

How to Enter Nightly Occupancy in Group Activities

Nightly occupancy for the night should be entered into HIFIS by 11:00am of the following day.



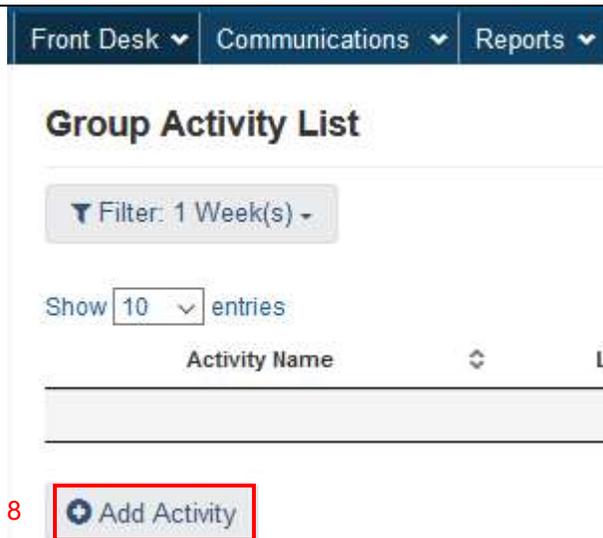
The screenshot shows the HIFIS login page. At the top, there is a header with the HIFIS logo and the text 'HOMELESS INDIVIDUALS AND FAMILIES INFORMATION SYSTEM' and 'SYSTÈME D'INFORMATION SUR LES PERSONNES ET LES FAMILLES SANS ABRI'. Below the header, there is a 'Log In / Connexion' section with two input fields: 'User Name / Nom d'utilisateur' and 'Password / Mot de passe'. A 'Log In / Connexion' button is located below the password field. A link for 'Forgot Password? / Mot de passe oublié?' is at the bottom left.

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. Select **Front Desk**.
7. Select **Group Activities**.



8. At bottom of the **Group Activities** screen, select **Add Activity**.

Add Group Activity

9 Group Activity ★

10 Program + - ★

Location

11 Start Date and Time 2:28 PM

Expended Hours

Expended Minutes

Description

12 Reason for Service ★

Referred from

Referred to

13

9. Select Nightly Occupancy for **Group Activity**.
 10. Select CES or EWR for **Program**, whichever is the value available.
 11. Edit **Start Date and Time** to correspond with opening of shelter for the night.
- ◆ **NOTE:** Leave **Description** empty. Do not use.
12. Select Cold Alert or Shelter Capacity Expansion for **Reason for Service**, whichever is the value available.
 13. Select **Save** when the four mandatory fields have been completed.

Attendees Organizers Demographics Comments Replicate

Client Name(s) **14** Anonymous Attendees

Showing 0 to 0 of 0 entries | Show 10 entries

Full Name	Gender	Date of Birth
No data is available in the table		

14. On the Manage Group Activity screen go down to **Anonymous Attendees** field in the Attendees tab and enter the number of clients then click on the **Save** icon to the right of the field.
- ◆ **NOTE:** If 0 Attendees you must still click the Save icon.
- ◆ **NOTE:** Do not attempt to use the **Client Name(s)** field.

Attendees Organizers **15** Demographics Comments Replicate

	Client	Anonymous 16	Total		Client	Anonymous 16	Total
Minors (<19)	0	<input type="text" value="0"/>	0	Females	0	<input type="text" value="0"/>	0
Adults (19 - 64)	0	<input type="text" value="0"/>	0	Males	0	<input type="text" value="0"/>	0
Seniors (65+)	0	<input type="text" value="0"/>	0	LGBT2Q+	0	<input type="text" value="0"/>	0
Unknown	0	<input type="text" value="10"/>	10	Unknown	0	<input type="text" value="10"/>	10
Indigenous	0	<input type="text" value="0"/>	0	Disabled	0	<input type="text" value="0"/>	0
Non-Indigenous	0	<input type="text" value="0"/>	0	Non-Disabled	0	<input type="text" value="0"/>	0
Unknown	0	<input type="text" value="10"/>	10	Unknown	0	<input type="text" value="10"/>	10

17

18

15. Select the **Demographics** tab.
- ◆ **NOTE:** If 0 Attendees you must still select the Demographics tab and Save
16. Enter the corresponding numbers in each of the **four groups** (age, gender, Indigenous status, disability).
 17. Select **Save** when all the necessary values have been entered in the four demographic groups.
- ◆ **NOTE:** The total number of Anonymous Attendees entered in the Attendees tab defaults as “unknown” in each demographic group and is automatically updated as values are entered in the applicable cell in the Anonymous column.

Attendees Organizers Demographics **18** Comments Replicate

19

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18. Select the **Comments** tab if there is a critical incident to enter for the night.
 19. Enter details of **critical incident**.
 20. Select **Save** when finish entering details.
- ◆ **NOTE:** A critical incident is typically one which involves a health or safety issue with a client(s) or between client(s) and staff. The full name of a client should not be recorded in the comment in HIFIS.