HIFIS 4.0 Report Guide - Operational

Release Date: 24 December 2018

Last Revised: 22 January 2025

Contents

Introduction

Access to reports is dependant upon a user's rights. This Report Guide contains a list of user reports in HIFIS. There are other reports not outlined in this Guide which are only available to the BC Housing HIFIS Support Team. Reports in this Guide which are not available to all users with reporting rights are designated in brackets next to "Purpose" as follows:

- **CAA -** BC Housing Access & Assessment Coordinator users
- **CHB-HPP Site –** CHB funded site users
- **HPP Site –** HPP funded site users
- **Outreach –** outreach type site users
- **Shelter –** shelter site users
- **Site Admin –** users with Site Administrator rights

Reports Start Date should be from the date a site started using HIFIS or after. Reports run with a Start Date prior to a site using HIFIS may not include all relevant client data prior to such date, <u>except</u> for sites in a Private Cluster where all clients with any activity on or after April 1, 2014 were converted to HIFIS.

Data in reports is based on what is entered in HIFIS at the time the report is run. For reports where a user can specify the date range, the data could be different from one time to the next for the same specified date range since HIFIS is a live application and changes can be made to a client's record in the future which will impact reporting from the past.

IMPORTANT: *As many reports contain personal client information, when reports are run it is recommended that they only be used in electronic format, and if saved done with appropriate access control to safeguard against inappropriate access. If reports are printed the copies must be carefully safeguarded and internal policies should be established to ensure their proper disposal when no longer needed.*

HIFIS Reports

Bed List (Revised) with Expected Book-out

Description: A list of rooms and beds and the name of the client booked into each bed on the date specified.

Purpose: (Shelter) To determine last bed assigned a client on any given day and to determine clients' current length of stay at the shelter.

Comments:

Column Heading	Definition
Days	The number of nights from Book-in Date to the date of the report

A toggle on the parameter screen allows the user to include 'Expected Book Out Date' in the report.

Bed Nights Monthly

Description: A list of clients with a shelter stay during the nights in the reporting period.

Purpose: (Shelter) To provide a chart with the nights clients were booked into the shelter.

Comments: There are currently no columns which require further explanation.

Booked-in Client List (Revised)

Description: Clients booked in during the reporting period, with room/bed, Indigenous status, age, book-in/out dates and length of stay. Multiple rows will exist if the client changes beds during the reporting period.

Purpose: (Shelter) To view the bed history of all clients that were booked into the shelter during the reporting period. For the clients listed their entire stay from book-in until book-out is displayed, not just the portion of the stay within selected date range.

Comments:

Column Heading	Definition
Indigenous Status	Y – First Nations, Inuit or Metis N – Non-Indigenous U – Undeclared/Refused, Unknown/Not Asked
Days	Number of nights in shelter. The report will generate a negative number for clients in the shelter during the reporting period who transfer to another bed <u>after</u> the Reporting Period End Date <u>and</u> have no End Date (e.g. Reporting period of Dec 1 - 31, and Shelter (transfer) Start Date of Jan 10 will show "-10" days.

Report is sorted in ascending order by Name and Start Date.

Goods and Services - Site

Description: A list of goods and services provided to clients during the reporting period.

Purpose: To provide a list of clients and goods and services provided to clients within the selected date range.

Comments: There are currently no columns which require further explanation.

Surveys

Description: A report of the results from all surveys completed during the reporting period.

Purpose: To provide a summary of results for questionnaires which have been created and administered to clients.

Comments: There are currently no columns which require further explanation.

VAT - Summary

Description: A list of clients and VAT scores completed during the reporting period.

Purpose: To provide a list of clients with VAT scores and selected demographic information, for the specified period.

Comments: There are currently no columns which require further explanation.

