

BNL in HIFIS - Client Intakes

Say goodbye to the old intake process. You will no longer need to send your intakes to a BNL coordinator. Let's explore the new streamlined process of handling intakes.

1.) Ensure Client is not already on HIFIS

As always, be sure to search for your client before creating a new file.

Search your client's name in the search bar on the top right corner.

Proceed to the next step if your client is not in HIFIS.



2.) Client List

If you've searched for your client and are certain they do not already exist in HIFIS, click the Front Desk Tab and then Clients.

Scroll to the bottom of the client list and click the Add Client button.

Add Client



3.) Choose the correct consent

In order to appear on the BNL, your client must have an explicit+Coordinated Access consent.

Be sure to upload the signed consent by using the Browse button.



4.) Fill out Client Details

Fill out your new Client's information as accurately as possible.

All fields with a red star are required to proceed, however, we suggest inputting as much information as possible.



5.) Housing History

Before saving, be sure to toggle the "Add Housing History" button.

This is an essential step and will determine the clients housing status and chronicity.

We suggest backdating the clients housing history as far as 3 years back on initial intake/creation.



5.) Recap and Verification

Now that your client is created, you can verify they are on the Coordinated Access list through the front desk Coordinated Access Module.

To appear on the Coordinated Access list:

1. The client state must be active.
2. The client status must be homeless.
3. The client consent must be Explicit + Coordinated Access.

