CITY OF Training/Testing Materials – City of Lethbridge Lethbridge Outreach

Prerequisite	Client Profile/Record has been created in
	advance before performing Case
	Management module.

Training Materials – Entering Case Management & Record/Related Activities

This training module provides an overview of case management processes within the HIFIS system. It covers the fundamental aspects of client intake, assessment, case planning, and documentation within the system. By the end of this module, case managers will be equipped with the knowledge and skills to effectively use HIFIS for managing client data and supporting individuals experiencing homelessness.

*Please Note – This module will only be utilized for Client's that provide the Coordinated Access + Explicit Consent when added to HIFIS.

The Case Management module allows the service provider to keep records of the activities done with a client to reach pre-determined goals. Each goal (desired outcome) that a caseworker and client work towards is a separate record in the Case Management module. For example, if a client has a mental health issue they would like to work on and they would also like to find employment, two Case Management records would be created for the client.

Quick steps to become comfortable with for Case Management in HIFIS:

1. Case Management Summary List - (Front Desk > Case Management)

- Shows a list of all case plans under your agency created at the site for a given period of time.

2. **View All Client Case Session Details or Add Session** – (Front Desk > Clients > Seach Client > Client Vitals > Client Management – Case Management > Sessions > View All Sessions Details or Add Session).

- Displays all case session details for a client's case plan or add a new case session.

Training Module	Action
Case Management	New Record (Add Case/Goal) in Client
	Profile – Case Management List is created
	• Seach Client > Client Vitals > Client
	Management – Case Management

	> Client – Case Management List >
	Add Case.
Case Management	New Record (Add Session) under the
	Sessions tab in Display Case Management
	is created
	 Client – Case Management List >
	Sessions > Add Session.
Case Management	New Record (Add Comment) under the
(Optional – Use if Applicable)	Case Comments tab in Display Case
	Management is created
	 Client – Case Management List >
	Display Case Management > Case
	Comments > Add Comment.
Case Management	New Record (Add Document) under the
(Optional – Use if Applicable)	Display Case Management list is
	uploaded:
	 Client – Case Management List >
	Display Case Management >
	Documents > Upload Document.
Case Management	New Record (Add Multiple Goal
	Session) under Client - Case
	Management List
	 Client – Details > Client
	Management > Case Management
	> Client - Case Management List >
	Client – Multiple Goal Session

Procedure to Add Case Goal

Action	_			
1. From the HIFIS main page, navigate	Client Sea	rch		
to Front Desk > Clients> Search Client >Client -	Client Search		Bruce Wayne	
Details.		Q Search		

2. From the Client Management drop down menu, click	Client	Management -					
on Case							
Management.							
3. From the Client – Case Management	• Add Case						
List page, select the							
+ Add Case Button.							
4. From the Client - Add Case	Caseworker	Select an option *					
Management page,	Goal	Select an option 🔹 🖈					
fill in all required fields marked with a	Status	Open × - *					
red star and any	Start Date	2024-11-13					
additional/optional fields to fill in on	Target Date						
behalf of client:	Program	Select an option + -					
	Referred from	Select an option 🔹					
	Referred to	Select an option					
	Contributing Factors	Select an option + -					
		Save X Cancel					
4A. Referrals	Think of the "Refe	erred From", "Referred To" and "Agency					
	Involved/Referra	al" fields as a journey for the client:					
Referred From / Referred By	- Referred	From = Where the client commenced their					
Referred by	journey (who (agency) sent them to you).						
	,, (
N	- Referred	To = Where the client is going next for additional					
Note: The Geographic Region	support (where (agency) are they going to get the services						
Toggle must be	they requi	re).					
selected as							
Lethbridge to filter	- Agency In	volved/Referral = Who (agency) is helping the					
the Referral source	client alon	ng the way and/or the agency actively working					
options.	with the cl	ient during the Case Session. They are not					
	necessaril	ly the starting or ending referral points but are					
	involved ir	n the case.					

