

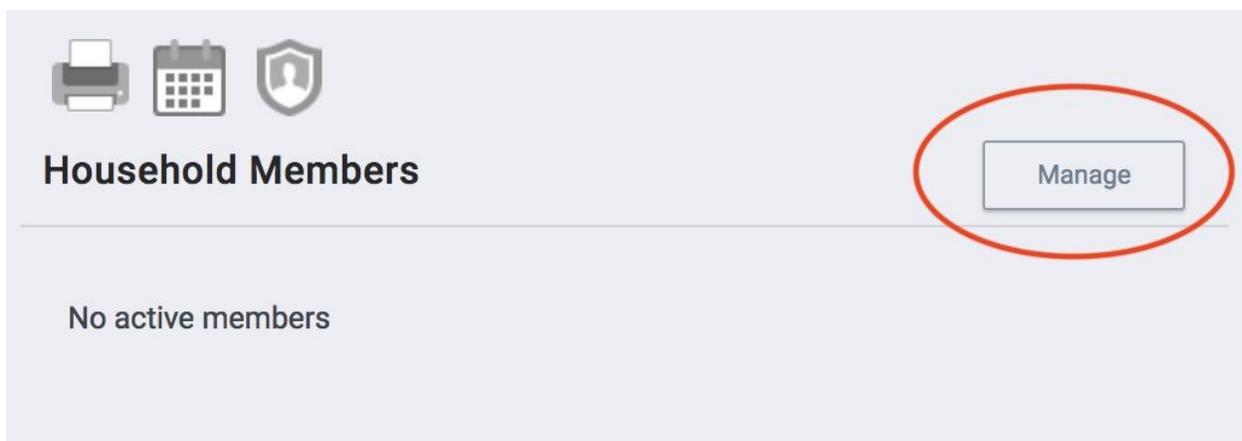


Household Management

Creating Family/Household Groups

Begin by verifying that each family/household member exists in HMIS. You cannot build a household until each member has their own standalone profile.

Open the profile for the head of household. In the upper right corner, under the header "Household Members", click "Manage".



If you have recently accessed the family member files, they will be listed on the right-side menu under the header "Your recent client searches accessed". If the family member is listed there, click the plus sign + to add them to the head of household's group.



Add (Preferred method)

Join (this should be RARE)

NOTE: When a listed client has "Join" as an option, that person is already part of an existing family/household group. Rather than adding them to your client's household, you are given the option of joining your head of household client to the existing group. Pay careful attention to the result. (see screenshot on next page)



JOIN HOUSEHOLD ✕

⚠ Active client is already in a Household. This action will end involvement in the current group and add as a member of the selected group.

Leave existing Household to join Adam Sapple's Household

Transfer Adam Sapple from their existing Household to this Household

EXISTING HOUSEHOLD

Existing End Date 02/08/2019 📅

NEW HOUSEHOLD

Member Type Not Set ▼

Start Date 02/08/2019 📅

SAVE

You also have the option of searching for members directly from the Family/Household Management screen.

HOUSEHOLD MANAGEMENT

Search for a Household Member

SEARCH

Enter your search terms above to search for a client. Use full name, partial name, date of birth or any combination.

	Client	Date of Birth	Last Four SSN	Last Updated
➕ Add	Baby Smith	01/06/13	4582	03/22/16

Complete the same steps for each member until all clients are listed in the Family/Household Members section in the upper right corner of your screen.

If a member leaves the household, clicking "Edit" from the Members list will allow you to enter an End Date to remove them from the group.

🖨
📅
🛡

Manage

Household Members

Baby Smith	Daughter
Michael Jones	Significant Other

Once you have a household, you can enroll the household in a program together.

To enroll a household into a program, select the down arrow next to the applicable program title under Programs: Available.

Michael Jones

PROFILE HISTORY PROGRAMS ASSESSMENTS NOTES FILES LOCATION REFERRALS

Emergency Shelter

Active Clients

5 CLIENTS

40% Families
60% Individuals

Funding Source: HJCESG - Emergency Shelter (spending and/or essential services)

Service Categories: Housing Food

Availability: Limited Availability

PROGRAM AVAILABILITY:

Include group members:

Baby Smith
 Jody Smith

PRINT DIRECTIONS DOC REQUIREMENTS

ENROLL

Select the group members to include by toggling their switches to the right, and click “Enroll”. In this example we are enrolling Michael Jones and including his family members Jody Smith and Baby Smith (the family members will become part of the Group Enrollment when we toggle to include them before clicking the “Enroll” button.)

