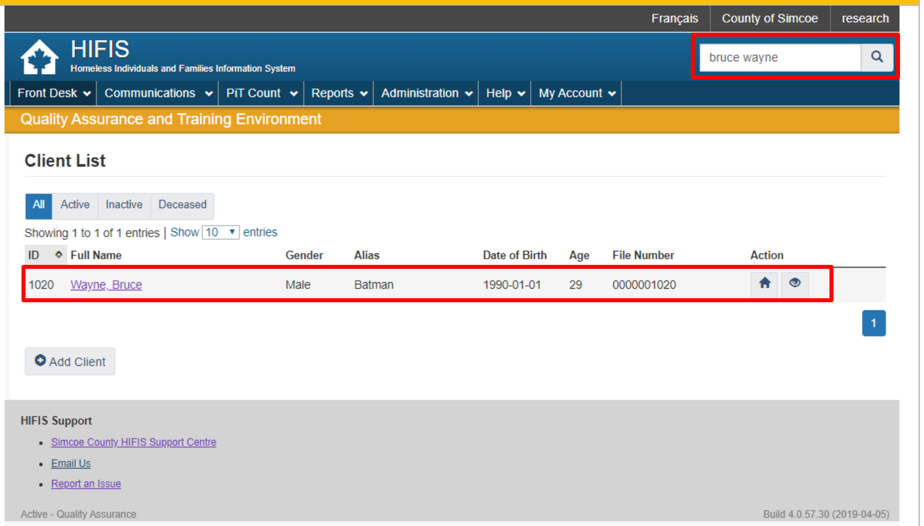
How To Check Client's Family Status

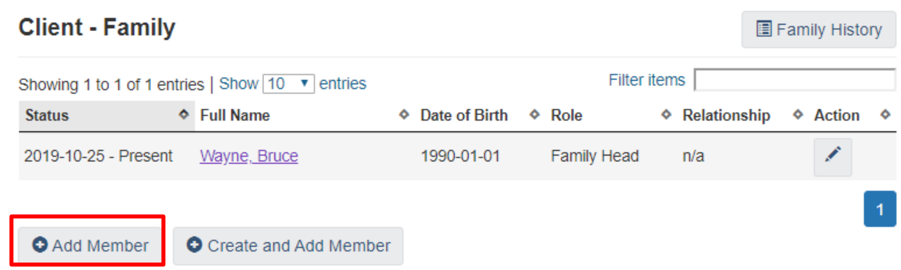
1. Open the Client File of the Family Head
    a. Use the **Client Search Box** to type in a client's name, then click 
    b. Click on the client's name
    c. Now you're on the **Client – Vitals** screen



2. Navigate to the Client “Family” Screen
   a. Click on the **Client Information** menu
   a. Click on **Family**
   b. You're now on the **Client - Family** Screen. If the Client is NOT currently in a family, the list will be empty (see the screenshot on the right)

NOTE: You've created a family, but there's only one person in this household. Please forward to step 4 to add another (existing) client to the current family or step 5 to add a new client who isn’t in HIFIS to the current family)

3. Start a New Family
   a. Click on the **Start New Family** button



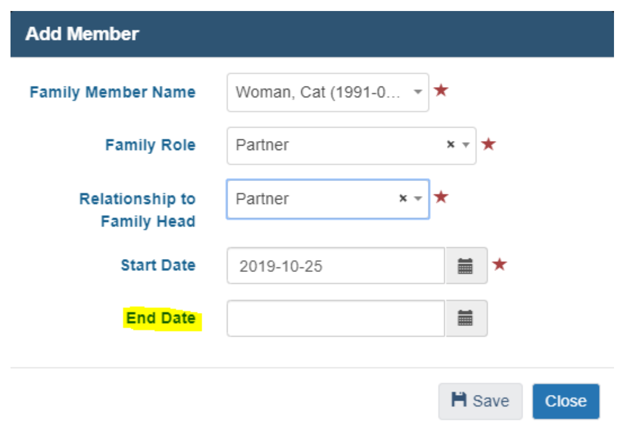
4. Add existing client to the current Family

NOTE: This function is used to add a new person to this family that already exists in HIFIS. If they are NOT an existing client, you will be unable to proceed. To add a new Client, see step 5 (add a new client to the current family).

   a. Click on the **Add Member** button
   b. If the client is an existing client, select their name from the **Family Member Name** drop down menu
   c. Select the family member's **Family Role**
   d. Select the family member's relationship to the **Family Head in the Relationship** drop-down
   e. Select the date that this relationship began, and, if applicable, the date it ended or will end

NOTE: Please do NOT enter the ‘**End Date**’. Only enter the ‘End Date’ if the client is no longer part of the family.