See the Referral Training Material for further guidance.	Status	Correction	nal Facility - Lethbric	dge Cor	rectional Centre				
Once the options	Start Date	Hospital -	Chinook Regional H	lospital) *		
are available, choose the	Target Date		Housing Services - Elsie's House Housing Services - Canadian Mental Health Association						
appropriate	Program	Housing S	Services - Lethbridge	e Housi	ng Authority				
Referred By source.	Referred from		ervices - Family Tie	es Asso	ciation		₹		
Referred To will be left blank until "Procedure to Close a Goal" section below.	Kelened rolli	Select an	opuon				T		
5. Select the case worker that is working with the client.	Casew	orker	Select an	opti	on 🔹	*			
6. Select the appropriate goal the client is trying to achieve.	Goal	Select a	an option		*	T			
*Note – If ther Manage		-		-	ving to pursue d for each goa		e		
7. Leave "Status" field set to Open	Status	Open			× • ★				
8. In Start Date field, enter the date the Case Management record is being created.	Start Date	2024-11-14	1		8:10 AM		0	*	

9. In the Program field, enter the	Program	Seleo	ct an option	+	-	
program that is funding the services	erred from	Read	ching Home Funded			
provided to client (Reaching Homes or	ened nom	OSS	I Funded]		
OSSI).						
10. Pick the	Contributing Fa	ctors	Select an option	+	_	
Contributing Factors that are			Anger Management			
related to the main Goal.						
					-	
	-		ear in the dropdown b		-	
pre-enter	eu in the variou	s raci	ors option, see examp	ne belo	<i>w</i> :	
11. Various Factors	Client - Va	ario	us Factors			
(Contributing Factors) option,						
navigate to Client	Contributing Factor	rs Be	ehavioural Risk Factors			
Information drop down list > Various	Showing 0 to 0 of 0 entries Show 10 - entries					
Factors > + Add	Contributing Factor					
Contributing Factor			No data is avai			
	• Add Contributi	na Fosta				
	Add Continbuti	пу ғасш	11			
	L					
			ctor from Various Fac			
			will see the selected of the s		rom Various	
1 400						

	Case Management
Caseworker	Manager, Case × -
Goal	Conflict Resolution
Status	Open × - *
Start Date	2024-11-14 🗮 8:35 AM 💿 ★
Target Date	H
Program	×OSSI Funded + -
Referred from	Select an option •
Referred to	Select an option •
Contributing Factors	×Anger Management + -
	H Save. X Cancel

- The Process presented above is one of 2 ways to create a Case Management profile in HIFIS. Another quick process to add a Case Management profile is navigating to Front Desk > Case Management > + Add Case.
- Once the Goal for case management has been inputted, activities performed to meet the goal can be entered as a *Case Session*.

*Note – To perform this process there must already be a pre-existing client profile already entered in the system.

Procedure to Add a Case Session

Action									
1. From the Client	Clien	t - Cas	e Man	agem	nent Lis	t			
Management	Open Cl	losed All							
drop down list,							_		
click on Case	Show 10	 entries 					Filter items		
Management.	Caseworke	r 🔶	Service Provid	der 🔷	Goal	<	> Status		Action
This will display	Manager, C	ase	City of Lethbri	idae	Conflict Resoluti	ion	Open		
the Client – Case	Manager, e	/430	Oity of Ectilion	luge	Obrimiet Records		Target Date:	N/A	
Management List									
with the case you									
had just									
previously									
entered and save.	_	_							
2. Select the									
Display icon to									
enter the Display									
Case									
Management									
page.	L								
3. From the	Disp	lay Ca	se Ma	nage	ment				
Display case									
Management	Details	Sessions	Document	ts Case	e Comments				
page, select the			_						
Sessions tab and	Showing	g 0 to 0 of 0 en	tries Show 1	10 🗸 entrie	:S		Filter items		_
click on + Add		Activity	۵	Date	۵	Casewor	ker	۵	
Session button.	No d	lata is available		Dute	·	Guberron			-
	NO G	table	s in the						
	-				-				-

4. From the Client	Goal	Conflict Resolution			
- Add Case Session page, fill	Activity	Select an option		• ★	
in all required					
fields marked	Description				
with a red star					
and any					
additional/option al fields to fill in					
on behalf of					
client:					<i>li</i>
	Date and Time	2024-11-14		9:03 AM	•
		Expended Time			
	Hours	0			
	Minutes	0			
	Caseworker	Select an option	*		
	Responsibility	Select an option •			
	Agency Involved / Referral	Select an option	v		
	Client Present	No			
	Family Present	No			
		adding a Case Goa			

5. Select what the Activity was	Activity	Select an option
	scription	
		Accompaniment to Appointments / Services
		Advocacy
		Assessment
		Assistance with Decision Making
	1	Case Conferencing / Consultation
6. Input any comments or details towards the activity (optional)	Description	
7. Select the Case Worker that was involved in the Activity	Casework	er Select an option ▼★
8. Click Save	H Save	
*Note – Once the		een saved to a Case Management record, the goal cannot be changed.