You MUST follow all of the following steps for each family member. If you stop partway through, get logged out due to inactivity, or use the BACK button during this process, you will end up with individual enrollments instead of a family enrollment. If this happens, please contact the help desk.

It is critical that ALL fields on the Enrollment are completed in full. Every question asked in this area corresponds directly to the required APR for your program(s). Again, if you do not complete the form for every family member, that member will not be added to the enrollment.

⚠ Changes have not been saved. Please correct your entry and try again.

Enroll Program for client Mister Mann

Project Start Date	<input type="text" value="/ /"/> 
Relationship to Head of Household	<input type="text" value="Select"/> 
Is the Client an Adult or Head of Household?	<input type="text" value="Yes (Automatically Generated Response)"/> 
Is the Program Type a Permanent Housing Program Type?	<input type="text" value="Yes (Automatically Generated Response)"/> 
LIVING SITUATION	
Type of Residence	<input type="text" value="Select"/> 
Length of Stay in Prior Living Situation	<input type="text" value="Select"/> 
DISABLING CONDITIONS AND BARRIERS	
Disabling Condition	<input type="text" value="Select"/> 
Physical Disability	<input type="text" value="Select"/> 
Developmental Disability	<input type="text" value="Select"/> 

In the example above, required program fields were left blank illustrating required data elements in order to save the client enrollment.

Complete ALL fields in the enrollment page for your client and click "Save & Next". If you had toggled any family members to be included in this program, their Enrollment page will automatically come up next until each member's enrollment has been completed. It may appear that you are being asked to complete the same form you already saved- this is not the case, you are filling out enrollments for each family member in turn. Continue to click "Save & Next" after completing each household member's Enrollment. Enrolled family members will be listed in the right sidebar under "Program Group Members", as seen on the next page.

Enroll Program for client Michael Jones

Project Start Date: 03/01/2017

Zip Code of Last Address: 97654

Quality of Zip Code: Full or Partial Zip Code Reported

Relationship to Head of Household: Self (head of household)

Is the Client an Adult or Head of Household?: Yes (Automatically Generated Response)

Is the Program Type Either Emergency Shelter, Safe Haven, or Street Outreach?: Yes (Automatically Generated Response)

LIVING SITUATION

Type of Residence Immediately Prior to Program Enrollment: Place not meant for habilitation

Length of Stay in Prior Living Situation: One week or more, but less than one month

Approximate Date Homelessness Started: 02/26/2017

Number of times on the streets, in ES, or SH in the past three years: Two Times

Total number of months homeless on the streets, in ES, or Safe Haven in the past three years: Two Months

ENROLLING PROGRAM

Program Type: Group (2)

Assigned Staff: Michael Jones

Head of Household: Michael Jones

Program Group Members

- Baby Smith
- Jody Smith

If you do not see a member of the household in the “Program Group Members” section of the sidebar, DO NOT go to the missing person’s profile to enroll them in the program. This will result in the missing family member to be enrolled as their own household. Follow the directions below instead.

To add a member of the household to an existing program enrollment (such as a new baby), create a profile for the new member, if necessary, and assign them to their household from the HOH’s profile. Then, making sure you are on the HOH’s profile, go to the programs tab, click the edit button next to the program name, then click the plus sign next to program group members- see below. This will pop up a dialog box that will allow you to toggle additional household members into the program.

Candy Cane

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES LOCATION REFERRALS

Christina Yssav, Colorado Training Agency

SEARCH CASELOAD

PROGRAM: SSVF RRH PROGRAM

77 DAYS ACTIVE PROGRAM

Enrollment History Provide Services Assessments Notes Files X Exit

Program Service History LINK FROM HISTORY

Service Name	Start Date	End Date
SSVF Financial Services:Security deposit Colorado Training Agency	10/15/2018	10/15/2018
Case management services:Case management services Colorado Training Agency	10/15/2018	10/15/2018

Reservation Service Referral

Program Type: Group (3)

Program Start Date: 10/01/2018

Assigned Staff: Colorado Train12

Head of Household: Yellow Submarine

Program Group Members

Yellow Submarine	10/01/18	Active
Flower Child	10/01/18	12/10/18

Status Assessments

No statuses

Assessment due every three months
Notification: ON

Toggle the switch to the right and click enroll, which will take you to the enrollment page for that household program enrollment. Make sure the project start date is accurate.

ENROLL ADDITIONAL MEMBERS

Mini Rudder Not Set

ENROLL

