

How to Enter a Six-Month Housing Placement Follow-up



HIFIS / SISA
Homeless Individuals and Families Information System / Système d'information sur les personnes et les fa

Log In / Connexion


User Name / Nom d'utilisateur  1

Password / Mot de passe  2

Service Provider / Fournisseur de services  3

 4

[Forgot Password? / Mot de passe oublié?](#) 5

1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button  .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**

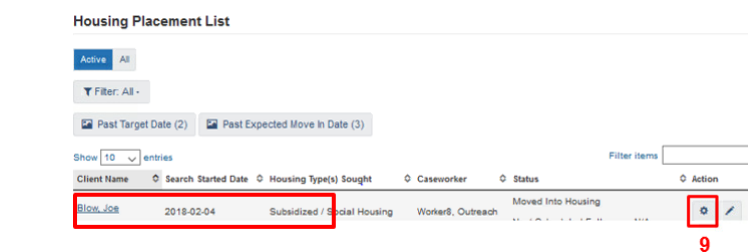


HIFIS
Homeless Individuals and Families Information System

Front Desk **6** | Communications | Reports | Administration | Help

- Admissions **6**
- Assessments
- Block Operations
- Calls and Visits Log
- Case Management
- Clients
- Conflicts
- Directory of Services
- Goods and Services
- Group Activities
- Housing **7**
 - Housing Placements **8**
 - Housing Loss Prevention
 - Housing Units
 - Landlords
 - Incidents
 - Medication Dispensing
 - People
 - Service Restrictions
 - Storage
 - Waiting Lists

6. Select **Front Desk**.
7. Select **Housing**.
8. Select **Housing Placements**.




Housing Placement List


Active: All

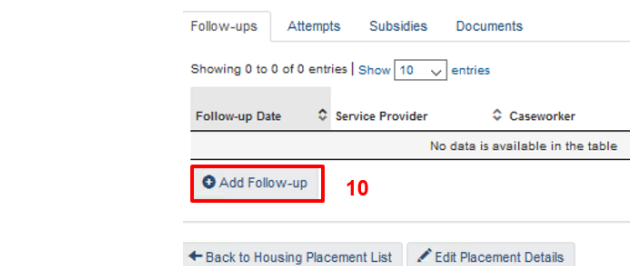
Filter: All

Past Target Date (2) | Past Expected Move In Date (3)

Show 10 entries

| Client Name | Search Started Date | Housing Type(s) Sought | Caseworker | Status | Action |
|-------------|---------------------|-----------------------------|-------------------|--------------------|--|
| Blizw Job | 2019-02-04 | Subsidized / Social Housing | Worker8, Outreach | Moved Into Housing |  9 |

9. Find the client you want to do the follow-up on in the **Housing Placement List** and click on the **Manage** button  beside the **Housing Placement** record for the client.



Follow-ups | Attempts | Subsidies | Documents

Showing 0 to 0 of 0 entries | Show 10 entries

Follow-up Date | Service Provider | Caseworker



No data is available in the table

10

[← Back to Housing Placement List](#) | [Edit Placement Details](#)

10. From the bottom of the **Housing Placement Details** screen, under the **Follow-up Date** tab, select **Add Follow-up**.

New FollowUp



Follow-up Date: 2018-02-20   **1**

Months Elapsed: 6 **2**



Final Follow-up: No **3**

Use Exact Follow-up Date: No **4**

Months Until Next Follow-up: 6 **5**

All Clients Still In Housing: Yes   **6**

Comments **7**



8  

If the client is living in the same housing unit, enter:

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = No
4. **Use Exact Follow-up Date** = No
5. **Months Until Next Follow-up** = 6
6. **All Clients still in Housing** = Yes
7. Entering any comments about the follow-up in the **Comments** field.
8. Select **Save**.

This will leave the Housing Placement open. Perform a 12-month follow-up in six months.

New FollowUp



Follow-up Date: 2018-04-20   **1**

Months Elapsed: 6 **2**



Final Follow-up: No **3**

Use Exact Follow-up Date: No **4**

Months Until Next Follow-up: 6 **5**

All Clients Still In Housing: Unable to Contact   **6**

Comments **7**


7  

If the client is not living in the housing unit they were placed into and it is unknown where they are living, enter:

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = No
4. **Use Exact Follow-up Date** = No
5. **Months Until Next Follow-up** = 6
6. **All Clients still in Housing** = Unable to Contact
7. Click **Save**.

