

Creating a family in HIFIS- Existing Client

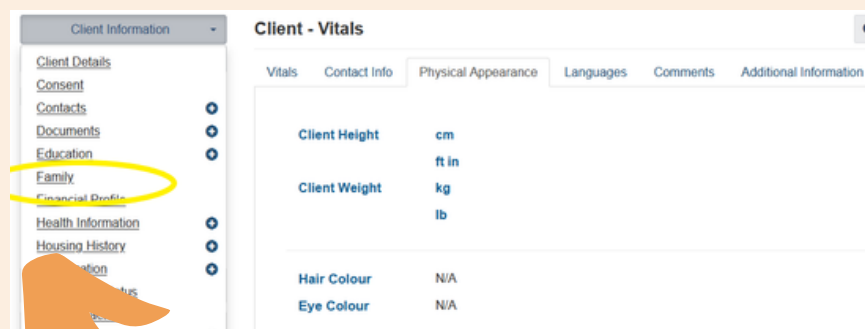
Checking in a client that is staying with a child, or a partner? These instructions show you how to create a family in HIFIS to keep your clients connected together.

1.) Find your client

Use the Client Search to find your Client that you wish to start a Family from.

Click the Client Information Tab and then click Family.

If you want to start a family with a brand new Client, check out the [Creating a Family in HIFIS- New Client Page!](#)

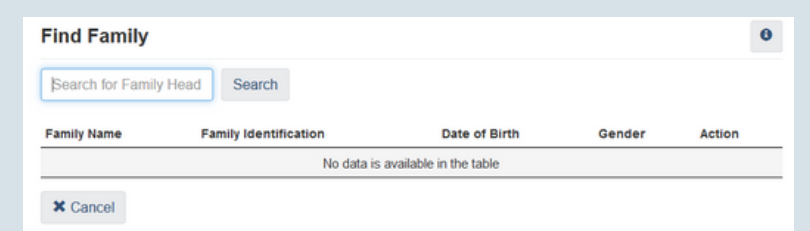


2.) The Family Tab

From the Family Tab you have two options: Start a new Family, and Join a Family.



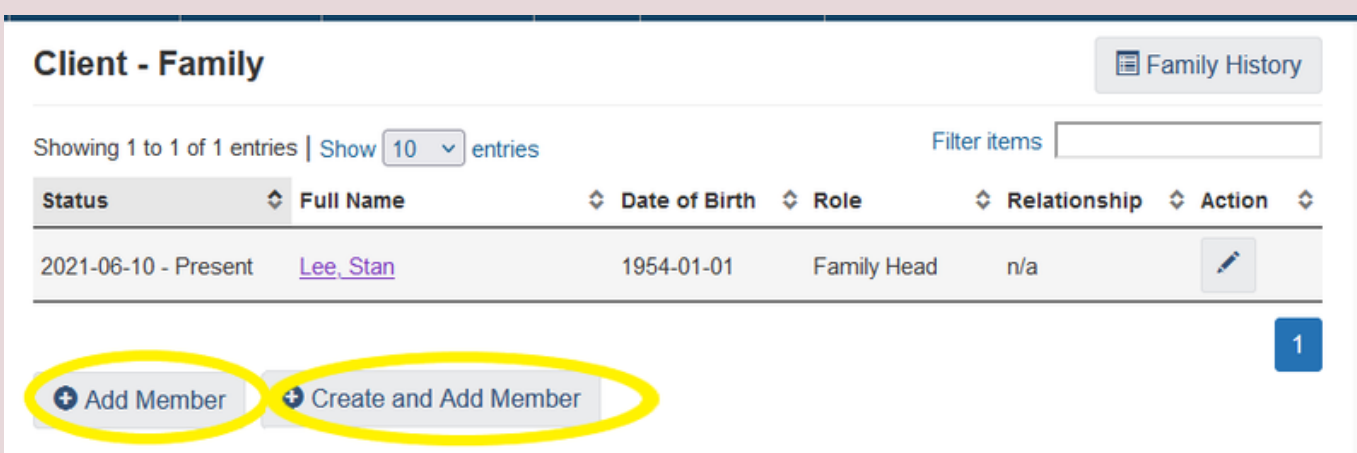
If you click Join a family, you then search for the family head of the family you wish to join this Client to.



