

Site Administrators – How to Create a Questionnaire

In HIFIS users can create custom questionnaires to collect information about clients. The questionnaire must first be created in the **Administration** area, after which it can be administered to individual clients.



HIFIS SISA
HOMELESS INDIVIDUALS AND FAMILIES INFORMATION SYSTEM / SYSTÈME D'INFORMATION SUR LES PERSONNES ET LES FAMILLES SANS ABRI

Log In / Connexion

User Name / Nom d'utilisateur:

Password / Mot de passe: *

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

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.



HIFIS
Homeless Individuals and Families Information System

Front Desk | Communications | Reports | **Administration** | Help | My Account

Administration dropdown:
 Programs (6)
Questionnaires (7)
 Users

Welcome to HIFIS

6. Select **Administration**.
7. Select **Questionnaires**.



HIFIS
Homeless Individuals and Families Information System

Front Desk | Communications | Reports

Questionnaire List

Show 10 entries

Name	Owner

(8)

8. Click the **Add Questionnaire** button on the **Questionnaire List** screen.



Add Questionnaire

Questionnaire Name - English: (9)

Questionnaire Name - French: (10)

Service Providers: (11)

Active: Yes (12)

Owner: (13)

(14)

9. Enter the English name of the questionnaire in **Questionnaire Name-English**.
10. Enter the French name of the questionnaire in **Questionnaire Name-French** or copy and paste the English name.
11. Select the **Service Providers** from the list, who are to be able to access the questionnaire.
12. Set the **Active** toggle to **Yes**. Setting to **No** will make the Questionnaire inactive and not available for selection.
13. Optional: Select the **Owner** of the questionnaire from the drop-down list. This will impact who can edit the questionnaire.
14. Click the **Next** button to save and start creating questions.

Add Question

Add Question

Questionnaire Name Test
Question Number 1

Question - English ★ 15

Question - French ★ 16

Active Yes 17

Question Type Select an option ★ 18

19a Add Question Save Question and Finish Questionnaire

19b Discard Question and Finish Questionnaire 19c

15. Enter the English version of the question in **Question-English**.

16. Enter the French version of the question in **Question-French** or copy and paste the English version.

17. Set the **Active** toggle to **Yes**. Setting to **No** will make the question inactive and not available for completion.

18. Select the **Question Type** from the drop-down list.

◆ **NOTE:** If you select a **Single Selection Dropdown** or **Multiple Selection Dropdown** question, after you click the **Add Question** button, the next screen will provide you with an **Edit** option to **Edit Drop-down Values**.

19. Select one of the three following buttons:

- a. **Add Question**, if there are more questions to add.
- b. **Discard Question and Finish Questionnaire**.
- c. Select **Save Question and Finish Questionnaire**, when all questions have been entered.

◆ **NOTE:** The questionnaire will be available for the selected service provider(s) to complete. It can be accessed from **Client – Vitals → Client Management → Surveys**. A report for surveys is available from **Reports → Report Manager → HIFIS Reports**.