

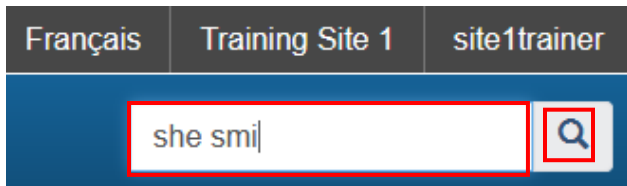
How to Create a Historical Shelter Stay Record

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](#).



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.



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

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.

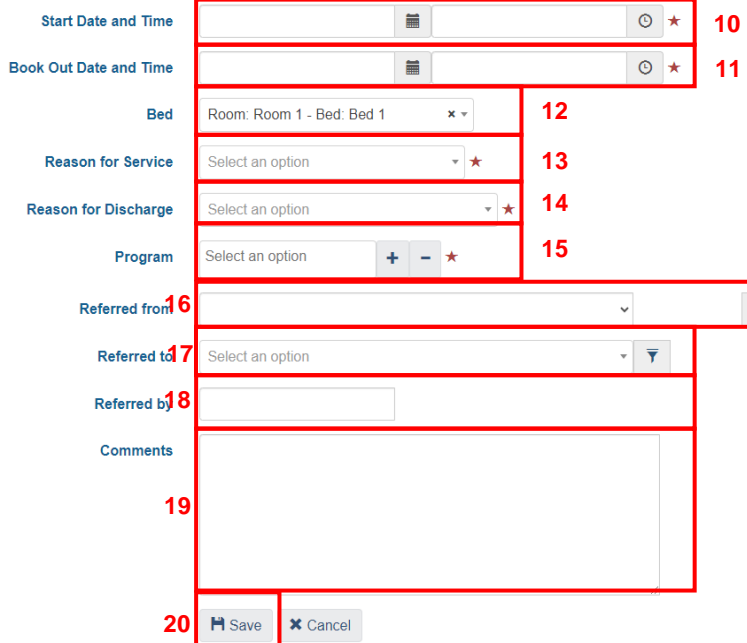
Client - Admission List



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

◆ **NOTE:** If the client is currently booked into the shelter you must first Book Out the client, and after you have completed the completion of Historical Stay(s) you would click the **Undo Latest Book Out** button at the bottom of the **Client Admission List** screen to return the client to their current shelter status.

Create Historical Stay



The screenshot shows the 'Create Historical Stay' form with the following fields and callouts:

- 10**: Start Date and Time
- 11**: Book Out Date and Time
- 12**: Bed (Room: Room 1 - Bed: Bed 1)
- 13**: Reason for Service
- 14**: Reason for Discharge
- 15**: Program
- 16**: Referred from
- 17**: Referred to
- 18**: Referred by
- 19**: Comments
- 20**: Save and Cancel buttons

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.
12. Use the bed displayed or select a bed from the list of values.

◆ **NOTE:** Only beds which are currently vacant will be available from the list of values, therefore the bed the client occupied during their past stay may not appear. If all beds are occupied you must first Book Out at least one client so that you can use Create Historical Stay, then click on **Undo Latest Book Out** button at the bottom of the **Client Admission List** screen to return the client to their current shelter status.

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

◆ **NOTE:** If the client is currently booked into the shelter be sure to click the **Undo Latest Book Out** button at the bottom of the **Client Admission List** screen to return the client to their current shelter status.

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 in order 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.