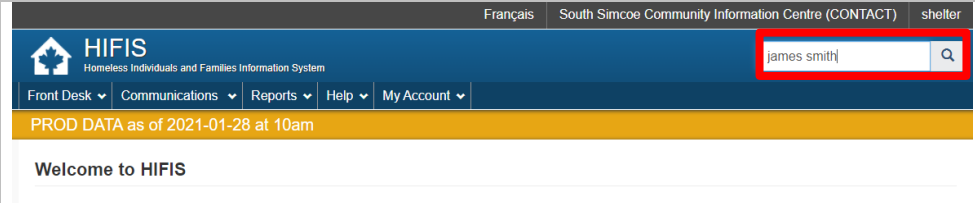| Scenario	Procedures	Examples (room rate = $100/night, excluding taxes)
1. **One single** individual stayed in **One** room	Single individual report room rate with the stay.	John stayed in a single room from 2021-Mar-04 to 2021-Mar-09. • John reported $100 with the stay
2. **Two single** individuals stayed in **One** room	Single individuals divided the room rate equally.	Michael and Bob are two single individuals, and they shared in one room. • Michael stayed from 2021-Mar-08 to 2021-Mar-12, and reported $50 room rate. • Bob stayed from 2021-Mar-05 to 2021-Mar-10, and reported $50 room rate.
3. **One family** (2 family members) stayed in **One** room	1. Family members attached as a family unit (see How To – Edit Family member in HIFIS) 2. Family members booked in as a family stay (see How To – Book in Families in HIFIS) 3. The family head (or room head) report the room rate with the stay record	Jack and Roberta are couple, and stayed in one room from 2021-Mar-13 to 2021-Mar-17. James is the family head and also room head. • James reported $100 with the stay
4. **One family** (3+ family members) stayed in **Two** rooms	1. Family members attached as a family unit (see How To – Edit Family member in HIFIS) 2. Family members booked in as a family stay (see How To – Book in Families in HIFIS) 3. Room head A reports the room rate A with the stay record 4. Room head B report the room rate B with the stay record (see next page)	Michelle, Susan, Sarah, and Cindy are families, and stayed in two rooms from 2021-Mar-16 to 2021-Mar-21. • Michelle and Cindy stayed in room A, and Michelle is the head of room A. Michelle reported $100 with the stay. • Susan and Sarah stayed in room B, and Susan is the head of room B. Susan reported $100 with the stay.

How to Add an MVP Room Rate

- If the room rate reached the service provider's max rate, the Monthly MVP billing is calculated based on the max room rate by the service provider. If you would like to change the service provider's max rate, please reach out to HIFIS Help Desk (HIFIS@simcoe.ca).
- Family Start Date must be the same or and earlier date as the Admission Start Date.

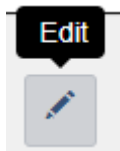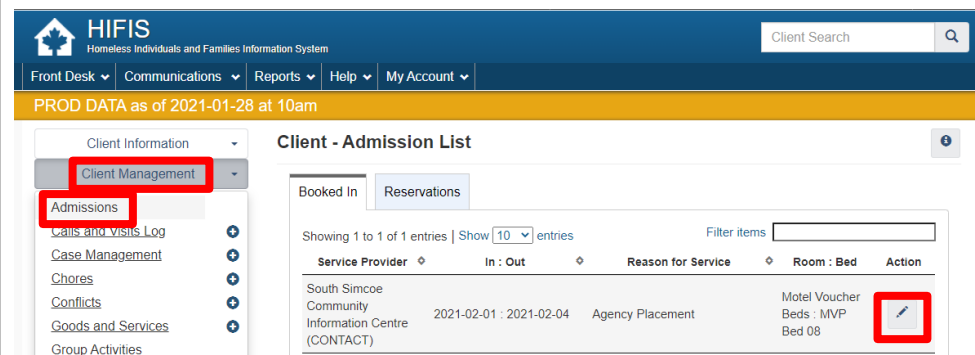|	

1. Open the Client File
 	
   a. Use the **Client Search Box** to type in a client's name,
 	
      then click 🔍
 	
   b. Click on the client's name
 	
   c. Now you're on the **Client - Vitals Screen**
	HIFIS — Homeless Individuals and Families Information System
	
	Français South Simcoe Community Information Centre (CONTACT) shelter
	
	Client Search: james smith
	
	Front Desk · Communications · Reports · Help · My Account
	
	PROD DATA as of 2021-01-28 at 10am
	
	Welcome to HIFIS

2. Open the MVP Stay Record
 	
   a. Click on the **Client Management**
 	
   b. Click on the **Admissions**
 	
               [Edit ✏️]
 	
   c. Click on the **Edit** ✏️ icon
	HIFIS — Homeless Individuals and Families Information System
	
	Client Search
	
	Front Desk · Communications · Reports · Help · My Account
	
	PROD DATA as of 2021-01-28 at 10am
	
	Client Information / Client Management / Admissions · Calls and Visits Log · Case Management · Chores · Conflicts · Goods and Services · Group Activities
	
	Client - Admission List
	
	Booked In / Reservations
	
	Showing 1 to 1 of 1 entries | Show 10 entries Filter items
	
	Service Provider / In : Out / Reason for Service / Room : Bed / Action
	
	South Simcoe Community Information Centre (CONTACT) / 2021-02-01 : 2021-02-04 / Agency Placement / Motel Voucher Beds : MVP Bed 08 / ✏️

3. Add a MVP room rate
    a. Click on the **Other Information** tab
    b. Click on the **Add a Record for Motel Voucher Program Info**
    c. Enter the **Nightly Room Rate**
4. Click **SAVE** when done

Client - Edit Stay
📋 Programs ★   ❓ ℹ️

Details   Other Information

Motel Voucher Program Info

No Records
No records currently exist for this custom table, use the button bellow to add new records.

⊕ Add a Record for Motel Voucher Program Info

Motel Voucher Program Info

Daily Motel Rate (excluding taxes)   ★

💾 Save   ✖ Cancel