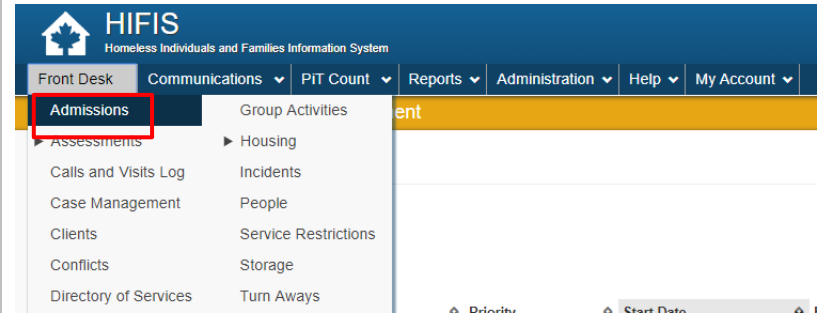
Alias 2

Date of Birth Known Yes

Date of Birth ★

How To Booking in Families

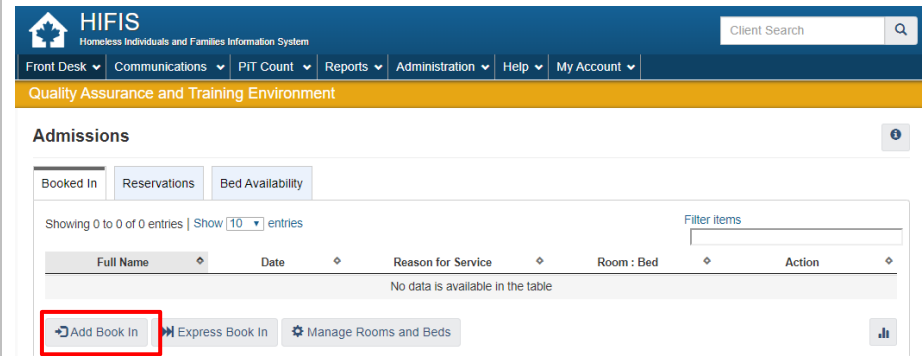
1. Go to the Admissions List
 - a. Click on the **Front Desk Menu**
 - b. Click on **Admissions**



2. Go to the Booked In Tab
 - a. Click on the **Booked In Tab**
3. Add a Book-In
 - a. Click on the **Add Book In** button
 - b. Select client(s).


NOTE: If the client is part of a family, once you select the first family member, a button will appear with the label **Book In Family**. If you click on it, it will automatically add all family members to this book-in record

- c. Verify the **Start Date** and **Time**.
- d. Enter the date when is the client expected to leave
- e. Select the reason they are seeking a bed
- f. Select the program(s) for this stay
- g. Select the organization that referred the client to you
- h. Enter the name of the person that referred the client to you



- i. If the client is allowed out past curfew, enter the time they can stay out until
- j. If the client requires a morning wake-up, enter the wake-up time
- k. Indicate whether the client was intoxicated at the time of intake
- l. Record additional notes about this book-in
- m. When done, click **Next** to select a bed

Book In

 Book In Family

Client Name(s)

Wayne, Bruce (1990-01-4)

Start Date and Time

2019-10-25

2:12 PM

Expected Book Out Date

Reason for Service

Select an option

Program

Select an option

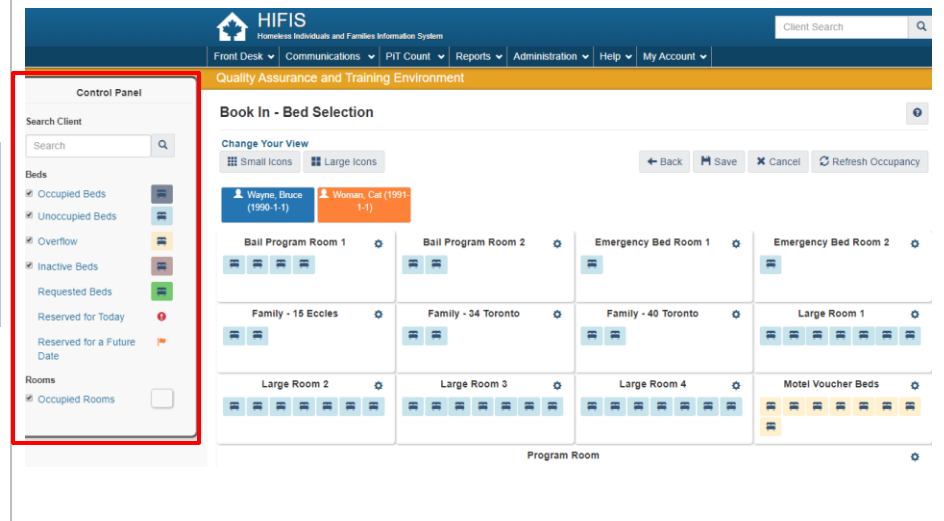
4. Select a Bed

- a. Your client(s) will display in blue boxes at the top left

NOTE: Clients are displayed in the top left, in boxes that contain the client's name and date of birth. When the Client box is blue, it is unselected. When the Client box is orange, it is selected.

In order to assign a client to a bed, click on the client's box to select it, then click on the desired bed.

- b. Click on a client's blue box, then click on the light blue bed you would like to place them in
- c. The bed should turn green



The screenshot shows the HIFIS 'Book In - Bed Selection' interface. At the top, there is a navigation bar with 'Front Desk', 'Communications', 'PIT Count', 'Reports', 'Administration', 'Help', and 'My Account'. Below this is a search bar and a 'Quality Assurance and Training Environment' banner. The main content area is titled 'Book In - Bed Selection' and includes a 'Control Panel' on the left with filters for 'Beds' (Occupied, Unoccupied, Overflow, Inactive, Requested) and 'Rooms' (Occupied). The main area displays a grid of room options, each with a client selection box. The client selection boxes for 'Wayne, Bruce (1990-1-1)' and 'Women, Cat (1991-1-1)' are highlighted in orange, indicating they are selected. The room options include 'Ball Program Room 1-2', 'Emergency Bed Room 1-2', 'Family - 15 Eccles', 'Family - 34 Toronto', 'Family - 40 Toronto', 'Large Room 1-4', and 'Motel Voucher Beds'. A 'Program Room' label is visible at the bottom right of the room grid.

NOTE: A **Control Panel** can be visible if the mouse is moved over the left side of the screen that indicates what the icons mean.

- d. Repeat this for every client you selected
- e. When done, click the **Save** button