



HIFIS

Homeless Individuals and Families Information System

Using the Coordinated Access Module

About the Coordinated Access module

The **Coordinated Access** module automatically generates a Unique Identifier List using HIFIS data. The module can be accessed from the **Front Desk** menu by users with the appropriate user rights.

Who is included on the Unique Identifier List?

The Unique Identifier List includes clients who:

- Have an active **Coordinated Access** and **Explicit** consent record;
- Have a Client State of **Active**; and,
- Have a Housing Status of **Homeless**, **Transitional***, **Public Institution***, or **Unknown**.

*Clients with a Housing Status of Transitional or Public Institution will only appear on the Unique Identifier List if these categories have been configured to roll-up to Homeless.

Can I use the Coordinated Access module to generate a Priority List?

The Unique Identifier List can be filtered to a Priority List by using the **Filter Options** button in the module and by clicking the column title for the criteria you wish to sort by. The Unique Identifier List can also be exported to Excel. This exported spreadsheet contains a larger number of data points than the module itself, and can also be used to filter and sort the Unique Identifier List.

Benefits of using the Coordinated Access module to generate a Unique Identifier List

There are a number of advantages of using the Coordinated Access module in HIFIS:

- If users are regularly entering accurate and complete data and your community has comprehensive service provider participation in HIFIS, you will have access to a **real-time** and **comprehensive** Unique Identifier List.
- The Unique Identifier List is generated directly using HIFIS data, so there is no need to duplicate work by entering information into a separate spreadsheet.
- The Unique Identifier List can only be accessed by those who have explicitly been given access, either through User Rights in their HIFIS profile or through a Rights Template.



For more information, contact the HIFIS Client Support Centre at support@hifis.ca



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