This will leave the Housing Placement open. Perform a 12-month follow-up in six months.

New FollowUp



Follow-up Date: 2018-04-01   **1**

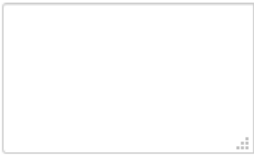
Months Elapsed: 6 **2**



Final Follow-up: No **3**

Use Exact Follow-up Date: No **4**

Months Until Next Follow-up: 6 **5**

All Clients Still In Housing: Unable to Contact   **6**

Comments: 



7  

If you are unable to determine if the client is still living in the housing unit, enter:

- Follow-up Date** = Defaults to current date; change it if different.
- Months Elapsed** = 6
- Final Follow-up** = No
- Use Exact Follow-up Date** = No
- Months Until Next Follow-up** = 6
- All Clients Still in Housing** = Unable to Contact.
- Select **Save**.

This will leave the Housing Placement open. Perform a 12-month follow-up in six months.



New FollowUp



Follow-up Date: 2018-02-20   **1**

Months Elapsed: 6 **2**


Checking this will end this housing placement

Final Follow-up: Yes **3**

All Clients Still In Housing: No   **4**

Clients That Have Left Housing:     **5**



All clients in this housing placement have left housing. This will end the housing placement.

Reason Left Housing: Select an option   **6**

Is Housed Elsewhere: Yes **7**


House Now Available: Yes **8**


Comments:  **9**

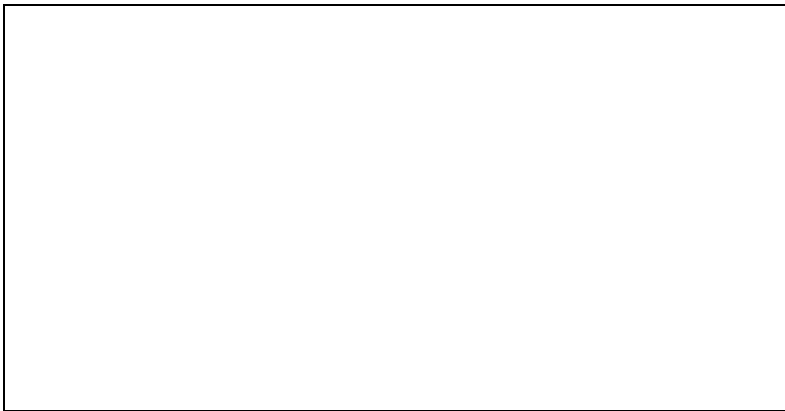
10  

If the client is not living in the housing unit they were placed into but are housed somewhere else, and if the client did not experience homelessness during the period between the two housing units (i.e., the period is less than 31 days):

Enter (for the initial housing unit):

- Follow-up Date** = Defaults to current date; change it if different.
- Months Elapsed** = 6
- Final Follow-up** = Yes
- All Clients still in Housing** = No
- Clients That Have Left Housing** = Click  to insert the client.
- Reason Left Housing** = Select the reason.
- Is Housed Elsewhere** = Yes
- House Now Available** = Yes
- Enter any comments about the follow-up in the **Comments** field.
- Click **Save**.

