

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

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?**

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.

ID	Full Name	Gender	Alias	Date of Birth	Age
326	Smithers, Shelley	Female		13/01/1958	60

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



Client Information -

Client Management - 9

- Admissions
- Appointments +
- Calls and Visits Log +
- Case Management +
- Chores +
- Conflicts +
- Goods and Services +
- Group Activities
- Housing Loss Prevention
- Housing Placements + 10**
- Incidents +
- Medication Dispensing
- Programs
- Service Restrictions +
- Storage +
- Surveys
- VAT
- Waiting Lists +

Family No

- 9. Select **Client Management**.
- 10. Select **Housing Placements**.

Housing Placement List



Active All


Filter: All

Show 10 entries Filter items

Service Provider	Search Started Date	Housing Type(s) Sought	Caseworker	Status	Action
Training Site 2	2018-04-01	Subsidized / Social Housing	site2, trainer	Moved Into Housing Next Scheduled Follow-up: N/A	11 

1

+ Add Housing Placement

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

Housing Placement Details - Moved Into Housing

Family Members [Smithers, Shelley](#) **Search Started Date** 01/04/2018
Housing Type(s) Sought [View All](#) **Next Scheduled Follow-up** 20/12/2018
Caseworker [site2_trainer](#) **Service Provider** Training Site 2
Program HOP

Housing Secured Date 20/06/2018 **Secured Housing Unit** 123 Water Street ¹²
Housing Type Single Room Occupancy **Date Moved In** 01/04/2018
Rent Unknown **Address** 123 Water Street Surrey
Status Good **Landlord**

[Follow-ups](#) [Attempts](#) [Subsidies](#) [Documents](#)

Showing 0 to 0 of 0 entries | Show entries [Filter items](#)

Follow-up Date	Service Provider	Caseworker	Months Elapsed	Action
No data is available in the table				

[Add Follow-up](#)

12. From the **Housing Placement Details** screen, click on the housing unit address hyperlink beside **Secured Housing Unit**.

123 Water Street - Occupied by client

Housing Type Single Room Occupancy

Landlord

Status Good

Features

Bedrooms

Rent /Month

Shareable No

Address Line 1 123 Water Street

City Surrey


Full Details [Close](#)

13. Select **Full Details**.

Display Housing Unit

Details | Address | Photos | Maintenance

Housing Type	Single Room Occupancy
Status	Good
Status Date	2018-06-20
Occupancy Status	Occupied by client
Occupancy Status Date	- -
Occupancy Comment	
Landlord	N/A
Service Provider	N/A
Features	
Shareable	No
Area	ft ² m ²
Year Built	
Bedrooms	
Floor	
Floor Number	
Rent	/Month
Active	Yes
Comments	

 Edit **14**

14. Select **Edit**.

Edit Housing Unit

Details ★ Address ★ Photos Maintenance

Housing Type: Single Room Occupancy x v ★

Status: Good x v ★

Status Date: 2018-06-20

Occupancy Status: Occupied by client x v

Occupancy Status Date: [calendar icon]

Occupancy Comment: [text area]

Landlord [dropdown menu] **15**

Service Provider: Select an option

Features: Select an option + -

Shareable: No

Area: [input] ft²

Area: [input] m²

Year Built: [input]

Bedrooms: [input]

Floor: [input]

Floor Number: [input]

Rent: \$ [input] / Month

Active: Yes

Comments: [text area]

Save **16**

15. From the drop-down list, select the **Landlord**.

⚠ **NOTE:** If the landlord does not appear in the dropdown list you will need to add them in the People module (Front Desk > People). See *HIFIS Guide Sheet - How to Create a Landlord Record.docx*.

16. 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	23 V

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