Custom Reports

Client Experiencing Homelessness

For reporting purposes BC Housing has defined a client as experiencing homelessness if one or both of the following is true, and the reports listed below utilize the concept:

1. In Admissions module the Book In “Reason for Service” is **not** *Respite from Housing*, *Stranded in Area*, or *Transient Lifestyle*
2. In Housing History module “Housing Type” **is** *Abandoned Building, Emergency Shelter, Encampment/Campsite, Hostel, Hotel/Motel, Makeshift/Street, Staying with Friends/Relatives (Couchsurfing), Trailer/RV without Rent, Vehicle, or Violence Against Women – Emergency Shelter*

Reports: Coordinated Access & Assessment

Coordinated Access & Assessment by Community (Revised)

New Clients

Shelter Clients Experiencing Chronic Homelessness Housed

Shelter Clients Experiencing Homelessness Housed

Client Served

Is a concept used in the following reports and include any of the records listed below:

Reports: Audit – Activity Review by Site

Audit – Clients Not Served Accessed by Users

Audit – Inactive Clients Accessed by Users

Audit – User Activity Review by Client

Clients Served in Period

Clients Served with no Contributing Factor

Coordinated Access & Assessment

HPP Clients

New Clients

Percentage of Outreach Clients Served who are Housed or Supported to Maintain Existing Housing (clients whose ONLY services are Subsidy or Shelter Stay records are NOT included)

Records:

Case Management – Effective on the date of any of the following transactions: case, sessions, document upload, or case comments (i.e. not on-going)

Goods/Services – Effective on the date of the transaction (i.e. not on-going), but not empty umbrella records

Group Activities – Effective on the date of the transaction (i.e. not on-going)

Housing Loss Prevention – on-going until HLP is ended (final follow-up or record still active more than 365 days from service start date)

Housing Placement – on-going until HP is ended (final follow-up; search ended without placement; or placement still active more than 365 days from latest search start date, last placement attempt, or Move-in Date)

Subsidy (for rent) – on-going from Start Date to End Date

Shelter Stay (when applicable) – on-going from Start Date to End Date

VAT – Effective on the date of the transaction (i.e. not on-going)

Comments: Transactions entered retroactively will impact reporting for past period.

Audit – Activity Review by Site

Description: A list of all activities performed by all users of a site within the selected date range. The list is displayed in chronological order by activity date and time.

Purpose: (Site Admin) To review/monitor daily system activity of users and to ensure client records are not being accessed in inappropriate ways (e.g. that users are only accessing a client record as a part of their job duties and not for personal purposes).

Comments: There are currently no columns which require further explanation.

Audit – User Activity Review by Client

Description: A list of all activities performed on a selected client's record by any user within the selected date range and site(s). The list is displayed in chronological order by activity date and time.

Purpose: (Site Admin) To review/monitor system activity of users and to ensure client records are not being accessed in inappropriate ways (e.g. that users are only accessing a client record as a part of their job duties and not for personal purposes).

Comments: Attestation must have been attained by the site running the report, otherwise no results will be returned.

Audit - User Rights

Description: A list of active users, their access right, date of last login and account locked status. Contact HIFIS Support to de-activate users that no longer require access, change access right, or unlock user accounts.

Purpose: (Site Admin) To ensure active users have the correct access right and identify any users who should not have site access. User's access right should align with what is needed to perform their roles.

Comments: BC Housing users are excluded.

Column Heading	Definition
User Default Site	Identifies if the site listed is the user's default site when they log in to HIFIS. *(Contact HIFIS Support if a change is required.)*
Template Name	HIFIS access is based on a user's role at the site. A template controls what screens a user sees and if they have read-only or update access to the screens they can see. See the HIFIS Roles document at www.hifisbc.ca for descriptions of each role/template.
Role(s)	All site users must have the role of Staff. Users with the role of Caseworker will be available for selection in the Caseworker drop-list throughout HIFIS.
Last Date of Access	The date the user last logged in to HIFIS. Users who have never accessed HIFIS or have not accessed HIFIS for months should be reviewed, and access removed or adjusted accordingly. *Access to Client Contacts (Client Information > Client Vitals) and Express Goods/Services (Client Management > Goods and Services) are not included in the report.*

Column Heading	Definition
Locked Out Date	Users who enter the wrong username/password 5 times will be locked out. Call HIFIS Support to unlock accounts.

