Lethbridge

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	
page,	Front Desk Communications PiT Count Reports Administration Help My Account Administration Condet and Semileee IDONNENT
navigate to	Assessments Group Activities
the Front	Block Operations Housing
Desk dron	Calls and visits Log incluents Case Management Medication Dispensing
down monu	Clients Outreach
	Conflicts People Coordinated Access Service Restrictions Client Name(s) Priority Start Date End Date
and select	Directory of Services Storage No data is available in the table
Group	Diversion Turn Aways
Activities.	Forms of Service Support Food Banks - End-liser Ligence Anteement (FULA) - Homelescness Learning Hub
	HIFIS Data Provision Agreement (DPA) HIFIS User Guide
	Release Notes Contact
	Active - DEV ENVIRONMENT Build 4.0.60.4 (
Q. Events the	Group Activity List
2. From the	
Group	T Filter: 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
Add	
Activity"	C Add Activity
button to	
hegin the	
process.	

3. From the	Add Group Activi	ity						
"Add Group	-	-						
Activity"	Group Activity	Select a	in option			- *		
page, fill in	Program	Select a	n option		+	-		
fields	Location	Select a	in option	•	Ŧ			
marled with a red star	Start Date and Time	2025-0	1-22			10:20 AM	•	*
and any	Hours	0						
optional fields if	Minutes	0						
applicable	Description							
for additional	Reason for Service	Select a	in option			* *		
information.	Referred from	Select a	in option	*	Ŧ			
	Referred to	Select a	in option	¥ 3	Ŧ			
	Geographic Region		n option	•	ŧ.	-		
	Capture Service Location	Q Get	current locatio	on 🔳				
		🗎 Save	e X Cance	el				
4. Select the	Group Activity		Select a	n opti	on	*	*	
Group								
provided.	Program							
	Location		After Ca	re Gro	oup)		
			Alcoholic	s And	ony	mous		
	Start Date and Time		Cocaine	Anon	ym	ous		1
	Hours		Meal - H	ot/Col	ld			
	Tiours		Mental H	lealth	Su	ipport Group		
5. lf	Program			Sele	ect	t an option	-	
applicable,								
select the	Location							-
program				Sei	ec	t an option		
that is								
process and								
Location by								
which the								
activity took								
place.								

6. Select the	Start Date and Time	2025-01-22			10:20 AM	٩	*
Start Date	Haura			1			
and time for	Hours	0					
Group	Minutos]			
activity	minutes	0					
commenced							
and the							
number of							
hours or							
minutes							
expended							
for this							
activity.							
7. Select the	Reason for Service						
Reason for			Select a	an o	ption	1	×
Service for							
activity.							
8. lf	Referred from	Coloct	an option		- -		
applicable,		Select	an option		· ·		
filter the	Deferred to						
Geographic	Referred to	Select	an option		× 🔻		
Region for							
Referred							
From and	Deferral Filter						
	Referral Filler						
as Lethbridge							
to select the	Geographic Lethbr	ridge	X .				
dron down	Region	-					
options.							
	City						
	Lethbr	idge					
						_	
					Flitter Close		
10. Click Save.	🗎 Save					4	

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.

Action				
1. Once Ma	anage Gro	up Activity		0
clicking	j	-		
Save, user	Group Activity	Transport	Hours	1
will be	Owner	City of Lethbridge	Minutes	0
rodiroctod	Service Provider	City of Lethbridge	Description	
Teunecteu	Program	OSSI-Funded	Reason for Service	Hot / Cold Alert
tothe	Location	Mental Health - Canadian Mental Health Asso	Referred from	Shelter - Lethbridge Wellness Shelter & Stabi
Manage	Start Date and Time	2025-01-22 10:20 AM	Referred to	Outreach Services - CMHA Diversion Outrea
Group				
Activity	🖍 Edit 🗙 Cance	el		
page.		rs Demographics Comments Penlicat	2	
	organize	To Demographico Commento Repicat	-	
	Client Name(s)	Anonymous Attendees	0	
s	Showing 0 to 0 of 0 entrie	s Show 10 v entries		Filter items
		Full Name Gender	Date of Bi	rth
		NO GALA IS AVAI		
	Mark all as attended	d A Mark all as unattended		
2. From the	lime			
Manage	🖍 Edit 🛛 🗙 Cancel	I		
Group		c Domographics Commonts Doplicate		
Activity	Organizers	s Demographics Comments Replicate		
page.	Client Name(s)	Anonymous 0 Attendees	H	
select the	Showing 0 to 0 of 0 entries	Show 10 v entries		Filter items
"Attendees	F	Full Name Cender	Date of Birth	♦ Age ♦ Attended ♦ Remove ♦
" tah	The Mark all as attended	ð Mark all as unattended		
3. From the Atte	endees Organiz	ers Demographics Comments	Replicate	
Attendees				
tob uporo	lient			
lab, users N	lient	Ano	nymous	14
can now	lient lame(s)	× Ano Arte	nymous 2 ndees	н
can now mark down	lient lame(s)	x Ano Ano Atte	nymous 2 Indees	Filter items
can now mark down in the	elient lame(s) × Sp	And Attended to the second sec	nymous 2	Filter items
can now mark down in the Client	tilient lame(s) × Sp wing 0 to 0 of 0 entri	Ano Attention Show 10 v entries Full Name I Show 10 v entries	nymous 2 ndees Gender ¢	Filter items Date of Birth Age
can now mark down in the Client Name(s)	slient lame(s)	× parrow, Jack (1975-07- ies Show 10 ✓ entries Full Name ♦ No c	Gender ¢	Filter items Date of Birth Age Atten

