

## 1.0 Overview

Step-by-step instructions for removing members from an existing household.

# 2.0 Work Instructions

#### 1. Start a New Household

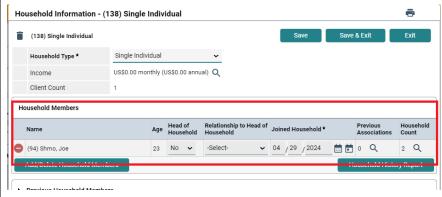
- a. Navigate to "Households" tab.
- b. Click "Start a New Household."
- c. Select "Manage Household."
- d. Select appropriate "Household Type."

Household Type			_		
Household Type *	-Select-		~		
Client Search					
		i Please Sear	ch the System before	e adding a New Client	Hide Advanced Search
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#### 2. Add Desired Members to Household

- a. Search for a household member, if the client is already in the system, click on the **plus sign** to add them to the newly created Household.
  - i. If the search yields no results, you will need to create a client profile.
- b. Once all members of the household have been added, click on **Continue.**

### 2. Add Desired Members to Household





- 3. Answer Questions for Each Added Member
  - a. Answer Head of Household (Yes/No), Relationship to Head of Household and add a Joined Household date for each member of the household.
    - Make sure that only one person has answered "yes" to Head of Household and that their Relationship to Head of Household is marked "self."
  - b. Click "Save & Exit."

#### 3. Answer Questions for Each Added Member

Relationship to Head of Household	* Head of household's child			
	- Select-			
Enrollment CoC	Self (head of household)			
Translation Assistance Needed	Head of household's child Head of household's spouse or partner			
	Head of household's other relation member (other relation to head of household)			
Covered by Health	Other: non-relation member			
Insurance	Data not collected			

### 3.0 Resources

- 3.1 Referenced Material
  - 2024 HUD Data Standards
- 3.2 Related Material
  - 2024 Client Profile Tab Work Instructions
- 3.3 Contacts
  - HMISAdmin@clackamas.us