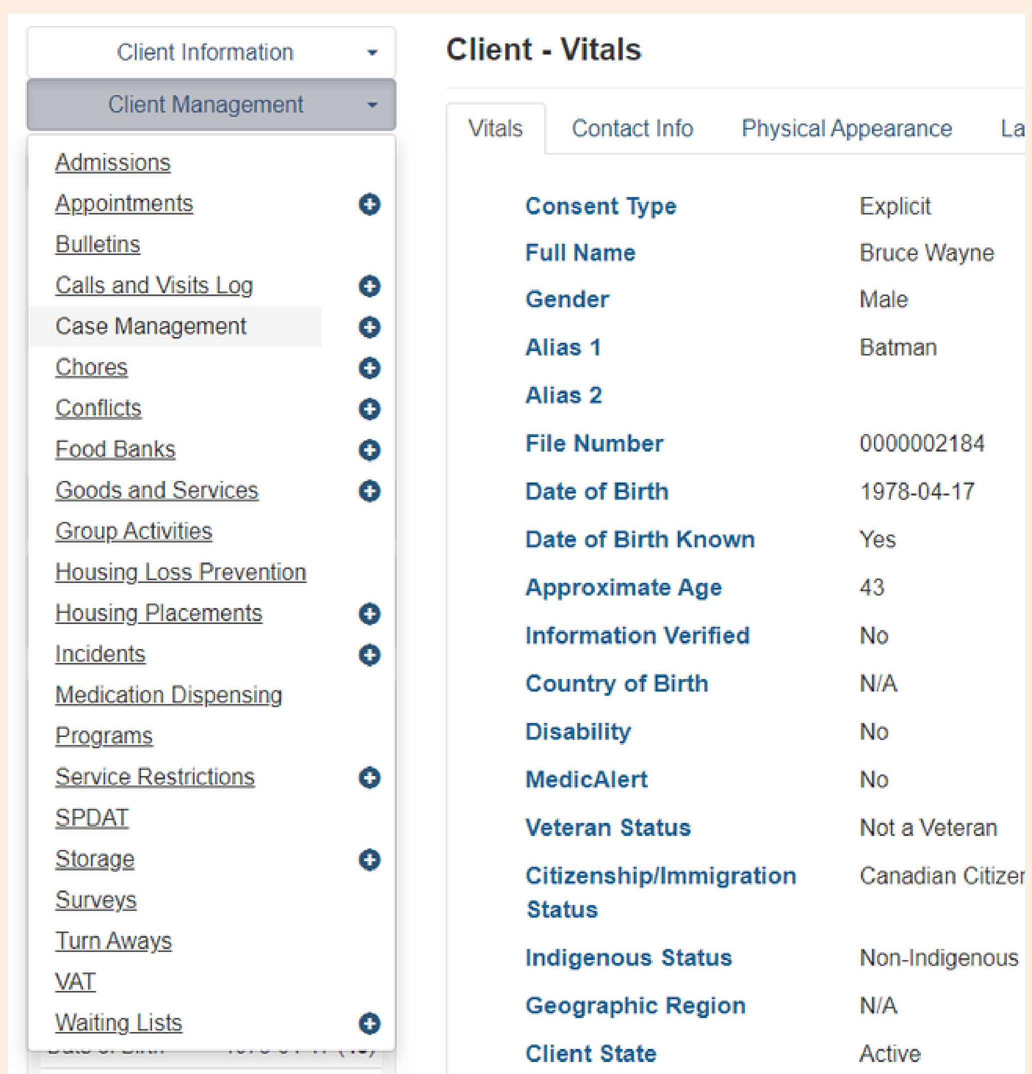
Case Management. New Case

Case Management is a useful part of HIFIS that when used correctly, can enhance your ability to help an individual in need! With all of the tools in the Case Management Module on your belt, you'll be able to track and record your progress as you help a Client acheive their goals.

1.)Find your Client

Click Client Management Tab.