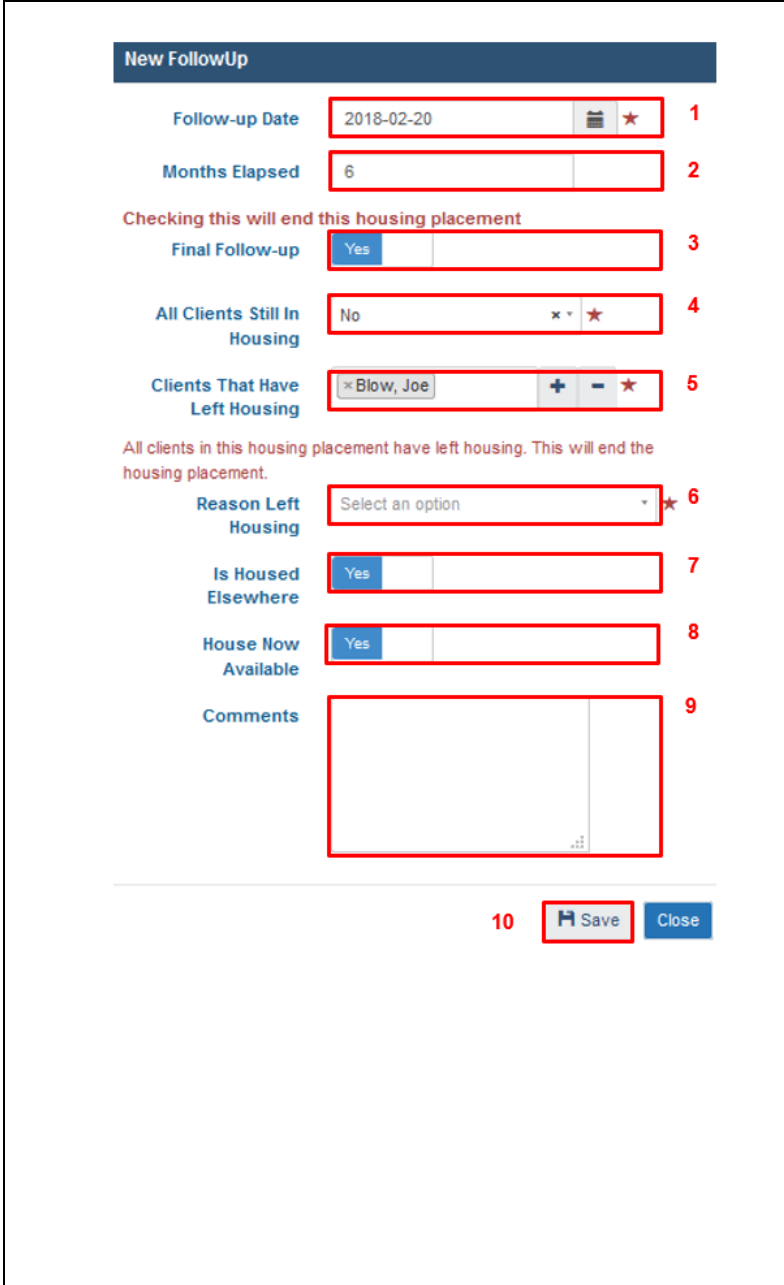
This will close the initial Housing Placement record. You now need to create a new Housing Placement record for the place they are now living at (see PR9 – Enter the Tenancy of a Client Placed Into Housing). Then immediately create another six-month follow-up by clicking .





11. Enter (for the new housing unit):
 - Months Elapsed = 6
 - Final Follow-up = No
 - Use Exact Follow-up Date = No
 - Months Until Next Follow-up = 6
 - All Clients Still In Housing = Yes

12. Click  .

This will leave the Housing Placement open. Perform a 12-month follow-up in six months.





New FollowUp





Follow-up Date: 2018-02-20   **1**

Months Elapsed: 6 **2**


Checking this will end this housing placement

Final Follow-up: Yes **3**

All Clients Still In Housing: No   **4**


Clients That Have Left Housing:     **5**



All clients in this housing placement have left housing. This will end the housing placement.

Reason Left Housing: Select an option  **6**

Is Housed Elsewhere: Yes **7**

House Now Available: Yes **8**

Comments:  **9**

10  

If the client is not living in the housing unit they were placed into but are housed somewhere else, and if the client did experience homelessness during the period between the two housing units (i.e., the period is more than 30 days):

Enter (for the initial housing unit):

1. **Follow-up Date** = Defaults to current date; change it if different.
2. **Months Elapsed** = 6
3. **Final Follow-up** = Yes
4. **All Clients still in Housing** = No
5. **Clients That Have Left Housing** = Click  to insert the client.
6. **Reason Left Housing** = Select the reason.
7. **Is Housed Elsewhere** = Yes
8. **House Now Available** = Yes
9. Enter any comments about the follow-up in the **Comments** field.

10. Click **Save**.

This will close the initial Housing Placement record. You now need to create a new Housing Placement record for the place they are now living at (see PR9 - Enter the Tenancy of a Client Placed Into Housing).

Please be reminded that you will follow up in six months and record the results by following this procedure. You will also follow up in 12 months and record the results by following PR11 - Enter a 12-Month Housing Placement Follow-up.