CHB-HPP Clients

Description: CHB-HPP clients served within the selected date range, their CHB-HPP group(s) and the percentage of clients served that match the site's CHB-HPP designated clientele.

Purpose: (CHB-HPP Site) To provide the CHB-HPP group to which each CHB-HPP client is designated (i.e. validate that clients have the correct Contributing Factors) and overall percentage of clients in CHB-HPP Designated Group(s). For a KPI measure.

Comments: The effective date of Contributing Factor must be on or before the start date of the CHB-HPP transaction. See above for who is counted as a "client served".

Column Heading	Definition
NA	NA = Y means the client has a service transaction designated with HPP funding program but is not identified in any of the five HPP client groups. **NOTE:** For CHB-HPP, by definition, there should be no such clients.

Case Management Session Details (selected)

Description: Displays Case Session - Description field content up to the last 14 days. Only case goal types of Conversion, Employment, Employment Maintenance, General, Housing Placement, and Obtain ID are included. For privacy reasons please don't print this report.

Purpose: To allow users to extract the content of the Description field within the Case Session Details screen of a Case Management record. The extract is intended to allow users to get an output of the content entered within the Description field of the Case Session Details record (over the past 14 days), for specific goals, without having to individually display or edit each entry.

Comments: A Report Period of one (1) day means the last 24 hours. Only includes sessions from cases with goals of the following types:

• Conversion – Outreach Case History	• General
• Conversion – Shelter Case History	• Housing Placement
• Employment	• Obtain ID
• Employment Maintenance	

Client Vitals Comments

Description: A list of client comments entered in Client Vitals, with selected client demographics, for a specified date range.

Purpose: To allow users to extract all client comments for a specified period without needing to access individual client records.

Comments: There are currently no columns which require further explanation.

Clients Placed or Supported and Remained Housed

Description: A list of clients for a service provider with a HP/HLP in the last 6 to 24 months, indicating if the client remained housed at 6 and 12 months after the Move-in/HLP.

Purpose: For a KPI measure.

Comments: For shelters HLP records are excluded from this report. The report is not live but is run against day-old data (3:30am snapshot) based on the most recent HP/HLP for the service provider. Therefore, if a HP/HLP exists which is more than 30 days after the Move Out of a prior HP/HLP, and less than six months ago, the prior HL/HLP which might have been included would no longer be listed. Instead, the more recent HP/HLP would be listed as being due six months after the Move In/HLP date.

The definition of *continued housing* (i.e. remained housed) is the period:

- **From** the move-in date of a HP or the service start date of a HLP (where housing type is NOT homeless)
- **Until** the client is no longer housed, or when the client has a gap of more than 30 days measured from the Move-out date of one address to the Move-in date of the next address (as recorded in the client's HH where housing type = housed)
- **Any periods of homelessness or unknown housing statuses where the gap is 30 days or less is considered part of the same continued housing period**

Clients Served in Period

Description: An aggregate count of clients served during the specified period by classifications (Client Grouping of adult/minor/child and Indigenous Status) and Age Groups.

Purpose: To provide counts by classifications (Client Grouping of adult/minor/child and Indigenous Status) and Age Groups, based on definition of "Client Served".

Comments:

- Age is determined by age at time of the first service for the client that falls partially or wholly within the reporting period
- Clients are categorized based on Consent at time of the first service for the client that falls partially or wholly within the reporting period
- See above for who is counted as a "client served".