Procedure to Add a Document

*Please Note - Service providers should only upload documents to HIFIS that help clients navigate the system of supports. This information must be uploaded to modules in the *Client Management* drop down menu of the application (with the exception of consent forms, which can be uploaded on the Client Vitals page when creating or after creating a new client). The following process is for Case Management testing only, other modules that have a "Documents" upload process include:

- Housing Placements > Housing Placement Details > Documents
- Housing Loss Prevention > Housing Loss Prevention Details > Documents
- Incidents > Add Incidents > Attachments

Action		
1. From the	Client - Case Management List	8
Client	Open Closed All	
Management		
drop down list,	Show 10 v entries Filter items	
click on Case	Caseworker Service Provider Goal Status Au	ction ¢
Management	Open Manager, Case City of Lethbridge Conflict Resolution	
and	Target Date: N/A	
navigate/click		1
on Display		
Case		
Management		
lcon		
2. On the	Display Case Management	
Display Case	Datala Descina Descurato	
Management	Details Sessions Documents Case Comments	
page, navigate	Show 10 v entries Filter ite	
and click on		
Documents >	Existing Attachments \diamond Actions	
Select a file /	No data is available in the table	
Browse to find		
the	Documents Calasta fila Drawas	
documents	Select a file Browse *	
you want to		
upload to this		
case.	H Save	
	+	
3. Click Save	H Save	
	T Davo	
	1	

*Note – Scanned client identification documents (Driver's License, Passport etc.) are useful documents to store in this module. However, a client's health records are prohibited from being uploaded into HIFIS.

*Note – Users can multi-select files for a maximum of 5MB per upload. Not all file types are permitted (e.g. pptx).

Procedure to Add a Case Comment (Case Notes)

Action	
1. From the	Client - Case Management List
Client	Open Closed All
Management	
drop down list,	Show 10 v entries Filter items
click on Case	
Management	Manager, Case City of Lethbridge Conflict Resolution Target Date: N/A
and	
navigate/click	1
on Display Case	
Management	
Icon	
2. On the	Display Caso Managomont
Display Case	Display Case Management
Management	
page, navigate	Details Sessions Documents Case Comments
and click on	
Case	Show 10 V entries
Comments > +	
Add Comment	Date 🔷 User 💠 Subject
	No data is available in the table
	Add Comment
	Aud confilent

3. Enter a subject for Case	Client - Add Case Comment						
	Subject	Anger Management *					
Comment and	Comments	Edit • Insert • Format • View • Table •	*				
proceed with entering		★ ★ Font Sizes ★ A ★ A ★ B I U ↔					
Comments.							
		Words: 0_	_				
		H Save X Cancel	-				
4. Click Save once you have	H Save						
completed							
adding Subject and							
Comments to							
case.							
		splay Case Comments, the caseworker who v rity will show up as under User Name.	vas				

Procedure to close a Goal

Action					
1. Navigate to	Client - Ca	ise Manag	ement List		•
client record/profile	Open Closed All				
and navigate	Show 10 v entries			Filter items	
to Client	Caseworker	Service Provider	Goal	Status	Action O
Management drop down list	Manager, Case	City of Lethbridge	Conflict Resolution	Open Target Date: N/A	•
and select					
Case Management,					
select Edit					
icon.					
2. On the	Status				
Client - Edit	otatas		Select an optio	n 🔺 🛪	
Case					
Management >	Contributing	Factors			
Details page, navigate down			Open		
to Status drop	Start Date		Open		
down field.			Closed - Succe	SS	
			Classed Cast/) not mot	
	_		Closed - Goal(s	s) not met	-
3. Add the Referred To	Referred from	Hospital - Chinoo	k Regional Hospital		× - T
field	Referred to	Disability Service	s - Ability Employment		× - 🔻
4. Change Status field to	Status		Closed - Succe	ess × - 🖈	
Closed –					
Success or					
Closed –					
Goal(s) not					
met.					
5. Click Save	H Save				
1					

