

How to Add a Contributing Factor

Once a basic client record has been created, it is important that the client's Contributing Factor be determined and entered into HIFIS as soon as possible, with no more than **five days** for shelter providers and **seven days** for outreach providers from when the client's record was created in HIFIS.

Contributing factors are life events that have, in some part, played a role in leading the client to require assistance from the service provider. These can be factors that are vital in serving the client, such as a loss of housing, or a financial crisis.

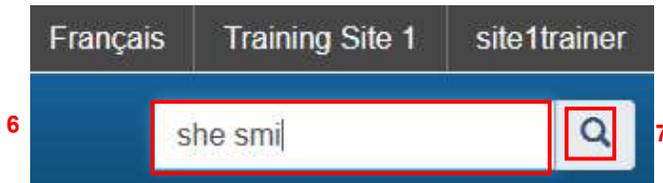
Identifying contributing factors can help service providers develop meaningful goals with clients. They can also assist service providers and BC Housing in understanding factors that contribute to homelessness.

If you are a service provider delivering the Homeless Prevention Program (HPP), you must enter the HPP client group the client would be a part of as a Contributing Factor and the Start Date of the Contributing Factor must be on or before any associated HPP transactions.



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. On the **Client Search** screen, enter 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.

Client List



ID	Full Name	Gender	Ali:
326	Smithers, Shelley	Female	

8. On the **Client List** screen, select the client record that you want to add a contributing factor to by clicking on the name of the client.

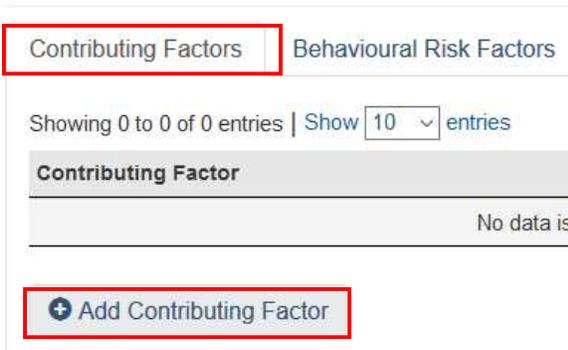


Client Information

- Client Details
- Consent
- Documents
- Education
- Family
- Financial Profile
- Health Information
- Housing History
- Identification
- Indigenous Status
- Various Factors**
- Vehicles
- Veteran

- On the **Client - Vitals** screen, click the **Client Information** menu.
- Select **Various Factors**.

Client - Various Factors



Contributing Factors Behavioural Risk Factors

Showing 0 to 0 of 0 entries | Show 10 entries

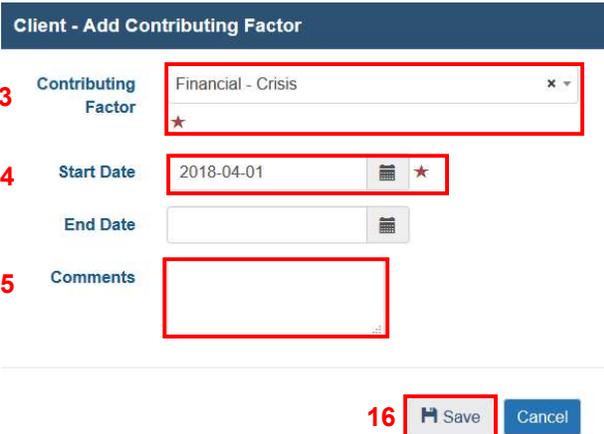
Contributing Factor

No data is

+ Add Contributing Factor

- On the **Client - Various Factors** screen, select the **Contributing Factors** tab.
- Click the **Add Contributing Factor** button.

Client - Add Contributing Factor



Contributing Factor: Financial - Crisis

Start Date: 2018-04-01

End Date:

Comments:

Save Cancel

- On the **Client - Add Contributing Factor** screen, select a contributing factor from the drop-down list.
- Confirm the **Start Date**. If needed, you can change the date.
- Optional: **Enter** any additional information concerning the contributing factor in the **Comments** field.
- Click the **Save** button to add the Contributing Factor.