

Creating a family in HIFIS- New Client

Checking in a client that is staying with a child, or a partner? These instructions show you how to create a family in HIFIS to keep your clients connected together.

1.) Create your client

If you're unsure how to do this, there are steps in the Create a Client page.

When ready to save, click Save and Start Family

If you want to create a family from a preexisting Client, check out the Creating a Family-Existing Client Page!

Save Save and go to Book In Save and Start Family Cancel



2.) The Family Tab

Here you can see your client's family. Right now it is just your Client as the Family Head

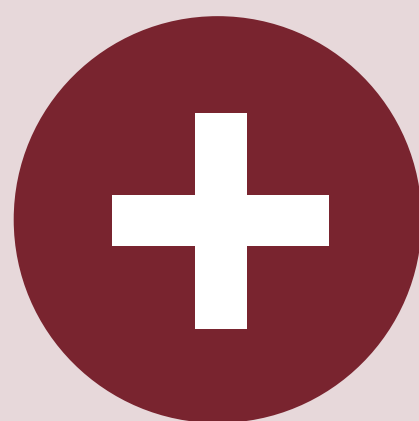
Status	Full Name	Date of Birth	Role	Relationship	Action
2021-06-10 - Present	Griffin, Peter	1979-07-31	Family Head	n/a	[edit]



3.) Add a member.

Family member already exists in HIFIS? Click Add Member.

Family Member new? Click Create and Add Member.



Status	Full Name	Date of Birth	Role	Relationship	Action
2021-06-10 - Present	Griffin, Peter	1979-07-31	Family Head	n/a	[edit]

4.) Choose role and relationship

Use the Relationship to Family head tab to set up the relationship.

Use the Family Role tab to enter the Client's role in the family.

Make sure you pick the right role! There are many different types, child, partner, sibling, etc.

Family Role: Dependant - Child
Relationship to Family Head: Child
Consent Type: Coordinated Access + ...
Consent Start Date: 2021-06-10
Consent Expiry Date: 2021-07-10
Attachments: Select a file... Browse

Click save and view the family.

Once saved you return to the family overview. You can repeat this process as many times as needed for every member of the family!



Status	Full Name	Date of Birth	Role	Relationship	Action
2021-06-10 - Present	Griffin, Peter	1979-07-31	Family Head	n/a	[edit]
2021-06-10 - Present	Griffin, Chris	2008-10-22	Dependant - Child	Child	[edit]



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