

How to Include Housing Loss Prevention Landlord Information on Housing Follow-Ups Due Report



HIFIS / SISA
Homeless Individuals and Families Information System / Système d'information sur les personnes et les fa

Log In / Connexion


User Name / Nom d'utilisateur  1

Password / Mot de passe  2

Service Provider / Fournisseur de services  3

 4

[Forgot Password? / Mot de passe oublié?](#) 5

1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



Français Training Site 2 site2trainer

6 7

6. From the **HIFIS Home Screen**, in the **Client Search** dialog box, enter the client's first and last name.
7. Click the **Search** button to see if a client record exists.



HIFIS
Homeless Individuals and Families Information System

Front Desk Communications Reports Help My Account

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
326	Smithers, Shelley	Female		13/01/1958	60

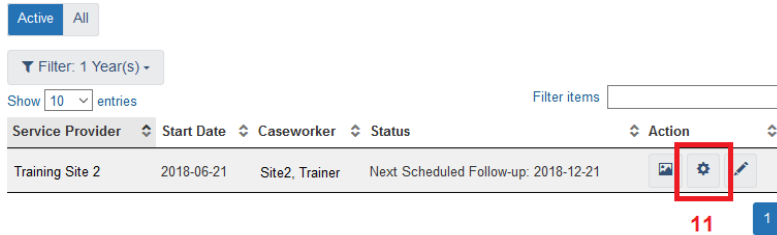
8

8. When the client's name comes up in the **Client List**, click on it to select them.



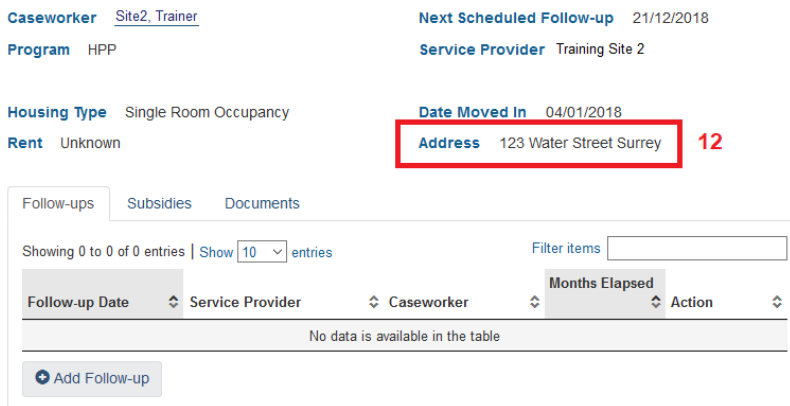
- 9. Select **Client Management**.
- 10. Select **Housing Loss Prevention**.

Housing Loss Prevention List

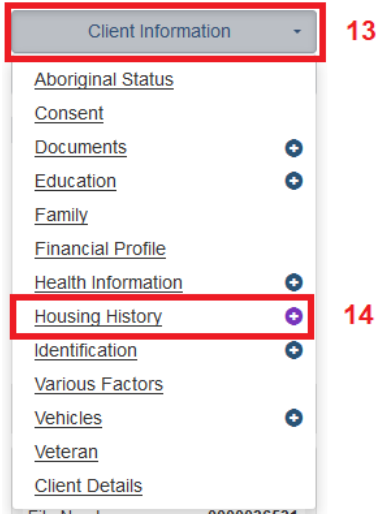


- 11. From the **Housing Loss Prevention List** screen select the **Manage** button .

Housing Loss Prevention Details




- 12. On the **Housing Loss Prevention Details** screen, note the **Address** of the housing unit.



13. Select **Client Information**.

14. Select **Housing History**.



15. From the **Client - Housing History** screen, locate the address you want to add landlord information to click the **Edit** button .

Client - Edit Housing History

Details | **Follow-ups** | Subsidies

Housing Type: Single Room Occupancy

Start Date: 2018-04-01

End Date:

Place Name: **Joe Smith** 16

Address Line 1: 123 Water Street

Address Line 2:

Unit/Apartment Number:

Country: Canada

Province/Territory: British Columbia

City: Surrey

Postal Code:

Geographic Region: Select an option

Rent: \$

Telephone 1: **(123) 456-7899** 17

Extension:

Telephone 2:

Mobile Phone:

Email Address:

Save 18

16. Enter the landlord's name in **Place Name**.

17. Enter the landlord's telephone number in Telephone 1.

NOTE: While not optimal, the entry of the landlord contact information as listed above will ensure the information is available on the Housing Follow-Ups Report until a better solution is implemented.

18. Select **Save**.

HIFIS - Housing Follow-ups Due Date Range: 01-May-2018 to 22-Jun-2018 Date Run: 22-Jun-2018 08:55:54 AM

Client ID	Given Name(s)	Last Name	Alias	Gender	DOB	Indigenous	Site	Program	Home Phone	Mobile Phone	Building Name	Landlord Name	Landlord Phone	Address
36531	Shelley	Smithers		Female	13-Jan-1968	No	Training Site 2	HPP				Joe Smith	(123) 456-7899	123 W

19. The landlord name and phone number will appear on the *Housing Follow-Ups Due Report* for the Housing Loss Prevention Record.