Anonymous						
Attendees.		_				
*Please N	ote – For the	user to succes	sfully add a	pre-existing o	client in the clie	ent
vou click the	anonymous + and save	" huttons after	xes, aiter ty r entering th	ping in the cui eir name in as	ent's name, en sthis will save	sure their
name and/o	r anonymous	s as attended to	o the Group	activity. If you	ı do not click tl	ne "+
or save" b	utton next to	the Client Nan	ne(s) and An	onymous Atte	endees box, it i	will
	not save an	nd will not show	v up as atter	nded to the ac	tivity:	
Attendees	Organizers	Demographics	Comments	Replicate		
Client		×				
Name(s)	× Sparrow	lack (1975-07-	Ar	onymous 2		
	- oparrow,	Jack (1575-07-	At	tendees		
Showing 0 to	0 of 0 entries SI	how 10 🗸 entries				
4. After	Attendees Organiz	ers Demographics Co	mments Replicate			
clicking	Client	•	Anonymous 2	H		
both the	Name(s) Showing 1 to 1 of 1 entri	ies Show 10 v entries	Attendees		Filter items	
* anu "save"		Full Name	 Gender 	 Date of Birth 	♦ Age ♦ Attended ♦	Remove
icons for		Sparrow, Jack	Male	1975-07-17	49 No	â
client and						
anonymous	A Mark all as attend	ad Aark all as unattende	ad			
attendees,			cu -			
click on the						
Mari all as						
button						
below.						

5. Once	Attendees	Organizers	Demographics Co	omments Replicat	e			
clicking								
save, you	Staff							
can include	Staff		×					
the		× leam, Divers	sion Outreac o					
Organizers	Showing 0 to	0 of 0 entries Sh	ow 10 v entries			Filter ite	ems	
and/or	Chowing 0 to	o or o chance p on	Full Name		٠	Remove		
Evternal		No da	ta is available in the tabl	le				
Contacts								
involved in	External C	ontacts						
the Group	Contacts		•					
Activity if	Showing 0 to	0 of 0 entries Sho	ow 10 ✓ entries			Filter ite	ems	
Activity II		No da	Full Name	10	•	Remove		
applicable.		INU UA						
6. Users	Attendees	Organizers	Demographics	Comments	Replicate			
can also			Client	Anonymous	Total		Client	Anony
edit the		Youth	0	0	0	Females	0	0
Demograph		Adults	1	0	1	Males	1	0
clients or		Seniors	0	0	0	Other	0	0
anonymous		Unknown	0	2	2	Unknown	0	2
from the	Indig	enous Identity	0	0	0	Disabled	0	0
Group activity.	No	n-Indigenous	0	0	0	Non-Disabled	1	0
2		Unknown	1	2	3	Unknown	0	2
7 User can	Attendees	Organizers De	emographics Comme	nts Replicate				
7. User can	E dit - I	noort - Format -	View - Table -					
anv		E Font Sizes					-	
Comments	······································							
or		3-						
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the same								
Group								
Activity								
with						Words:	0	
number of	H Save							
attendees								
organizoro								
dates and								
programs								

