1.0 Overview

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

2.0 Work Instructions

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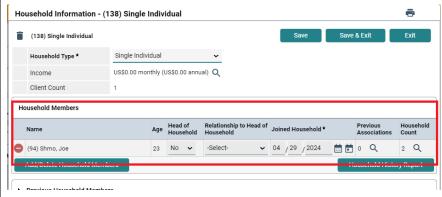   a. Navigate to "**Households**" tab.
   b. Click "**Start a New Household**."
   c. Select "**Manage Household**."
   d. Select appropriate "**Household Type**."

1. Start a New Household

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

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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.
     i. 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**."

3.0 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