6. Navigate	Client - Ca	se Manage	ement List		0
back to Case		•			
Management	Open Closed All				
main page –	Show 10 v entries			Filter items	
Client	Caseworker	Service Provider	Goal	♦ Status ♦	Action <
Management >	Case Manager, Shelter	City of Lethbridge	Substance	Closed - Success	
Case	Gase Manager, Sheller	City of Lethbridge	Abuse/Addiction	Target Date: N/A	
Management >	Manager, Case	City of Lethbridge	Conflict Resolution	Closed - Goal(s) not met	
Client Case	Manager, Gase	ony of Leandinge	Connict Resolution	Target Date: N/A	
Management	Manager, Case	City of Lethbridge	Crisis Intervention	Closed - Goal(s) not met	
List to review		,		Target Date: N/A	
Open, closed					
or All entries.					

Procedure to Add Multiple Goal Session

This module will be utilized for client's that have sub-goals to a main goal that they are looking to achieve. For example, if a client has a main goal for wanting to become Financially stable, the Multiple Goal Sessions would be utilized to categorize sub-goals such as Employment, Budget, Applications etc. that can be entered to reach their main goal.

*Note – To perform this function successfully, the Client Status (Display Case Management) must be set as OPEN. Goals (2 or more) must be previously created separately before proceeding with function.

Action	_				
1. From the	Client - (Case Managen	nent List		6
Client –					
Details main	Open Closed	All			
page,	Show 10 👻 entrie	s		Filter items	
navigate to	Caseworker	Service Provider	© Goal	Status	Action 4
Client				Open	
Management	Manager, Case	City of Lethbridge	Employment Mainter	nance Target Date: N/A	2
> Case			Substance	Open	
Management	Manager, Case	City of Lethbridge	Abuse/Addiction	Target Date: N/A	
> + Client -					
Multiple Goal					'
Session	Add Case	Client - Multiple Goal Session	1		di

2. In the	Client -	Multi	iple Goal Se	ssion	1			
Client –	enene		-					
Multiple Goal		Goals	Select an option		+ - *			
Session, fill		Activity	Select an option		* *			
in all	Des	cription						
required								
fields and								
optional								
(*Note –								
previously	Date a	nd Time	2024-11-15		9:47 AM	G	*	
inputted								
goals must			Expended Time - Total					
have Status		Hours	0					
set to Open).	1	Minutes	0					
			Split time equally betw	een goals				
	Cas	eworker	Select an option	* *				
	Respo	nsibility	Select an option	Ŧ				
	Agency In	undernal (Select an option					
		Referral	Select an option	Ť				_
3. In the	Goals	Selec	ct an option			+	- *	
Goals field, select the								
relevant	A adjusidus	Empl	loyment Mainten	ance - N	lanager, Case			
goals from	Activity	Subs	tance Abuse/Ado	liction -	Manager Case			
the drop		0400		inocioni	managoi, oaoo			
down list or								
click Select								
All button (+)								
to select all								
the goals								
created for								
client.								

4. Enter the sessions	Activity	Select an option	* *
Activity and if applicable,	escription		
enter a		Accompaniment to Ap	pointments / Services
description		A due and the	
of Activity.		Advocacy	-
		Assessment	
		Assistance with Decisi	on Making
		Case Conferencing / C	onsultation
	and Time	Case Planning	
5. Confirm		Case Flamming	E
the Start			
Date and	Date and Time	2024-11-15	■ 9:47 AM C ★
Time of the			
Activity, and			
if needed,			
you can			
change the date/time			
manually.			
6. Indicate, in		Expended Time - Total	
hours and	Hours	0	
minutes,			
how much time was	Minutes	0	
spent on the			
session		□ Split time equally between	goals
(Goal) in the	Expende	d Time - "Employment Main	tenance - Manager, Case"
Expended	Hours	0	
Hours and			
Expended	Minutes	0	
Minutes			
fields. This includes the	Expende	d Time - "Substance Abuse	Addiction - Manager, Case"
option to	Hours	0	
split time			
equally	Minutes	0	
between			
goals.			

