

How to Create a Historical Shelter Stay Record

HIFIS has a 'Create Historical Stay' feature which allows users to efficiently create a shelter record for a client which was missed. The steps below outline how to complete this transaction and outlines the peculiarities associated with the feature. See the end for details on how to modify shelter records for a client who is deceased.



Log In / Connexion

User Name / Nom d'utilisateur

Password / Mot de passe ★

[Log In / Connexion](#)

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1. Log-in to HIFIS. If you need assistance, see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider".

◆ **NOTE:** There are no steps 2 – 5, continue to step 6.

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6. Perform a search for the client for whom the shelter record was missed by entering part of the client's name in the **Client Search** dialog box.

◆ **NOTE:** You must enter a minimum of three characters to execute a search. You may search by a client's first, middle and/or last name. The less you enter the better the chance to find an existing name. For example, for "Shelley Smithers" you could enter "She Smi".

7. Click the **Search** button to find the client's record.

ID	Full Name	Gender	Alias	Date of Birth	Age	File Number	Action
192	Smith, John	Male		1982-11-15	37	0000000192	8 <input type="button" value="Admissions"/>

8. After searching and finding the client, on the **Client List** screen click the **Admissions** action button on the far right of the client record.

Client - Admission List

Booked In Reservations

Showing 0 to 0 of 0 entries | Show 10 entries

Service Provider In : Out Reason for Stay



No data is available in the table



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9. Click the **Create Historical Stay** button at the bottom of the **Client Admission List** screen.

◆ **NOTE:** At one time a Historical Stay could not be created for a client who was currently booked into the shelter, but this is no longer the case.

Create Historical Stay

Start Date and Time   ★ 10

Book Out Date and Time   ★ 11

Reason for Service ★ 12

Reason for Discharge ★ 13

Program + - ★ 14

Referred from ▼ 15

Referred to ▼ 16

Referred by 17

Comments 18

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10. Enter the Start Date and Time of the past shelter stay.
11. Enter the Book Out Date and Time of the past shelter stay.

◆ **NOTE:** There is no option to select a bed. The application will auto assign a bed based on predetermined logic. However, if no active beds were available over the stay's entire date range you will get an error message and not be able to save the Historical Stay. You will need to first edit the Book Out date for one client during the date range for which you are attempting to create the Historical Shelter stay, to "free up" a bed during the dates of interest. Once all historical data entry is complete click on **Undo Latest Book Out** button at the bottom of the Client Admission List screen of the client whose record you modified to "free up" a bed, as this will return the client to their previous shelter status.

12. Select the **Reason for Service**.
13. Select the **Reason for Discharge**.
14. Enter the **Program** funding the service.
15. Optional: Select **Referred from**.
16. Optional: Select **Referred to**.
17. Optional: Select **Referred by**.
18. Optional: Enter **Comments**.
19. Select **Save** when done to complete the Historical Stay.

If you need to add a historical shelter record (or modify an existing shelter stay record) for a client whose state is 'Deceased' there are a few things you need to be aware of to complete the process. Conversely, you may contact HIFIS Support to assist with, or complete, the process. When 'Client State' is changed to 'Deceased' HIFIS will not allow an Admission record to be modified, because there is no active Consent. Follow the steps below to add a historical shelter record (or modify an existing shelter stay record) for a client whose state is 'Deceased'. The first thing you will be asked to do is provide Consent.

1. Take note of the details of the Cause of Death and Date of Death. If there is no Date of Death, take note of the most recent Consent End Date.
2. Edit the Start Date of the new Consent to the Date of Death or the most recent Consent End Date. Therefore, after creating the new, "temporary" consent which defaulted to the current date, go to Client Information > Consent and change the Start Date on the new Consent.
3. Change 'Client State' from 'Deceased' to 'Inactive'.
4. Modify/Create Historical Stay record(s) as needed.
5. Return to Client Vitals and change 'Client State' back to 'Deceased' and with the same death details. If there was no known 'Date of Death', after you save the Client Vitals you will need to return to the Consent module and edit the End Date to be the same as the Start Date.