

Updating a Client in HIFIS

There are many things about a Client that can change at any point in time. This document will help you navigate how to Update a Client's information to keep them as accurate as possible!

1.) Find Your Client.

From the main page, you can see the search bar to the top right.

Enter your Client in here by first, last, or full name!



Subject	Client Name(s)	Priority	Start Date	End Date	Action
Client Safety	Total(1)	High	2021-06-15	2021-06-22	
Testing bulletin module		High	2021-01-27	2022-01-27	

2.) Client Vitals

On the main Client Vitals Page, click the edit button on the bottom of the page.



Consent Status	Active
Client State	Active
Housing Status	Chronically Homeless
File Number	0000001817
Current Stay	NB Shelter Test - Room #4 : Bed 21
Gender	Male
Date of Birth	1947-01-01 (74)
Family	No

Date of Birth	1947-01-01
Date of Birth Known	No
Approximate Age	74
Information Verified	No
Country of Birth	United Kingdom
Disability	No
MedicAlert	No
Veteran Status	Not a Veteran
Citizenship/Immigration Status	Visitor Visa
Indigenous Status	Non-Indigenous
Geographic Region	This Community
Client State	Active
Client is	Visible
Housing Status	Chronically Homeless

Created by: Admin, HIFIS Updated by: Admin, HIFIS

3.) Update Changes

Be sure to keep the information as accurate as possible.

Remember, Fields with a Red Star are Required!

Consent Type	Consent to Share
Last Name	John *
First Name	Sir Elton *
Middle Name	
Alias 1	
Alias 2	
Date of Birth Known	No
Approximate Age	74 *
Information Verified	No
Gender	Male *

4.) Save Changes

When Finished, Scroll to the bottom and click the Save Button.



Citizenship/Immigration Status	Visitor Visa *
Indigenous Status	Non-Indigenous *
Geographic Region	This Community
File Number	0000001817
Country of Birth	United Kingdom
Client State	Active *

Save Cancel

Created by: Admin, HIFIS Date Created: 2020-10-14 Updated by: Admin, HIFIS Date Updated: 2021-06-18

5.) Double check.

If something looks wrong, click the edit button to update again.

There are other tabs here to explore as well, such as contact info, physical appearance, and comments.

Consent Type	Consent to Share
Full Name	Sir Elton John
Gender	Male
Alias	
File Number	0000001817
Date of Birth	1947-01-01
Date of Birth Known	No
Approximate Age	74
Information Verified	No
Country of Birth	United Kingdom
Disability	No
MedicAlert	No
Veteran Status	Not a Veteran
Citizenship/Immigration Status	Visitor Visa
Indigenous Status	Non-Indigenous
Geographic Region	This Community
Client State	Active
Client is	Visible
Housing Status	Unknown

Edit Display Vitals History Display Client State History



Questions or Concerns? Email the team at hifis@sjhdc.ca