


How to Enter the Tenancy of a Client Placed into Housing



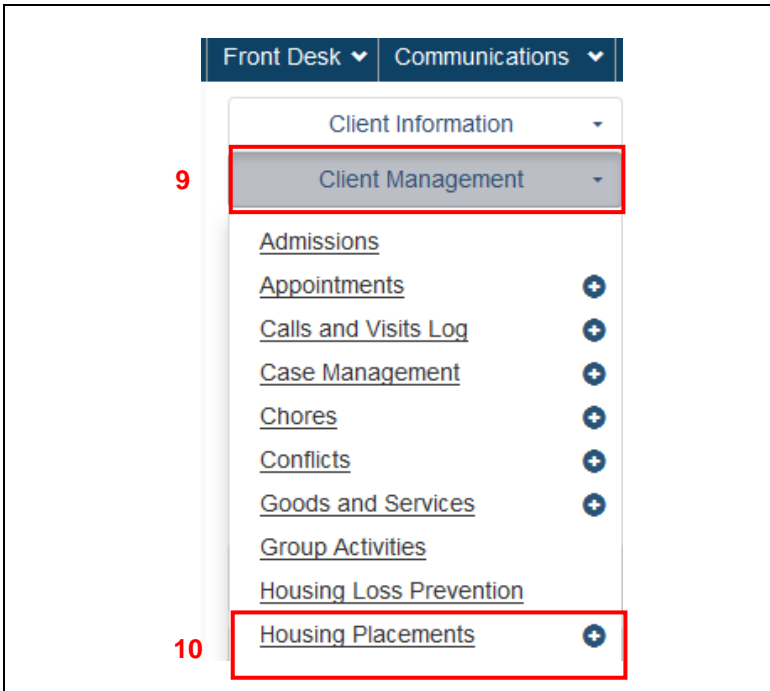
1. From the HIFIS log-in screen, enter your **User Name**.
2. Enter your **Password**.
3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
5. If you have forgotten your 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 the client's first and last name.
7. Click the **Search** button to see if a client record exists.



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



Front Desk ▾ Communications ▾

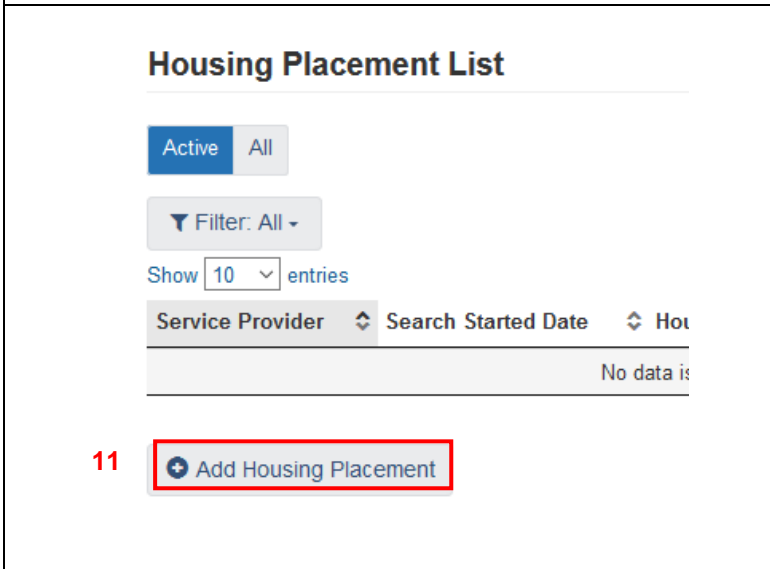
Client Information ▾

9 Client Management ▾

- Admissions
- Appointments +
- Calls and Visits Log +
- Case Management +
- Chores +
- Conflicts +
- Goods and Services +
- Group Activities
- Housing Loss Prevention