Column Heading	Definition
Adult LGBTQ2+	Clients 19 years and over with Gender type of Transgender, Transgender-Female, Transgender-Male, Two-Spirit, Non-Binary and Other
Adult Unknown	Clients 19 years and over with Gender type of Unknown
Minor	Clients under 19 years of age whose Consent was Explicit or Declined, or a Child with Consent which was Inherited after the date of the effective service received
Child	Clients under 19 years of age whose Consent was Inherited

Clients Served with no Contributing Factor

Description: A list of clients with no contributing factor who were first served by the site within the selected date range.

Purpose: To ensure all clients served have at least one contributing factor entered in HIFIS.

Comments: A record will be in the report for each service provider (site) who has served the client. Any site which records a contributing factor will satisfy the reporting requirement for all sites who have served the client.

Column Heading	Definition
First Service Date	Start Date (not created date) of the first service provided at the site

Coordinated Access & Assessment

Description: A list of clients with selected attributes who are currently homeless or whose homeless status is unknown, for whom a VAT has been completed within the selected date range and entered.

Purpose: To assist in prioritizing homeless candidates for available housing in an area using a coordinated access and assessment model, by generating a "by-name" list.

Comments: CAA users in one region do not have access to a VAT created by sites in a different region.

The output of the report takes into account the Geographic Region of the service provider/site running the report.

Column Heading	Definition
Current City	City of the client's most current Housing History record or shelter stay (based on the date the report is run and not the reporting period)
Last Served Date	Date of the client's last recorded transaction with any service provider/site
Society	Name of agency the user is associated with who entered the VAT

Coordinated Access & Assessment by Community (Revised)

Description: A list of clients in the region of the CAA user who are currently experiencing homelessness, with selected attributes including most recent location.

Purpose: (CAA) To assist in prioritizing clients experiencing homelessness for available housing in an area by generating a "by-name" list of all clients, not only those with a VAT.

Comments: CAA users in one region do not have access to a VAT created by sites in a different region.

Besides meeting the report criteria for a client experiencing homelessness (*see page 7*), the Housing History records must have been created or updated within 365 days of the report execution date

When both a Housing History and Shelter Stay record (for a client experiencing homelessness) are active the following rules apply:

1. Client has both non-homeless Housing History and Shelter Stay, the Shelter Stay takes precedence, so the client is experiencing homelessness
2. Client has both homeless and non-homeless Housing History, the client is experiencing homelessness

If more than one VAT exists, the most current VAT (start date) is displayed.

Current Shelter Clients Demographics

Description: A list of clients currently booked-in to a shelter with selected demographic data.

Purpose: (Shelter) To provide users with demographic information about clients currently in the shelter which could assist to provide clients with services to which they may be eligible without needing to individually access client files or run various reports to extrapolate the information.

Comments: The report can only be run for the current date and once a client is booked out the client will not appear in the report.

Encampment Clients

Description: A list of persons who have stayed in an encampment during the selected date range, providing selected demographics and outcomes.

Purpose: To assist in managing the outcomes of persons who stay at an encampment, specifically if they are still there, in a shelter or placed into housing.

Comments: This report only returns records for clients with a Housing History that was active during the reporting period and Housing Type was "Encampment/Campsite". For such records the report provides the Housing History and/or a Shelter Stay outcome, if any. If multiple "Encampment" Housing History records exists, then the report displays the one with the latest start date. For Housing History the earliest record on or after the "Encampment" Housing record is listed, while for Shelter Stay the earliest record on or after the Start Date of the "Encampment" Housing record is listed.

Column Heading	Definition
Is Housing Placement?	• Blank if no Housing History after the encampment record exists • "Yes" if subsequent Housing History was associated with a Housing Placement • "No" if subsequent Housing History was not associated with a Housing Placement
Rent Supp Start	Start Date of the first subsidy associate with the Housing History

HPP Clients

Description: HPP clients served within the selected date range, their HPP group(s) and the percentage of clients served that match the site's HPP designated clientele.

