Household Addendum SP5.11

NOTE: The initial steps for client data entry must be done prior to adding Household Members. Please refer to your **workflow**.

NOTE: Utilize **Enter Data As** function if not already in the correct program

NOTE: **EVERYONE** in HMIS has a household-even a single person.

1. Click the **Household Tab**
2. If there is no household, click **Start New Household**

> **IF THERE IS ALREADY A HOUSEHOLD THERE – USE IT!**
>
> There are **VERY FEW** situations you would ever create more than one household.
>
> If there is more than one household – contact the HMIS Help Desk for guidance.
> HMIS@dupageco.org

3. Select the **Household Type**
4. Locate existing or Add new HH member
   a. Enter the client's First and/or Last Name and/or partial SS#
      - Existing Client: Click the **Green Plus** sign from the results list.
      - Existing Client: Enter the **Client's ID#** if it has been established and is known
   b. Add a new client if not located through search. Warning message will appear
      - Clients selected (or added) will appear at bottom of screen
   c. Continue Step 4a until all HH members have been added (or selected).
   d. Click **Continue**
5. Answer: ***Head of HH*** (Yes or No), ***Relationship to HoH*** (if HoH, *Self* will auto-fill), ***Joined HH*** (if different than data entry date)
   a. **There should only be 1 Head of Household!**
6. Forget to add information regarding the SS# from Step 4? (This information can be entered in real time or backdate mode.)

   a. Click on the **Edit** pencil next to the **Client Record** section and enter data. Click **Save.**

- On the left hand side, select another HH members name to switch. The active client is highlighted in blue. See step 6a.
- When finished, click on the HoH record, as a regrouping aspect. Click **Save & Exit** (this will close the HH window). Warning message will appear

7. Forgot something? Made a mistake? Click **Manage Household** button to edit/revise.

Adding new Clients to an existing HH

1. Click **Manage Household**
2. Click **Add/Delete Household Members**
3. Click arrow ▶ **Add Clients to the Household** section**.** Screen expands.
   a. See Step 4 and 5 for instructions.
      - If ***Joined HH*** is different than original HH members, update these fields.

If a Client Leaves the Household

1. Click **Manage Household**
2. Click the **Red Minus** sign next to the client who is leaving.
3. Enter the ***Date Client Left Household.*** Click **Save.**
   a. This client will now be located under the ▶ **Previous Household Members** section, and can return (or be reactivated) to the HH if need be.
      - If reactivated, complete questions from the pop-up window. Click **Save.**
4. Click **Save & Exit** to close HH window. Warning message will appear

The **Household History Report** button will display activity for adding/ editing/ deleting HH members.

Previous Associations will increase by 1 each time a client leaves a HH. Click the **View** icon to display activity

Household Count represents the number of households in which the client is currently associated. Click the View icon to display activity.