3.) Add a member.

Family member already exists in HIFIS? Click Add Member to search for relative.

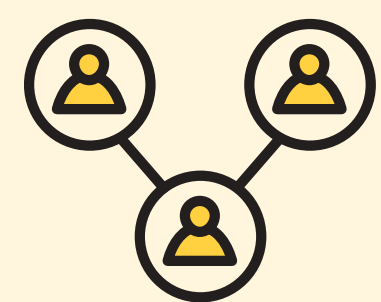
Family Member new? Click Create and Add Member.



4.) Choose role and relationship

Use the Family Role tab and Relationship to Family Head tab to create your link.

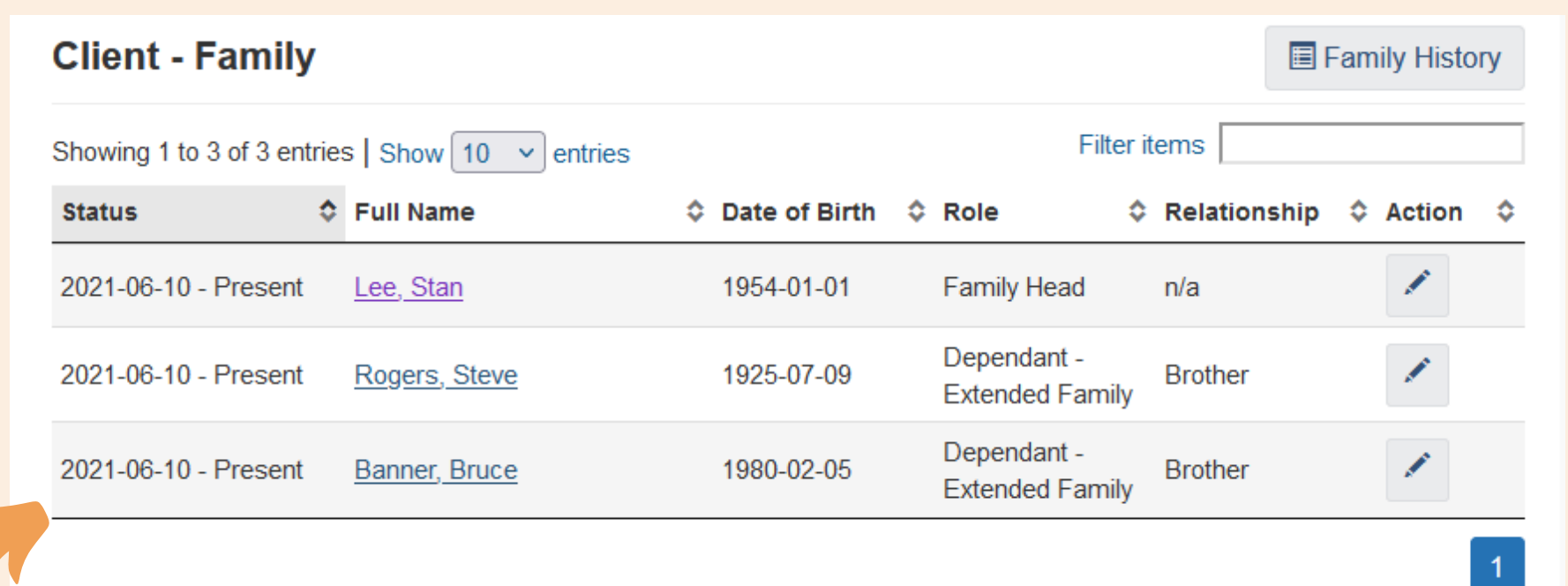
There are many different options! *Child, Sibling, Partner, etc.*



Click save and view the family!

Once you filled out all the information, click Save.

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



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