Purpose: (HPP Site) To provide the HPP group to which each HPP client is designated (i.e. validate that clients have the correct Contributing Factors) and overall percentage of clients in HPP Designated Group(s). For a KPI measure.

Comments: The effective date of Contributing Factor must be on or before the start date of the HPP transaction. See above for who is counted as a "client served".

Column Heading	Definition
NA	NA = Y means the client has a service transaction designated with HPP funding program but is not identified in any of the five HPP client groups

Housing Follow-ups Due

Description: A list of active Housing Placement and Housing Loss Prevention records created within the selected date range, with details regarding the next housing follow-up due.

Purpose: To provide details of 6 and 12-month follow-ups scheduled based on actual Move-in Date for Housing Placement and Start Date (Create Date) for Housing Loss Prevention. Records are not impacted by follow-ups which may have been incorrectly scheduled or by the months specified. The report also provides details on whether follow-ups are being scheduled correctly.

Comments: Red highlighted columns represent records with a past due follow-up for one month or more. This report does not provide details on the outcome of follow-ups.

Column Heading	Definition
Last Follow-up Completed (months)	Displays *the months entered* in the last completed housing follow-up record. An empty cell indicates a follow-up has not been completed
LFU Months Elapsed	Displays *the actual months* based on the date of the last completed housing follow-up record
Next Scheduled Follow-up Date	Displays the date entered in the next scheduled housing follow-up record. An empty cell indicates a follow-up has not been scheduled

Column Heading	Definition
Next SFU Months Elapsed	Displays the actual months of the next scheduled housing follow-up record based on the date entered in the next scheduled housing follow-up record

Housing Placements

Description: Placements where move-in date is within the selected date range.

Purpose: To provide a list of clients housed with selected details.

Comments: The columns defined below, except for 'Move In Date', are only meaningful if housing placements are completed in "real time". If all stages of a housing placement are completed at, say, move-in, then the numbers provided in the columns would be of little to no value.

Column Heading	Definition
Search Start Date	Defaults to the date the Housing Placement is started, and user must edit if not correct and actual date is desired
Housing Secured Date	A system generated date based on when the transaction was entered in HIFIS and therefore may not reflect the actual date housing was secured, if not edited.
~~#Days To Secure Housing~~	~~Length of days between Search Start Date and Housing Secured Date~~ (removed Mar 29 2022)
~~#Attempts~~	~~Number of housing placement attempts before Moved Into Housing~~ (removed Mar 29 2022)
Move In Date	Taken from the Housing Placement record, whereas the (tenancy) Start Date could have been edited in the Housing History record and therefore would not be reflected in this report

New Clients

Description: A list of new clients (first service transaction) within the selected date range.

Purpose: To allow analysis of selected details for new clients including demographics, consent, housing status and last community lived. Also:

- To ensure personal information was not inadvertently recorded for clients without consent.
- To verify completeness of a client's Housing History.

Comments:

Column Heading	Definition
Anonymous	Client's consent on the date the report is run. • No: consent is "Explicit" or "Inherited" • Yes: consent is "Declined – Anonymous" • Unknown: no active consent record exists When this column is Yes, the client's real name should NOT appear on the report. Please ensure client names follow the naming convention for Declined – Anonymous consent.

Column Heading	Definition
Created By	User who created the First Service Transaction
First Service Date	Date of the first service provided at the selected site.
First Service Type	The type of service provided to the client by a site is one of the following: • Stay • Case Management • Goods and Services • Housing Loss Prevention • Housing Placement (Search Start Date) • Housing Subsidy • VAT • Group Activities (Client must attend the event before a service is created) Unless noted above, the service start date is used; not the date the record was created. If client received multiple services on that day, only one service type will appear.
Created By	User who created the transaction referred to in the First Service Date/Type columns. If multiple users created transactions on the same date, then the first user will be listed.

