

# HMIS USER NOTES

## Adding Members to an Existing Household

1. View the existing client's ServicePoint record.

Client - (2834) Test, Just A

(2834) Test, Just A  
Release of Information: None

-Switch to Another Household Member- Submit

Client Information | Service Transactions

Summary | Client Profile | **Households** | ROI | Entry / Exit | Case Managers | Case Plans | SSOM | Activities | Assessments

(2108) Male Single Parent

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(2834) Test, Just A	52	Yes	Self	01/04/2007	0	1
(13176) Test, not a	9	No	Son	01/04/2007	0	1

Manage Household (1)

Previous Households

Search Existing Households | Start New Household | Exit

2. Click the **Manage Household** button. (1) The Household Information screen will display.

Household Information - (2108) Male Single Parent

(2108) Male Single Parent | Save | Save & Exit | Exit

Household Type \* | Male Single Parent

Income | US\$1,600.00

Client Count | 2

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(2834) Test, Just A	52	Yes	Self	01 / 04 / 2007	0	1
(13176) Test, not a	9	No	Son	01 / 04 / 2007	0	1

Add/Delete Household Members (2) | Household History Report

Previous Household Members

Individual Client Assessment

Household Members | Client Record | Issue ID Card

(2834) Test, Just A  
Self, Age: 52

(13176) Test, not a  
Son, Age: 9

Name | Test, Just A

Alias

Social Security | 999-99-9999

SSN Data Quality | Full SSN Reported (HUD)

3. Click the **Add/Delete Household Members** button. (2) The **Add/Delete Household Members** screen shown on the next page will display.

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4. Click on the triangle **(1)** next to **Add Clients to the Household** to expand the client search section.

**Add/Delete Household Members - (2108) Male Single Parent**

**Household Members**

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(2834) Test, Just A	52	Yes	Self	01/04/2007	0	1
(13176) Test, not a	9	No	Son	01/04/2007	0	1

**Previous Household Members**

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Left Household	Previous Associations	Household Count
(25625) Test, Baby		No	Son	01/04/2007	04/14/2014	1	0

**Add Clients to the Household** (1)

Continue Cancel

5. Search for the household member(s) that you would like to add to the household. If the household member is listed in the Client Results section, click the green plus icon **(2)**. If the household member is not listed in the Client Results section, click the **Add New Client With This Information** button to create a new ServicePoint record for the household member being added. Clients who will be added to the household will now be listed in the Selected Clients section of the window. Click **Continue** **(3)** to open the **Household Information** window displayed on the next page.

**Add Clients to the Household**

**Client Search**

Please Search the System before adding a New Client. Hide Advanced Search

Name: First: Baby Middle: Last: Test Suffix:

Alias:

Social Security Number: 651 - 66 - 8222

Social Security Number Data Quality: Full SSN Reported (HUD)

Exact Match:

Search Clear Add New Client With This Information Add Anonymous Client

**Client Number**

Enter or Scan a Client ID to add that Client to this Household.

Client ID #: Submit

**Client Results**

ID	Name	Social Security Number	Date of Birth	Alias	Gender Banned	Household Count
+ 25625	Test, Baby	984-10-6358				0

Showing 1-1 of 1

**Selected Clients**

ID	Name	Social Security Number	Date of Birth	Alias	Gender Banned	Household Count
- 26924	Test, not a	651-66-7966				0

Showing 1-1 of 1

Continue (3) Cancel

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6. Answer the household information questions for the household members that you are entering: Head of Household, Relationship to Head of Household, and Joined Household (remember the Joined Household date pre-fills with the data entry date).

**Household Information - (2108) Male Single Parent**

(2108) Male Single Parent Save Save & Exit Exit

Household Type \* Male Single Parent

Income US\$1,600.00

Client Count 3

**Household Members**

Name	Age	Head of Household	Relationship to Head of Household	Joined Household*	Previous Associations	Household Count
(2834) Test, Just A	52	Yes	Self	01 / 04 / 2007	0	1
(26800) Test, Junior		No	-Select-	04 / 14 / 2014	0	1
(13176) Test, not a	9	No	Son	01 / 04 / 2007	0	1

Add/Delete Household Members Household History Report

7. Click **Save & Exit**.