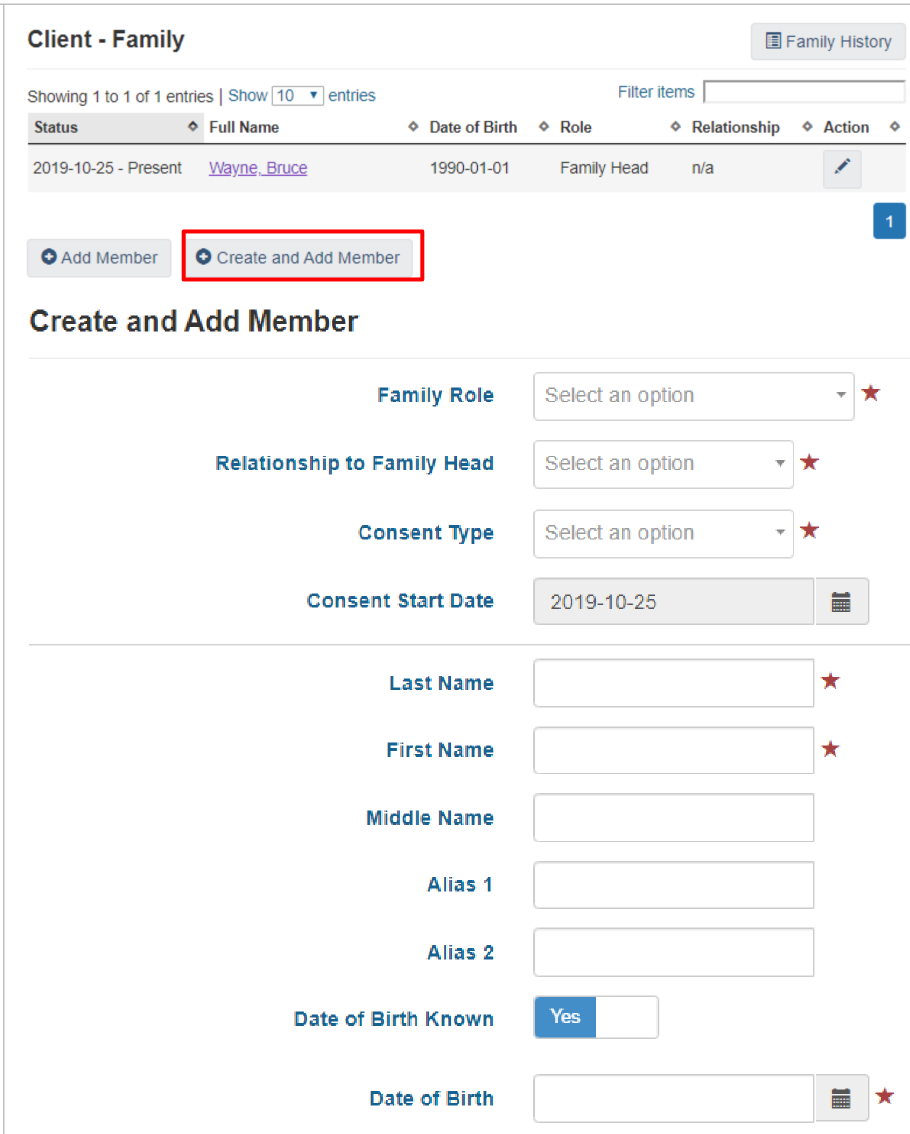
   f. Click on **Save** button
   g. Repeat this process for each family member



5. Add a new client to the current family

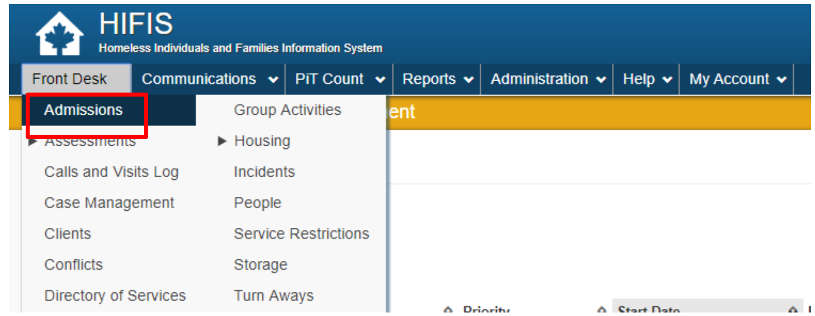
NOTE: This function is used to add a new person who isn't in HIFIS to an existing family that is in HIFIS. To add an existing Client, see step 4 (add another existing client to the current family).

a. Click on the **Create And Add Member** button
b. Select the family member's **Family Role**
c. Select the family member's relationship to the **Family Head in the Relationship** drop-down
d. Complete the rest of the fields as if you were creating a new Client
e. 5. Click on **Save** button
f. Repeat this process for each family member



How To Booking in Families

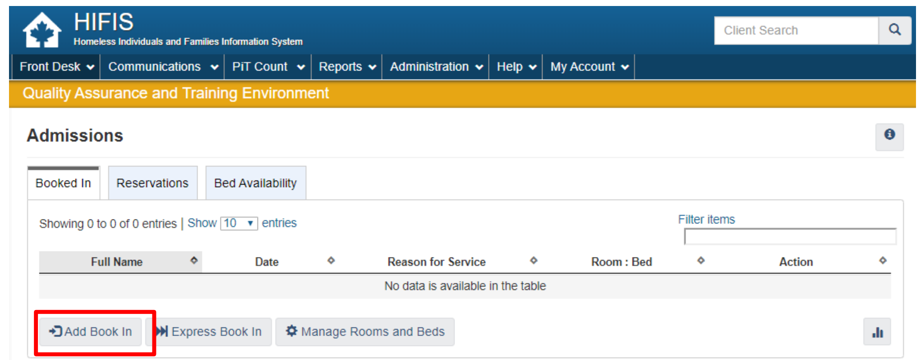
1. Go to the Admissions List
    a. Click on the **Front Desk Menu**
    b. Click on **Admissions**



2. Go to the Booked In Tab
    a. Click on the **Booked In** Tab
3. Add a Book-In
    a. Click on the **Add Book In** button
    b. Select client(s).

