

# How to Enter a Housing Loss Prevention Record



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?**

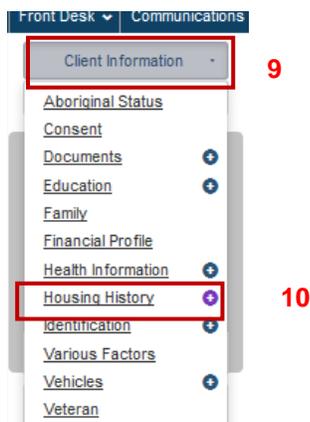


6. From the **HIFIS Home Screen**, in the **Client Search** dialog box enter client's first and last name.
7. Press the **Search** button to see if a client record exists.



ID	Full Name	Gender	Alias	Date of Birth	Age
326	Smithers, Shelley	Female		13/01/1958	60

8. When the client's name comes up in the **Client List**, click on it to select them.



9. Select **Client Information**.
10. Select **Housing History**.

### Client - Housing History

Housing History

Show  entries Filter items

Housing Type	Address	Start Date	End Date
Single Room Occupancy	<a href="#">123 Water Street Surrey</a> <a href="#">British Columbia</a> <a href="#">Canada</a>	2018-04-01	- -

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11. Select **Add Housing Loss Prevention**.

### Add Housing Loss Prevention

**Reason for Service**  x \* ★ 12

**Start Date and Time**  ★ 13

**Caseworker**  x \* ★ 14

**Program**  + - ★ 15

**First Follow-up Date**  ★ 16

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12. Enter the **Reason for Service**.

13. Enter the **Start Date** the support was provided.

14. Select the **Caseworker** who assisted the client.

15. Enter the **Program** funding the support.

16. Enter the **First Follow-up Date** (six months from the **Start Date**).

17. Click **Save**.

◆ **NOTE:** After completing this record, you must record what was provided to the client.