## **HIFIS In-Take Completion Checklist**

This checklist will help you to complete all information required for Client In-Take in HIFIS

Checkbox	Front Desk→ Clients (Clients Data Details	it Detail, v	itais iauj	
	☐ Consent Type		☐ Last Name	☐ Gender
	(Explicit + Coordinated A	ccess)	☐ First Name	☐ Veteran Status
	☐ Previous consent on file		☐ Alias 1 (if Applicable)	☐ Citizenship/Immigration
1.0	Attachments (upload Clie			☐ Indigenous Status
if one or m	ore of the above items ha	ave not be	en entered, please expla	in why.
Contact Inf	ormation Front Desk <del>&gt;</del>	<b>Clients</b> (Cl	lient Detail, Contact Info	Гаb)
	☐ Home Phone	☐ Wo	ork Phone	☐ Email Address
	☐ Mobile Phone	□ No	phone	☐ No email access
Languages	Front Desk → Clients (Cli	ient Detail	l, Languages Tab)	
	☐ English ☐ Fre	ench	☐ Other (Specify	
	J			
If <b>none</b> of t		entered, p		
	hese options have been e	•	lease explain why:	
Housing Hi	hese options have been of story – Obtain for the ye	ar prior to		HIFIS
	hese options have been e story – Obtain for the ye Data De	ar prior to	lease explain why:	HIFIS   □ Province
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Housing Hi Checkbox  Housing Ty Rental at Ma Rental at Ma Abandoned	hese options have been estory – Obtain for the ye  Data De  Housing type-Pick from Li  Start date End date (if applicable)  Depercent Subsidy Building Vessel	ar prior to etails st Below [ [ [ Halfway H Home Ow Hospital-N	Dintake if not already in Dintake if not already in Dintake If not already in Dintake Line 1 Dintake Line 2 Din	☐ Province ☐ City e) ☐ Monthly Rent (Actual if  Recovery/Treatment Facion Residential Care Facility
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Revised: March 5, 2025

	<b>Financial Profile</b>	☐ Inco	me Type	$\square$ Monthly Primary Income Amount (\$1	1.00
	(collect Income Sources)	☐ Pay	Frequency (monthly)	☐ Start Date (Date of Intake)	
If <u>none</u> of	these have been er	ntered,	olease explain why:		
ndigenous	Status - Front Desi	k → Clie	e <b>nts →</b> Client Inform	nation → Indigenous Status	
	Indigenous - Status		☐ Province/Territory		
	Indigenous – Non-S				
	Non-Indigenous		Clarification – On-Reserve – Normally the individual lives on-reserve Off-Reserve – Normally the individual lives off-reserve		
the indivi	dual identified as Ir	ndigeno	us & this informatio	n was not entered, please explain why:	
				of the family over 16 years of age?	
				nber at intake, regardless of age.	$\neg$
	No Consent for ea		•	er of family members 2 3 4 5 6	
i the conse	ant was not obtaine	eu ioi ea	ch raminy member (	regardless of age), please explain why:	
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