

How to Enter a Service Provided to a Client					
HIFIS AND SUBSA HOMELESS INDIVIDUALS AND SYSTEME D'INFORMATION SUR LES PERSONNES ET	 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. 				
Log In / Connexion					
User Name / Nom d'utilisateur					
Password / Mot de passe 🖈					
Log In / Connexion +2					
Fuigur Password / / Mor de passe oublie /					
There are two different means by which you can enter a Good: 1) using Front Desk or 2) searching the client . Both accomplish the same result and boils down to preference; however, if using the Front Desk method, the user should know for certain which record in HIFIS represents the client. First are the steps using Front Desk .					
	6. Select Front Desk.				
HIFIS Homeless Individuals and Families Information System	7. Select Goods and Services.				
6 Front Desk Communications • Reports • Adm					
Admissions Group Activities					
 Assessments Housing 					
Calls and Visits Log Medication Dispensing					
Case Management People					
Clients Service Restrictions					
Conflicts Storage					
Directory of Services Waiting Lists					
7 Goods and Services					
Goods and Services List	8. Click the Express Service button on the Goods and				
▼ Filter: 1 Week(s) -	Services List screen.				
Show 10 v entries Client Name Start Date - End Date C					
No data is available in the table					
Add Goods and Services Transaction Express Good Express Service					



Second are the steps searching the client.			
9	Front Desk Communications Reports Help Client List All Active Inactive Deceased Showing 1 to 1 of 1 entries Show ID Full Name Gender 326 Smithers, Shelley	9. After searching and finding the client, on the Client List screen select the client record that you want to add a Service to by clicking on the name of the client.	
	Add Client		
	Client Information -	10. Select Client Management.	
10	Client Management 🕞	11. Select Goods and Services.	
	Admissions		
	Appointments 🕒		
	Calls and Visits Log 3		
	Case Management		
	Chores 🕒		
	Conflicts 🕒		
11	Goods and Services 0		
	Group Activities		
	Housing Loss Prevention		
Client - Good	ds and Services	12. Click the Express Service button on the Client – Goods and Services screen.	
30Days 90Days	180Days All	and services screen.	
Show 10 🗸 entries Filter items			
Service Provider Date Date Date Details No data is available in the table			
• Add Goods ar	nd Services Transaction © Express Good © Express Service 12		
th methods above accomplish the same results and bring you to the fields described below for completion. By using Front sk you would need to search for the client in step 13 below because you have not yet identified the client; whereas by first arching the client you will <u>not</u> be presented with a Client Name field and you would start at step 14 below and complete the maining fields.			



Client Name(s) 13 Service 14	Select an option Select an option Select an option Select an option Select an option	Se No	 13. Search and select the client when Front Desk is used, otherwise continue to step 14 if searching the client was used. 14. Select a Service from the drop-down list. 15. Select the Program funding the services transaction. ♦ NOTE: If multiple values are available for Program only <u>one</u> value must be selected. 16. Select a Reason for Service from the drop-down list. 17. Optional: Enter the Expended Minutes it took to perform the service. 18. Optional: Select to Referred to from the drop-down list. 19. Optional: Enter Comments. 20. Select Save to complete the creation of the Service record.
20 • NOTE: By defa another date is de Client - Goods a 30Days 90Days 18 Show 10 ~ entries	esired. The steps below demonstra	nt date and a u ate how to cha	user <u>must</u> edit the Goods and Services Details transaction if nge the date for a Goods and Services entry. 21. Click the edit Goods and Services Details icon on the Client - Goods and Services screen.
Service Provider Training Site 1		Action 21 🖬 🌣 💉	
Client - Edit God	ods and Services	Programs ★ 🛛 🚱	22. Edit the Start Date and Time for the Goods and Services.
Reason for Service	Housing - Eviction by Landlord 🗙 👻 ★		23. Click Save.
Program	HOP		
Referred by		_	
Referred from	Select an option	• T	
Referred to	Select an option	▼ ▼	
22Start Date and Time	2021-02-13 🖬 6:56 PM	⊙ ★	
Case Management Activity	Select an option •		
Number of Individuals			
Comments 23	af ■ Save K Cancel		