

HIFIS 4.0

Homeless Individuals & Families Information System

Welcome to HIFIS

Site Administrator Training

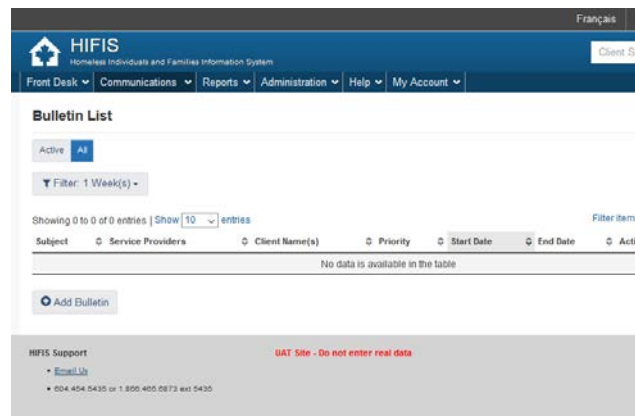


Today's Agenda

- Enter Bulletins
- Additional System Rights
- Add a Place to the Directory of Services
- Create Questionnaires
- Request Access for New Users
- Request Changes to Rooms and Beds
- Request Information/New Reports
- Data Conversion
- Other Information

Enter Bulletins

- Created to communicate important information to staff members
- Are displayed on a user's home screen



Additional System Rights

- Can access inactive client records and set them back to active if needed
- Can override Service Restrictions
- Additional delete rights – see next slide

Additional Delete Rights

- Site Administrators have additional rights to delete some records to fix items entered in error
- Generally:
 - BC Admin can delete items in Client Information
 - Site Administrators can delete items in Client Management
 - Examples:
 - Rent Supplements
 - Case Sessions

Add a Place to the Directory of Services

- The Directory of Services is where places that clients are Referred To/From are entered in HIFIS so they can be re-used.



Create Questionnaires

- Customized Questionnaires can be created by Site Administrators



Requirements for New HIFIS Users

- User has received orientation/training
 - HIFIS orientation can be provided by the site or BC Housing can deliver training (signed HIFIS User Manual Review form required if site provides orientation)
 - Requests for training can be sent to HIFISTraining@bchousing.org
- User information (New HIFIS User Information Form)
- Signed Confidentiality and User Agreement
- See *New User Setup for Existing Sites* at www.hifisbc.ca

Request Changes to Rooms/ Beds

- Changes to the configuration of Rooms and Beds should be sent to HIFIS Support by Site Admin

The screenshot displays the HIFIS (Homeless Individuals and Families Information System) interface. The top navigation bar includes 'Front Desk', 'Communications', 'Reports', 'Administration', 'Help', and 'My Account'. A search bar is located on the right. The main content area is titled 'Book In - Bed Selection' and features a 'Change Your View' section with 'Small Icons' and 'Large Icons' options. Below this is a grid of room and bed assignments for room 101. The grid shows several beds assigned to individuals, with their names and dates of birth visible. A 'Refresh Occupancy' button is located at the bottom right of the grid.

101	
	Smith, Ivo (04/11/1982)
	Greig, Manda (01/01/1969)
Smith, Don Jaha (17/01/2018)	Jones, Tyrone (09/01/1977)
	Law, Steve (18/01/2018)
	Stevens, Paul (20/06/1980)
Jones, Michael Mda (01/01/1981)	Jones, Jessica (16/06/1989)
	Berges, Sonny (01/02/2018)

HIFIS Reports

- Housing Placements
- Follow-Ups Due
- Rent Supplements
- Shelter Stays
- Audit



Request Information/New Reports

- Miscellaneous requests for information or new reports should be sent by the Site Admin to HIFIS Support



Data Conversion

- Shelters need to assign clients to correct beds on day 1
- Other data conversion info available in *HIFIS Post-Conversion Cleanup Activities* document



Other Information

- Recommended browser for HIFIS is Mozilla Firefox

Ongoing Support



For HIFIS Support, contact:

- HIFIS Helpline: 604-454-5435 or 1-866-465-6873 ext 5435
- HIFIS Email: HIFISsupport@bchousing.org

Support materials are available on the HIFIS website at www.hifisbc.ca and include:

- User Manual
- Quick Reference Sheets
- FAQs

Questions?



Thank you!