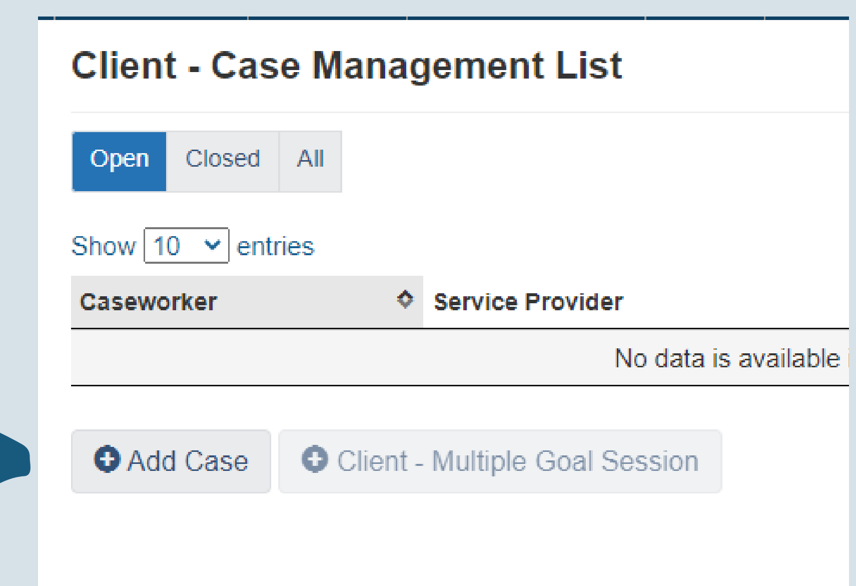
Then Click Case Management.



2.)Click on Client Management

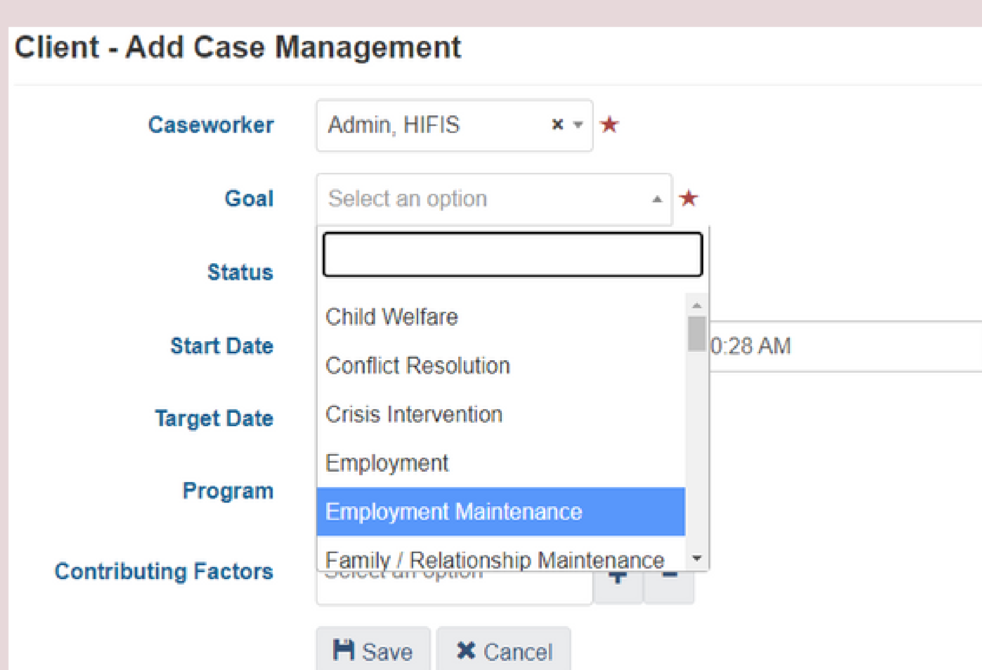
From here you can see all of the cases that are attached to your Client.

Click Add Case.



3.)Fill in the Details

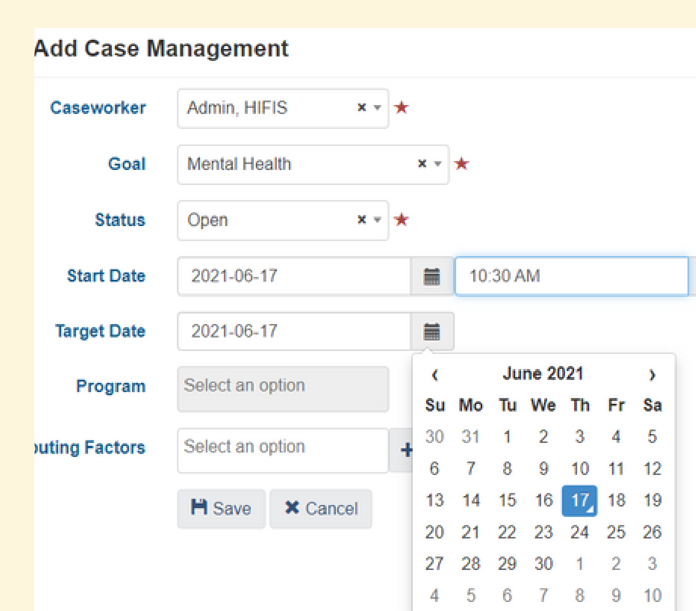
Select your name as Case Worker, and choose a Goal from the List that is the most accurate for your Client's Case



4.)Set the date, and other options.

