





## How to Record a Client's Housing History

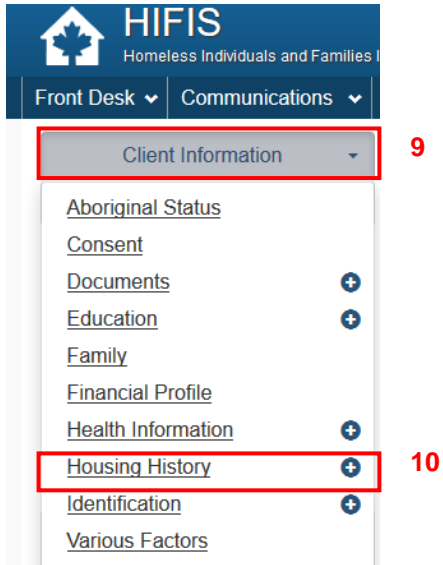
A client's Housing History records an account of where the client has lived, including periods of homelessness.

An accurate Housing History record of a client is critical for HIFIS to function as intended and for the service provider's performance reporting to be correct.

It is vital that every new client record created has an associated Housing History record for at least the past year that is as complete as possible.

Entry of the Housing History record must be done within **five days** of when the client's record was created in the system.

	<ol style="list-style-type: none"> <li>1. From the HIFIS log-in screen, enter your <b>User Name</b>.</li> <li>2. Enter your <b>Password</b>.</li> <li>3. Select the <b>Service Provider</b> from the drop-down list. <ul style="list-style-type: none"> <li>◆ <b>NOTE:</b> If nothing appears in the Service Provider drop-down list, click the <b>Refresh</b> button .</li> </ul> </li> <li>4. Select <b>Log In</b>.</li> <li>5. If you have forgotten your password, you can request to have it reset by selecting <b>Forgot Password?</b></li> </ol>
	<ol style="list-style-type: none"> <li>6. From the <b>HIFIS Home Screen</b>, in the <b>Client Search</b> dialog box, enter the client's first and last name.</li> <li>7. Click the <b>Search</b> button to search for the client.</li> </ol>
	<ol style="list-style-type: none"> <li>8. On the <b>Client List</b> screen, select the client record that you want to add housing to by clicking on the name of the client.</li> </ol>



9. On the **Client - Vitals** screen, click the **Client Information** menu.

10. Select **Housing History**.

### Client - Housing History



11. From the **Client - Housing History** page, click the **Add Housing** button.

### Client - Add Housing History

Housing Type	<input type="text" value="Select an option"/>	★ 12
Start Date	<input type="text" value="2018-04-01"/>	★ 13
End Date	<input type="text"/>	★ 14
Place Name	<input type="text"/>	★ 15
Address Line 1	<input type="text"/>	★ 16
Address Line 2	<input type="text"/>	
Unit/Apartment Number	<input type="text"/>	
Country	<input type="text" value="Canada"/>	★ 17
Province/Territory	<input type="text" value="Select an option"/>	★ 18
City	<input type="text" value="Select an option"/>	★ 19
Postal Code	<input type="text"/>	
Geographic Region	<input type="text" value="Select an option"/>	★ 20
Rent	<input type="text" value="\$"/>	★ 21
Telephone 1	<input type="text"/>	★ 22
Extension	<input type="text"/>	
Telephone 2	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Email Address	<input type="text"/>	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	★ 23

12. Select the **Housing Type**.
13. Confirm the **Start Date**. If needed, you can change the date manually.
14. If applicable enter the **End Date**.
15. If applicable, enter the **Place Name**.
16. Enter the **housing address**.
17. Enter the **Country**.
18. Enter the **Province**.
19. Enter the **City**.
20. If applicable, enter the **Geographic Region** where the housing is located.
21. Enter the **Rent** amount, if applicable
22. If applicable, enter the contact Information for the location in the **Telephone, Mobile Phone, and Email Address** fields.
23. Click the **Save** button.