

HMIS USER NOTES

Creating an Entry/Exit Record for Clients Who Have been Added to a Household

If someone joins a household you are already serving, you will need to add them to the household in ServicePoint (see the HMIS User Note called **Adding Members to an Existing Household**). Then you will need to create a related Entry/Exit record for that new client after adding them to the household.

1. To add a related Entry/Exit record for a client added to a household, view the client who is already in ServicePoint and click on the Entry/Exit tab.
2. Click on the pencil to the left of the **Entry Date** of the client who is already in ServicePoint. The **Edit Entry Data** window shown below will open.

Edit Entry Data - (13) Robinson, James

Household Members

To update Household members for this Entry Data, click the box beside each name.

(3) Male Single Parent

(13) Robinson, James (Entry Date: 05/01/2014 10:39 AM)

(14) Robinson, Mary (Entry Date: 05/01/2014 10:39 AM)

Include Additional Household Members

Edit Entry Data - (13) Robinson, James

Provider	Northfield Program (HM Life) (18)
Type	HUD
Entry Date*	05 / 01 / 2014 10 : 39 : 49 AM

2. Click the **Include Additional Household Members (1)** button to add a related entry for anyone who joined the household after the family started the program.

Include Additional Household Members

Household Members

To include additional Household Members, click the box beside each name. Only Members from ONE Household may be selected at a time.

(3) Male Single Parent

(13) Robinson, James

(15) Robinson, Baby

(14) Robinson, Mary

Continue Cancel

3. In the **Include Additional Household Members** window check the name of anyone who now needs an Entry/Exit into the program. If you check the box next to the household type, that will check the names of everyone in the household.

Click **Continue** and you will return to the Edit Entry Data screen shown on the next page.

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Edit Entry Data - (13) Robinson, James

Household Members

To update Household members for this Entry Data, click the box beside each name.

(3) Male Single Parent

(13) Robinson, James (Entry Date: 05/01/2014 10:39 AM)

(15) Robinson, Baby (Joined Household: 05/05/2014)

(14) Robinson, Mary (Entry Date: 05/01/2014 10:39 AM)

Include Additional Household Members

Edit Entry Data - (13) Robinson, James

Provider: Northfield Program (HM Life) (18)

Type: HUD

Entry Date*: 05 / 01 / 2014 10 : 39 : 49 AM

Save & Continue Cancel

4. The additional household member(s) will now be listed on the Edit Entry Data screen.
5. Click **Save & Continue**.

Entry/Exit Data

Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

Provider*: Northfield Program (HM Life) (18)

Type*: HUD

Update

Household Members Associated with this Entry / Exit

Name	Head of Household	Entry Date	Exit Date	Reason for Leaving	Destination	Notes
(13) Robinson, James	Yes	05/01/2014				
(15) Robinson, Baby	No	05/05/2014				
(14) Robinson, Mary	No	05/01/2014				

Include Additional Household Members Showing 1-3 of 3

Entry Assessment

Household Members

(13) Robinson, James Age: 21

(15) Robinson, Baby Age: Unknown

(14) Robinson, Mary Age: Unknown

Household Data Sharing

Client: (13) Robinson, James Add Household Data

June 2010 Data Standards Entry Date: 05/01/2014 10:39:49 AM

REQUIRED OF ALL CLIENTS

Date of Birth*: 01 / 15 / 1983

6. You will now be on the Entry/Exit screen for the client who already had an Entry/Exit and see all of their Entry/ Exit answers. Click on the name of the person (1) just added to answer their Entry/Exit questions.