

ow to Enter a Housing Loss Prevention Record		
HIFIS / SISA Homeless Individuals and Families Information System / Système d'information sur les personnes et les fa	 From the HIFIS log-in screen, enter your User Name. 	
Log In / Connexion	2. Enter your Password .	
User Name / Nom d'utilisateur 🗘 1 Password / Mot de passe 🖈 2	3. Select the Service Provider from the drop- down list.	
Service Provider / Fournisseur de services Select an option * * 3 Log In / Connexion * 4	• NOTE: If nothing appears in the Service Provider drop-down list, click the Refresh button	
Forgot Password? / Mot de passe oublié? 5	4. Select Log In.	
	 If you have forgotten your password, you can request to have it reset by selecting Forgot Password? 	
Français Training Site 2 site2trainer	 From the HIFIS Home Screen, in the Client Search dialog box enter client's first and last name. 	
6 Shelley Smithers Q 7	7. Press the Search button to see if a client record exists.	
All Active Inactive Deceased Showing 1 to 1 of 1 entries Show 10 v entries Diate of Birth Age	8. When the client's name comes up in the Client List , click on it to select them.	
320 <u>Smithers, Shelley</u> Female 13/01/1958 60		
Front Desk Communications Client Information 9 Aboriginal Status Consent Documents • Education • Family • Financial Profile • Health Information • Housing History • Various Factors • Vehicles •	9. Select Client Information . 10. Select Housing History .	



Client -	Housing History	11. Select Add Housing Loss Prevention.
Housing	History	
Show 1	0 v entries Filter items	
Housing	g Type ♦ Address	
Single Occups	Room <u>123 Water Street Surrey</u> ncy <u>British Columbia</u> 2018-04-01 <u>Canada</u>	
• Add	d Housing OAdd Housing Loss Prevention	
Add Housing Lo	ss Prevention	12. Enter the Reason for Service .
Reason for Service	Financial - Crisis × * 12	13. Enter the Start Date the support was provided.
Start Date and	2018-04-01 🚔 ★ 13	14. Select the Caseworker who assisted the client.
Caseworker	site2. trainer × ∗ ★ 14	15. Enter the Program funding the support.
Program	×HPP + - ★ ¹⁵	16. Enter the First Follow-up Date (six months from the Start Date).
First Follow-	2018-10-01	17. Click Save.
up bate		▼ NOTE: After completing this record, you must record what was provided to the client.