You can also choose to have a goal target date or leave it empty if unsure.

Click the Save button to Add the Case to the Client's List.

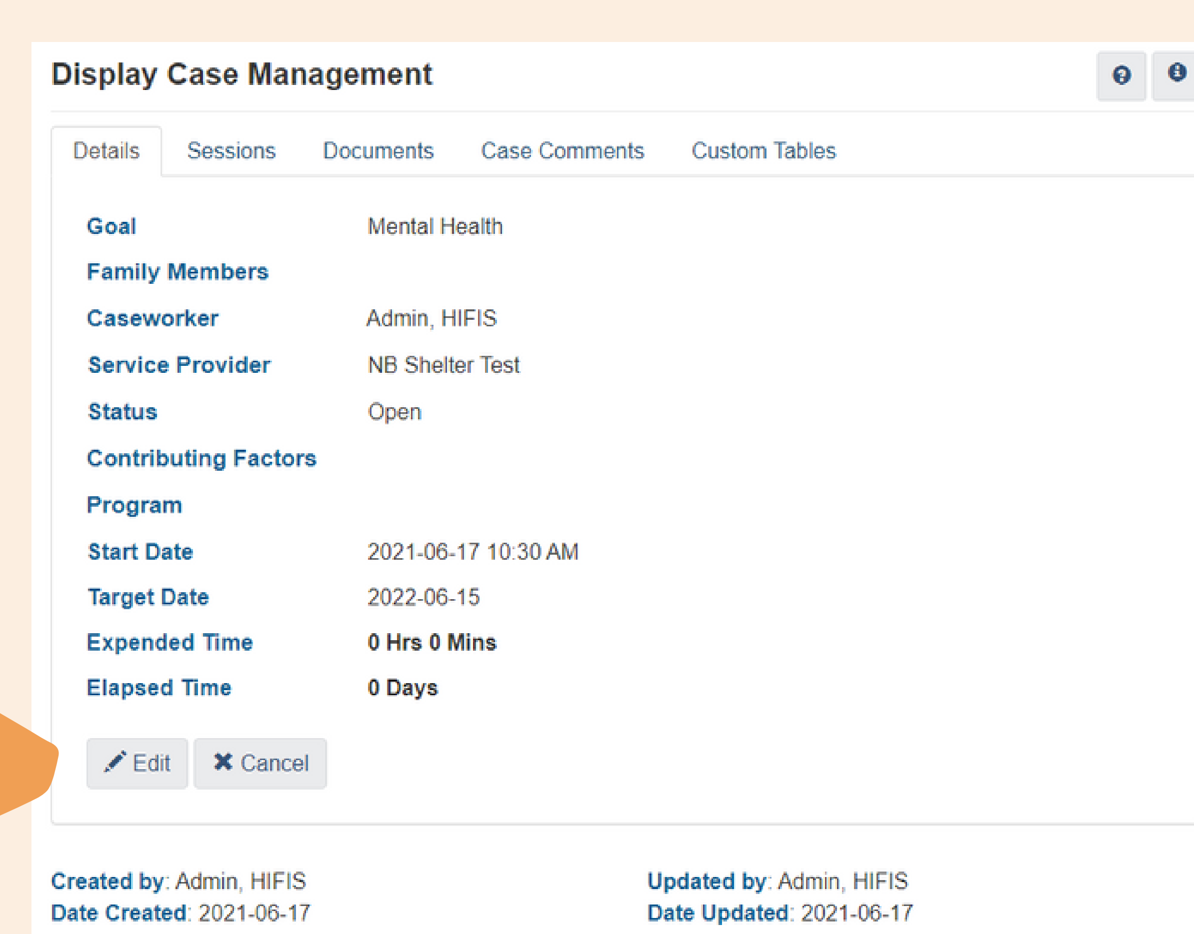


Display Case Management

You should see all of the information for your new Case.

If there are any issues, click the Pencil Icon to edit the Case information.

Looking for how to enter a new session into a case? Check out the Case Management-New Session Page!



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

HUMAN DEVELOPMENT COUNCIL