Housing Status	A client's housing status can be one of:
	• Homeless (*see page 7*)
	  ○ Client is in a shelter or according to their active Housing History record they are living rough, couch-surfing, etc.
	• Housed / at Risk
	  ○ According to their housing history record, the client is housed
	• Unknown
	  ○ Client has no active shelter or housing history records
	• Blank
	  ○ conflicting housing history records, e.g. over the same period, the client has records indicating both housed and homeless
	
	Housing status is ***determined at the time the report is run***.

Community from?	The community where the client has (or had) stable housing, determined by the client's most recent Housing History record with a housing type that is not 'Homeless'. This field will be blank if there are no housing history records for the client.

Percentage of Outreach Clients Served who are Housed or Supported to Maintain Existing Housing

Description: A list of outreach clients served within the selected date range, including the number and percentage who have been housed or supported to maintain housing.

Purpose: (Outreach) For a KPI measure.

Comments: There are currently no columns which require further explanation.

Rent Supplement Budget vs. Actuals

Description: Rent supplement monthly budget vs. actuals for the selected date range.

Purpose: (Outreach) To determine if a site is in a surplus/deficit position based on all subsidy entries recorded in HIFIS.

Comments: There are currently no columns which require further explanation.

Rent Supplement Recipient Details

Description: Clients who received a rent supplement during the selected date range including the amount and purpose.

Purpose: (Outreach) Allows service providers to monitor the purpose and amount of individual rent supplements distributed each month, and to verify accounting records match rent supplements recorded within the application.

Comments: Red highlighted rows represent records with an amount above the prescribed limit (HPP > $450; non-HPP > $300). Clients should not have 'Declined Consent' value of "Yes" and be in receipt of a rent supplement.

Column Heading	Definition
Target Group	**Yes** – client is being classified in the target group of the service provider for HPP or CHB-HPP **No** – client is not being classified in the target group of the service provider for HPP or CHB-HPP **n/a** – client's rent supplement is not designated as HPP or CHB-HPP

Services with Multiple Programs

Description: A list of services/transactions with more than one program entered.

Purpose: A service/transaction should only have one program associated with it, and this report allows users to monitor their data quality for this aspect in HIFIS.

Comments: The services/transactions, that occurred (not created) within the date range of the report, which may have multiple programs and included in this report are:

- Admission/Shelter Stays
- Case Management
- Goods and Services
- Group Activities (client are not listed because Program is entered for the Activity and not the Client)
- Housing Loss Prevention
- Housing Placements
- VAT

Shelter Clients Experiencing Chronic Homelessness Housed

Description: A list of shelter clients experiencing chronic homelessness from the selected date until today, showing if they were housed or not, and if housed within 100 days.

Purpose: (Shelter) For a KPI measure.

Comments: This is not a "live" report. It is based on the data in client records at approximately 4:00am each day.

A client is "homeless" and included in this report as outlined in "Client Experiencing Homelessness" on page 7.

A chronic homeless client is a person who falls into one or more of the following categories:

1. has been homeless for more than 180 days (cumulative) or more in the year measured from the Start Date of the most recent stay at this shelter.
2. has experienced three (3) or more episodes of homelessness in the year measured from the Start Date of the most recent stay at the shelter in the reporting period.
    a. the most recent shelter stay is considered as one of the three (3) episodes.
3. has a VAT score of 3 in the Homelessness domain and the VAT was conducted within one (1) year prior to the start date of the most recent shelter stay.
    a. If there is more than one VAT recorded prior to the most recent shelter stay, use the most recent VAT.
    b. The VAT may be administered by any service provider.

Shelter Clients Experiencing Homelessness Housed

Description: A list of shelter clients experiencing homelessness from the selected date until today, showing if they were housed or not, and if housed within 60 days.

Purpose: (Shelter) For a KPI measure.

Comments: This is not a "live" report. It is based on the data in client records at approximately 4:00am each day.