NOTE: If the client is part of a family, once you select the first family member, a button will appear with the label **Book In Family**. If you click on it, it will automatically add all family members to this book-in record

    c. Verify the **Start Date** and **Time**.
    d. Enter the date when is the client expected to leave
    e. Select the reason they are seeking a bed
    f. Select the program(s) for this stay
    g. Select the organization that referred the client to you
    h. Enter the name of the person that referred the client to you



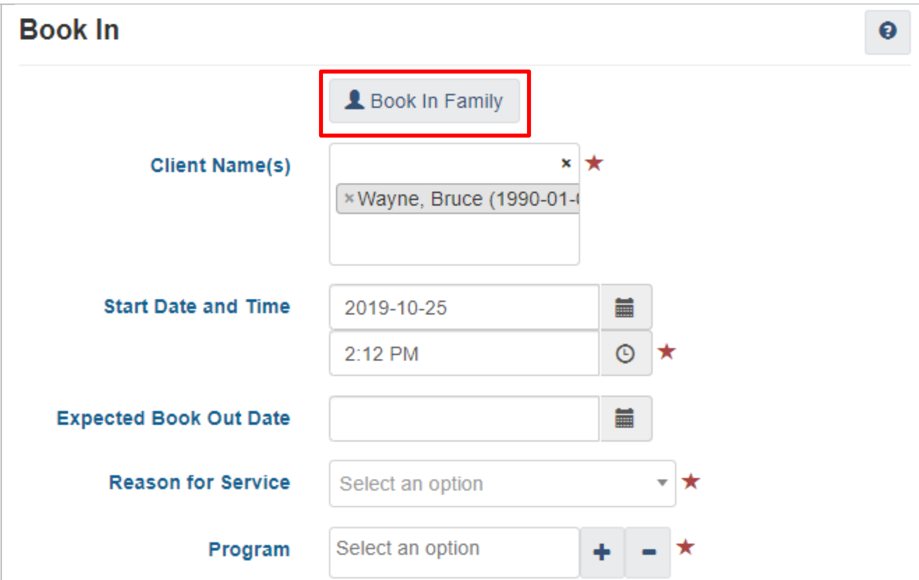
i. If the client is allowed out past curfew, enter the time they can stay out until

j. If the client requires a morning wake-up, enter the wake-up time

k. Indicate whether the client was intoxicated at the time of intake

l. Record additional notes about this book-in

m. When done, click **Next** to select a bed



4. Select a Bed

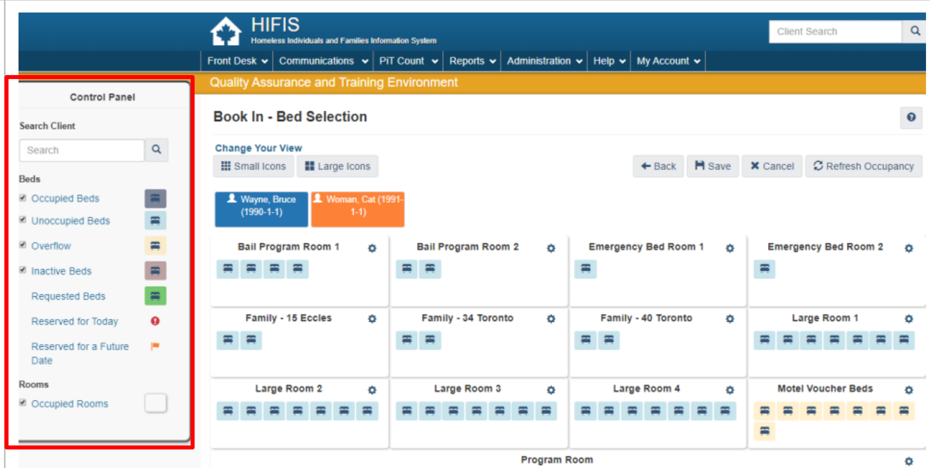
a. Your client(s) will display in blue boxes at the top left

NOTE: Clients are displayed in the top left, in boxes that contain the client's name and date of birth. When the Client box is blue, it is unselected. When the Client box is orange, it is selected.

In order to assign a client to a bed, click on the client's box to select it, then click on the desired bed.

b. Click on a client's blue box, then click on the light blue bed you would like to place them in

c. The bed should turn green



NOTE: A **Control Panel** can be visible if the mouse is moved over the left side of the screen that indicates what the icons mean. d. Repeat this for every client you selected e. When done, click the **Save** button	