7. Select the	Caseworker	Manager Case
Caseworker	Caseworker	Manager, Case 🗙 🛪 🖈
that was		
assigned to	Responsibility	Select an option *
the sessions		
and if		
applicable,		
the individual		
who was		
responsible		
for the session		
either Client		
or		
Caseworker).		
8. lf		
applicable,	Agency Involved /	Select an option •
select the	Referral	
Agency or		
Referral	Client Present	No
Involved with		
the case	Femily Dresent	No
session. This	Family Present	
includes		
indicating if		
the client		
and/or family		
were present		
for session.		
9. Click the	H Save	
Save button.	Toave	

*Will use Group Activities Module for clients that decline consent – Declined Anonymous

Group Activities – Process & Procedure

This module enables users to record group activities conducted at the agency/service provider for clients. This includes activities such as a hot/cold meal, alcoholics anonymous, transportation etc.) that can be recorded.

Action	
1. From the	
HIFIS main	Client Search
page,	Front Desk Communications • PiT Count • Reports • Administration • Help • My Account •
navigate to	Admissions Goods and Services TRONMENT
the Front	Block Operations Housing
	Calls and Visits Log Incidents
Desk drop	Case Management Medication Dispensing Clients Outreach
down menu	Conflicts People Filter Items
and select	Coordinated Access Service Restrictions Client Name(s) O Priority O Start Date O End Date O
	Directory of Services Storage No data is available in the table Diversion Turn Aways
Group	Encampments Waiting Lists
Activities.	Food Banks Food Banks Food
	HEIS Data Provision Agreement (DPA) HEIS User Guide
	Entrance Notes Contact
	Active - DEV ENVIRONMENT Build 4.0.60.4 (
2. From the	Group Activity List
Group	T Filler: 1 Week(s) -
Activities	Show 10 v entries Filter items
List page,	Activity Name
select the "+	After Care Group 2025-01-16 10.54 AM 0
	1
Add	O Add Actinity
Activity"	ADJACINY
button to	
begin the	
process.	

Commented [AP1]: Need to include Diversion Module as well depending on level of Consent from Client.

3. From the	Add Group Activ	lity
"Add Group		
Activity"	Group Activity	Select an option 🔹 ★
page, fill in all required	Program	Select an option + -
fields	Location	Select an option • T
marled with a <mark>red star</mark>	Start Date and Time	2025-01-22 🗮 10:20 AM 💿 🖈
and any	Hours	0
optional fields if	Minutes	0
applicable	Description	
for	Reason for Service	Select an option 🔹 🖈
additional	Referred from	
information.	Referred from	Select an option * T
	Referred to	Select an option 🔹 🔻
	Geographic Region	Select an option + -
	Capture Service Location	
	Capture Service Location	Get current location
	_	H Save X Cancel
4. Select the Group	Group Activity	Select an option
Activity	Program	
provided.		
	Location	After Care Group
		Alcoholics Anonymous
	Start Date and Time	Cocaine Anonymous
		Meal - Hot/Cold
	Hours	Mental Health Support Group
5. lf	Program	Select an option
applicable,		
select the	Location	
program		Select an option 🔹 🍸
that is funding this		
process and		
Location by		
which the		
activity took		
place.		

6. Select the	Start Date and Time	2025-01-22		10:20 A	N	• *
Start Date						
and Time for	Hours	0				
when the						
Group	Minutes	0				
activity						
commenced						
, and the						
number of						
hours or						
minutes						
expended						
for this						
activity. 7. Select the	-					
Reason for	Reason for Service		Select a	n option		- \star
Service for						
activity.						
8. lf	Defensed from					
applicable,	Referred from	Sele	ect an option	· · · 7		
filter the						
Geographic	Referred to	Sele	ect an option			
Region for				·	•	
Referred						
From and						
referred To	Referral Filter					I
as						I
Lethbridge						I
to select the	Geographic Lethbi	ridge	X .			I
drop down	Region					I
options.						
	City	idae				
	Leader	lage				l
						l
				🗎 Filt	er Close	l
						I
10. Click Save.	H Save					

Manage Group Activity

*Please Note – From the Manage Group activity page, when entering a client in the "Client Name(s) filed, the cline must already be a preexisting client tin the system for this function to work.