10 Housing Placements +

9. Select **Client Management**.
10. Select **Housing Placements**.



Housing Placement List

Active All

Filter: All ▾

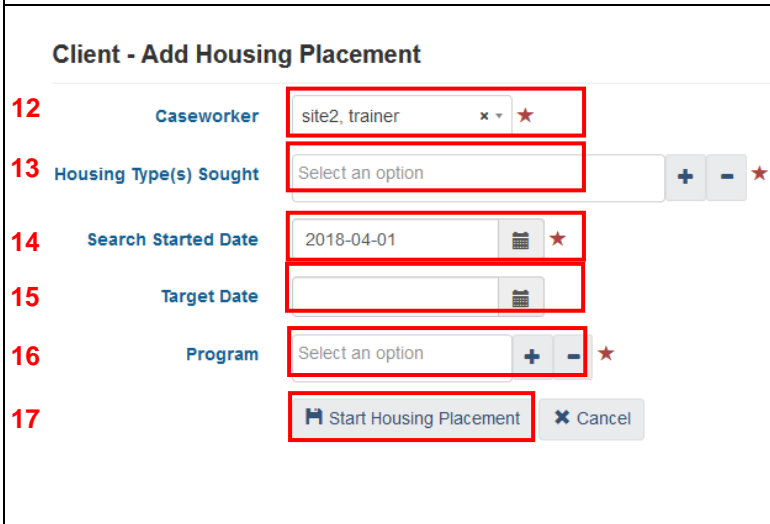
Show 10 ▾ entries

Service Provider Search Started Date Hou

No data is

11 + Add Housing Placement

11. Select **Add Housing Placement**.



Client - Add Housing Placement

12 Caseworker site2, trainer x ★

13 Housing Type(s) Sought Select an option + - ★

14 Search Started Date 2018-04-01 📅 ★

15 Target Date 📅

16 Program Select an option + - ★

17 Start Housing Placement Cancel

12. Select the **Caseworker** who is performing the placement from the drop-down list.
13. Select the **Housing Types Sought** from the drop-down list.
14. Select the **Search Started Date**.
15. Optional: Enter the **Target Date**.
16. Select the **Program** funding the search.
17. Select **Start Housing Placement**.

Housing Placement Details - Housing Not Secured

Family Members [Smithers, Shelley](#) Search Started Date 01/04/2018
 Housing Type(s) Sought [View All](#) Target Date N/A
 Caseworker [site2_trainer](#) Service Provider Training Site 2
 Program HOP

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18. Select **Add** and secure a housing unit.

Add Housing Unit

19 **Housing Type** ★

20 **Status** ★

21 **Place Name**

22 **Address Line 1** ★
Address Line 2
Unit/Apartment Number

23 **Country** ★

24 **Province/Territory** ★

25 **City** ★

26 **Postal Code**

27 **Geographic Region** + - ★

28 **Expected Move In Date** 📅

29

- 19. Select the **Housing Type** sought from the drop-down list.
- 20. Select the **Status** of the housing from the drop-down list.
- 21. Optional: Enter the **Place Name**.
- 22. Enter the **Address** of the place.
- 23. Enter the **Country** of the place.
- 24. Enter the **Province** of the place.
- 25. Enter the **City** of the place.
- 26. Optional: Enter the **Postal Code**.
- 27. Enter the **Geographic Region**.
- 28. Optional: Enter **Expected Move in Date**.
- 29. Select **Save and Secure**.

Housing Placement Details - Housing Secured

Family Members [Smithers, Shelley](#) Search Started Date 01/04/2018
 Housing Type(s) Sought [View All](#) Target Date N/A
 Caseworker [site2_trainer](#) Service Provider Training Site 2
 Program HOP

Housing Secured Date 01/04/2018 Secured Housing Unit [123 Water Street](#)
 Housing Type Single Room Occupancy Date Moved In
 Rent Unknown Address 123 Water Street Surrey
 Status Good Landlord

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30. Select **Move In**.

Move In	
Rent	<input type="text" value="\$"/> 31
Move In Date	<input type="text" value="2018-04-01"/> 32
Telephone 1	<input type="text"/> 33
Telephone 2	<input type="text"/>
Mobile Phone	<input type="text"/>
Email Address	<input type="text"/> 34
Use Exact Follow-up Date	<input type="text" value="No"/> 35
Months Until Follow-up	<input type="text"/> 36

37

- 31. Optional: Enter the **Rent** amount charged.
- 32. Enter the **Move In Date**.
- 33. Optional: Enter **Telephone** information.
- 34. Optional: Enter **Email Address**.
- 35. Leave the **Use Exact Follow-up Date** toggle set to **No**.
- 36. Enter **6** in the **Months Until Follow-up** field.
- 37. Select **Move In**.