A client is "homeless" and included in this report as outlined in "Client Experiencing Homelessness" on page 7.

Shelter Occupancy Report

Description: Daily shelter occupancy summary by client group with gender breakdown for Adults and occupancy rate for Active Beds and BC Housing Funded Beds, within the selected date range.

Purpose: (Shelter) To provide shelter occupancy statistics.

Comments: Numbers are based on what is entered and will not be accurate if data entry has not been completed and verified for the dates selected.

- Clients who book in and out the same day are not counted in the report, so a client is not counted on the report until they spend one night. Therefore, *the End Date on the Report Parameters should never be the current date*.
- Client Group is determined by age at time of book-in
- Clients are categorized based on Consent at time of book-in

Column Heading	Definition
Adult LGBTQ2+	Clients 19 years and over with Gender type of Transgender, Transgender-Female, Transgender-Male, Two-Spirit, Non-Binary and Other
Adult Unknown	Clients 19 years and over with Gender type of Unknown
Minor	Clients under 19 years of age whose Consent was Explicit or Declined, or a Child with Consent which was Inherited after Book-In Date
Child	Clients under 19 years of age whose Consent was Inherited (see exception above under Minor)
Total Stays	Total number of clients who overnighted in the shelter on the specified date
Active Beds	Total number of active beds, including overflow beds
BCH Funded Beds	Number of beds funded by BC Housing as per the funding program agreement

Shelter Occupancy Unique Client Totals

Description: Number of unique clients with shelter stays by: 1) client group with gender breakdown for Adults; and 2) Indigenous Status, within the selected date range.

Purpose: (Shelter) To provide numbers of unique clients by client groups (adult, minor, child).

Comments:

- Clients who book in and out the same day are not counted in the report, so a client is not counted on the report until they spend one night. Therefore, *the End Date on the Report Parameters should never be the current date*.
- Client Group is determined by age at time of earliest book-in within the reporting period
- Clients are categorized based on Consent at time of earliest book-in within the reporting period

Column Heading	Definition
Adult LGBTQ2+	Clients 19 years and over with Gender type of Transgender, Transgender-Female, Transgender-Male, Two-Spirit, Non-Binary and Other
Adult Unknown	Clients 19 years and over with Gender type of Unknown
Minor	Clients under 19 years of age whose Consent was Explicit or Declined, or a Child with Consent which was Inherited after Book-In Date
Child	Clients under 19 years of age whose Consent was Inherited.

Site Incidents

Description: A list of incidents recorded for the selected site(s) within the selected date range.

Purpose: For a (shelter) site to be able to review details of incidents entered in HIFIS.

Comments: There are currently no columns which require further explanation.

Group Activities Module Reports

Group Activities Shelter Comments

Description: A list of the content of comments, within the selected date range, and is intended only for what are considered "critical incidents".

Purpose: To provide users with the content of the critical incidents entered.

Comments: Details should be reviewed regularly to ensure they comply with privacy guidelines since content is subject to Freedom of Information requests.

Group Activities Shelter Occupancy

Description: Daily occupancy across four possible demographic groups, within the selected date range.

Purpose: To provide users with the daily, aggregate totals in four demographic groups, and the occupancy rate based on the number of spaces funded by BC Housing.

Comments: There should be a completed row for every date where "Activated" is "yes". If data exists and "Activated" is "no" then it should be investigated to determine if it is correct. Entries with a Date outside (before or after) the effective Program Dates will not appear in the report.

- If BCH Funded Beds is the only value populated, then a Group Activity record was created but no Anonymous Attendees were added (saved).
- If Total has a value and demographics is blank, then the Demographics screen has not been saved.
- If multiple records exist with the same date, then multiple Group Activity records (user created) and/or Activation records (BC Housing created) have been created.

NOTE: If there are zero (0) guests then user must ADD 0 Anonymous Attendees and should navigate to the Demographics tab and SAVE.