<u>Action</u>	
1. Once	Manage Group Activity
clicking Save, user will be redirected to the Manage Group Activity page.	Group Activity Transport Hours 1 Owner City of Lethbridge Minutes 0 Service Provider City of Lethbridge Description Program OSSI-Funded Reason for Service Hot / Cold Alert Location Mental Health - Canadian Mental Health Assx Referred from Shelter - Lethbridge Wellness Shelter & Stabil Start Date and 2025-01-22 10:20 AM Referred to Outreach Services - CMHA Diversion Outrear Time Image: Start Date and Social Service Comments Replicate Image: Start Date and Social Service Comments Replicate Filter Items Filter Items Stowing 0 to 0 of outrities Filter Items Full Name (s) Gender P Date of Birth P Age Attended Remove P No data is available in the table W Mark all as attended Mark all as unattended
2. From the Manage Group Activity page, select the "Attendees " tab.	Time ✓ Edit X Cancel ✓ Attendees Organizers Organizers Demographics Comments Replicate Anonymous 0 Name(s) Attendees Filter items Showing 0 to 0 of 0 entries Show [10 v] entries Filter items Full Name © Gender © Date of Birth > Age © Attended © Remove © No data is available in the table No data is available in the table ♥ Mark all as attended ♥ Mark all as unattended
3. From the Attendees tab, users can now mark down in the Client Name(s) field or	Attendees Organizers Demographics Comments Replicate Client Name(s) × Anonymous 2 M Showing 0 to 0 of 0 entries Show 10 v entries Filter items Filter items Full Name Gender Date of Birth Age No data is available in the table No data is available Filter items

Anonymous	
Attendees.	
	ote – For the user to successfully add a pre-existing client in the client
• •	d anonymous Attendees boxes, after typing in the client's name, ensure e "+ and save" buttons after entering their name in as this will save their
-	r anonymous as attended to the Group activity. If you do not click the "+
	ton next to the Client Name(s) and Anonymous Attendees box, it will not
	save and will not show up as attended to the activity:
Attendees	Organizers Demographics Comments Replicate
Client	×
Name(s)	×Sparrow, Jack (1975-07-
	Attendees
Showing 0 to	0 of 0 entries Show 10 🗸 entries
4. After	Attendees Organizers Demographics Comments Replicate
clicking	Client Anonymous 2
both the	Name(s) Attendees
"+" and	Showing 1 to 1 of 1 entries Show 10 v entries Full Name Gender Gender Date of Birth Ane Attended Remove
"save"	
icons for	Sparrow, Jack Male 1975-07-17 49 No 💼
client and anonymous	
attendees,	A Mark all as attended A Mark all as unattended
click on the	
"Marl all as	
attended"	
button	
below.	

5. Once	Attendees Organizers	Demogr	raphics Comme	ents Rej	plicate					
clicking	Staff									
save, you										
can include	Staff × ×Team, Diversion Outreac									
the										
Organizers	Showing 0 to 0 of 0 entries	Show 10 🗸	• entries				Filter item	s		
and/or		Full N			٩		Remove			
External	No	data is avail	lable in the table							
Contacts	External Contacts									
involved in										
the Group	External Contacts Showing 0 to 0 of 0 entries Show 10 v entries Filter items									
Activity if	Showing 0 to 0 of 0 entries [.	Full N			۵		Remove			
applicable.	No	data is avail	lable in the table							
6. Users	Attendees Organizers Demographics Comments Replicate									
can also review or		Client	Anonymous	Total		Client	Anonymous	Total		
edit the	Youth	0	0	0	Females	0	0	0		
Demograph	Adults	1	0	1	Males	1	0	1		
ics of the clients or	Seniors	0	0	0	Other	0	0	0		
anonymous	Unknown	0	2	2	Unknown	0	2	2		
attendees from the	Indigenous Identity	0	0	0	Disabled	0	0	0		
Group activity.	Non-Indigenous	0	0	0	Non-Disabled	1	0	1		
activity.	Unknown	1	2	3	Unknown	0	2	2		
7. User can	Attendees Organizers	Demographi	ics C <mark>omments</mark>	Replicate						
also add	Edit - Insert - Format -		Table -]		
any	Solution insert Pormat	- A	• A • B	I⊔≎	3 5 5 3 5					
Comments		<u> </u>	n_ * B	1 2 5	4 E X 3 E					
or										
Replicate										
the same										
Group										
Activity							Words: 0			
with	No. and									
number of	A Save									
attendees										
organizers,										
dates and										
programs										

	1											
for future	Attendees	Organizers	Demo	ographics	Con	nments	Replicate					
processes.	Keep At	tendees			No							
	Keep Or	rganizers			No							
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