for future	Attendees	Organizers	De	emog	raphic	s	Com	ments	Replica	ate							
processes.	Keep At	tendees				No				Γ							
	Keep Or	ganizers				No											
	Keep Pr	ograms				No											
	Dates			Ji	anuar	y 202	5	>>									
			Su	Мо	Tu W	e Th	Fr	Sa									
			29	30	31 1	2	3	4									
			5	6	7 8	9	10	11									
			12	13	14 1	5 16	17	18									
			19	20	21 23	2 23	24	25									
			26	27	28 29	9 30	31	1									
			2	3	4 5	6	7	8									
					Cle	ar											
					N Re	plicat	e										
*Dianan Nat			da		0				D							-	+-+-
"Please Not	e – For tr	1e Atten 	ae	es,	Ur	gar	11Z(ers, I	Demo	ogra	арпі	cs a	naCo	omr	nei	π	tads,
when entern	ng intorn					-							4h - 1			6 - 1	a later of
th - "O		nation in	n th	e fi	ield	s,	en	sure	you i	nco	orpo	rate	the h	nabi	it o	fcl	icking
the "Sa	ave" but	ton each	n th n tir	e fi ne	ield wh	s, en	en: en	sure Iterii	you i ng infe	nco orn	orpo natio	orate on fr	the h om th	nabi hese	it o e ta	fcl bs.	icking
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Diversion Attempt – Process & Procedure

This module will allow users to record Diversion attempts, more specifically, for individuals who decline their consent to share their personal information. For consistency purposes, users from the Diversion Outreach Team (DOT) will only utilize the (**+** *Add Diversion Attempt*) button and not the Diversion Workflow. The reason for this is because we are only wanting to specify a Diversion Attempt for an individual who decline their personal information being shared or added to HIFIS and will remain "Anonymous" while recording the one-on-one support provided. This is intended to record the longer interactions and efforts DOT may have with a participant, while still conforming to the consent standards DOT utilizes today.



3. From the	could not show client profile	Add Diversie	on Attempt
Add Diversion	to Client Specified	Anonymous	Yes
Attempt page,			
fill in all		Age Group	Select an option 🔹 🖈
required		Gender	Select an option 👻 🖈
fields marked			
with <mark>red star</mark>		Date and Time	2025-01-22 🗮 11:09 AM 📀
and if		Reason for Service	Select an option
applicable, fill		Referred from	Select an ontion
in any ontional fields		Referred to	
for additional		Referred to	Select an option v y
information		Housed Safely Last Night	No
		Caseworker	Select an option 🔹 🖈
The Follow-		Minutes	0
Up date will		Program	Select an option
automatically			
populate –		Financial Assistance	No
delete this		Provided	
text to remove		Expected Diversion Destination	Select an option
a follow-up			r
reminder.			
4. For the			
"Anonymous"	Anonymous	Yes	
field, change	_		
the status to			
"Yes" as we			
are recording			
an individual			
who wanted			
their			
information to			
remain			
anonymous.			
5. Fill in the		Vee	
prompted	Anonymous	res	
required field			
below the	Ano Crown	Poloct an option	- +
Anonymous	Age Group	select all option	^
field being			
"Age Group	Gender	Select an option	✓ ★
and Gender".		-	

If unknown, select "other"				
or "don't				
6. Select the	Reason for Service		Select an option	* *
Reason for Service for the	Referred from			
anonymous individual.	Deferred to		Detoxification	â
For DOT, we	Referred to		Housing - Eviction by La	ndlord
have added an option:	d Safely Last Night		Housing - Eviction by Ot	her
"Requesting	0		Family / Relationship Bre	eakdown
Transport	Caseworker		Financial - Crisis	
7 Soloot the			Housing - Fire / Flood	▼
individual	Caseworker	Sele	ect an option 🔹	*
working with a				
client.	_		(
8. Select the Expected	Expected Diversion		Select an option	* ★
Diversion	Destination			
Destination				
for the client.		_		
applicable,	Diversion Result	P	ending × 🔺	
Diversion				
Result for the outcome of		Co	ompleted Interaction	A
the diversion		Di	verted	
attempt.	Terms of Service	N	on-Rapid Exit	Suppo
	End-User Lic	2 No	ot Diverted	• Ŀ
	Data Provisio	Pe	endina	• <u>F</u>
10. Once user	B Save			
has filled in all	1 Gave			
fields and any				
optional				

fields, click									
Save.									
11. Once	Diversi	on List							0
clicking Save,									
user will be	Upcoming	Follow-up (1)							
returned to	▼ Filter Option	s							
the Diversion	Showing 1 to 1 of	1 entries Show 1	0 ♥ entries						
List page and	Client Name	Date and Time	Reason for Service	Expected Diversion Destination	Caseworker ¢	Booked In	Status	Action	
will see the	Anonymous		Substance Lice		Worker		Completed Interaction		
logged	Anonymous	2025-01-22	Alcohol	Admitted to Shelter	Outreach	No	Scheduled Follow-up: 2025-02-01	· · · ·	
information									1
conducted for									
the									
Anonymous									
client on the									
page.									