Households in HMIS

Included in this guidance:

- What is a household?
  - ROIs and households
  - VI-SPDATS and households
- How to create a new household in HMIS
- How to add someone to an existing household
- How to remove someone from an existing household

What is a household? If your client is an individual and wishes to live alone, you will skip the household tab.

For HUD and HMIS purposes, a household is defined as a group of people who share/ want to share a housing unit. This group can be related, as in a family, but does not have to be, as in roommates. In ServicePoint, creating a household allows data to be related among a group of client records. Grouping clients as a household allows you to create one Entry, one ROI, one Interim, one Exit, and so on, for all members. Households will always have one Head of Household identified and at least one other household member that are entering a program together.

ROIs and Households: Each member of a household that is entered into HMIS needs to be represented in an ROI that is uploaded into HMIS and electronically tagged in the ROI tab. Each adult needs to sign a ROI or giver verbal consent. Minor children will be listed on the HoH's ROI. If at any point a new member is added to a household, a ROI will need to be obtained for that new member.

VI-SPDATS and Households: Each adult member of a family that is in a household that is literally homeless and has identified that they are interested in housing navigation can have a VI-SPDAT completed in their client record. If you are working with a family with a minor child, you will fill out the F-SPDAT on the HoH's client profile tab.

How to add a new household: *This is used to create an entirely new household that doesn't yet exist in ServicePoint.*

1. Log on, select EDA mode for the program you are entering data for, set your back date mode.

2. Click ClientPoint and search for your client. (If you are entering your client into HMIS for the first time, you will address households when you get the "household tab" in the workflow).

3. Click the household tab. If the client is already in a household in the system, you will see the current household information listed on this tab. If the available household composition listed is correct you are done in the household tab.

4. Click "Start New Household". The household assessment will pop up (See step 5).

Client Information			Service Transa		
Summary	Client Profile	Households	RO	Entry / Exit	Case Managers

This Client is not currently a member of any Households.

▶ Previous Households

Search Existing Households   Start New Household   Exit

5. Complete steps 1-3 listed below to search for, or add household members.

Note: It is possible that a child or another adult in the household already has a client record in HMIS. Make sure to click "Search" before you add a new client to the system. Adding a member to a household will create a new client record for that client, you will need to go into this client's record to add information to the "client profile tab" after you have added them to the household.

Click "Start a New Household."

Household Type

Household Type* -Select-

1. Select the **Household Type**.

Client Search

Please Search the System before adding a New Client.   Hide Advanced Se

	First	Middle	Last	
Name	June		Test	
Name Data Quality	-Select-			
Alias				
Social Security Number	__-__-__			
Social Security Number Data Quality	-Select-			
U.S. Military Veteran?	-Select-			
Exact Match	☐			

Search   Clear   Add New Client With This Information

2. **Search** for a family member. If they already exist in the system, they will populate under "Client Results." If they don't already exist, select "**Add new Client with This Information**."

Client Number

Enter or Scan a Client ID to add that Client to this Household.
Client ID # [   ]   Submit

Client Results

ID	Name	Social Security Number	Date of Birth	Alia
⊕ 26770	Test, John	***-**-0000	01/01/1956	

Showing 1-1

3. Once you find/create the family member, click the green circle with the plus in order to **add** them to the household.
4. **Repeat** for each household member.

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alia
26817	Test, PAtty			

Showing 1-1 of 1

6. Click Continue. The "Household Information" assessment will pop up.

7. Select "Yes" for client that will be the HoH and "No" for any other household member. Assign the relationship of additional household members to the HoH. "Joined household" date will reflect the "back date mode" you are in when entering data.

Note: When deciding how to select the HoH, there are very few concrete rules on who in the household should be the HoH. The HoH will be an adult. If there are multiple adults, it is recommended that you select the client that could "open the most doors to resources". Ex, if one client is a veteran, they should be the HoH. If one client has a source of income, they may be eligible for more resources.

Household Information - (8321) Two Parent Family

| (8321) Two Parent Family | | | Save | Save & Exit | Exit |

Household Type *	Two Parent Family
Income	US$1,000.00
Client Count	

Household Members

	Name		Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
🚫	(55560) Test, Grant	31	Yes	Self	08 / 17 / 2020	0	1
🚫	(55561) Test, Adam	31	No	Husband	08 / 17 / 2020	0	1
🚫	(55564) Test, Jezebel		No	Daughter	08 / 17 / 2020	0	1

Add/Delete Household Members   Household History Report

Other things to consider

-Always make sure that all correct household members are selected whenever you add a ROI, Entry, Exit, or interim update. This will ensure that all household members are linked to the data being entered. Select box next to entire family or select each household member's name.

Client - (57873) Test, Shanley

(57873) Test, Shanley
Release of Information: None   -Switch to Another Household Member-   Submit

Client Information					Service Transactions		
Summary	Client Profile	**Households**	ROI	Entry / Exit	Case Managers	Assessments

▼ (8835) Female Single Parent

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(57873) Test, Shanley	31	Yes	Self	02/10/2021	0	1
(57874) Test, Luna		No		02/24/2021	0	1

Manage Household

Adding someone to an existing household: If there is an official addition to a household, you will follow the following steps:

1. Click the "Manage Household" button

2. Click the "Add/Delete Household Members" button

3. Click the "add clients to the household" dropdown and search for the client to ensure they are not already in the system. If they are in the system, click the green plus sign by their name to add them. If they are not in the system, add the new client to HMIS. (Always make sure to go back and fill in information for the client you just created). Don't forget to change the "household type" if the new household member changes the existing type.
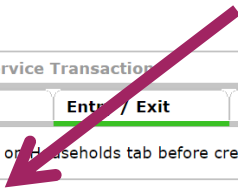
If you add a new household member, you will also need to add them to any relevant project entries. To do that follow these steps:

1. (Make sure you are in the correct EDA mode and back date mode) Click the pencil by the HoH's entry date

2. Click "Include additional household members.

☐ **(8835) Female Single Parent**
  ☑ (57873) Test, Shanley (Entry Date: 02/10/2021 12:01 AM)
  ☑ (57874) Test, Luna (Entry Date: 02/10/2021 12:01 AM)

[Include Additional Household Members]

3. A screen will pop up with all household members, select new household member.

4. You will then switch to the new household member's record to update their entry "start date" to reflect the day they _actually_ joined the household.

5. Make sure you are in the new household member's profile.

Edit Entry Data - (57940) Test, Parker ⊠

Household Members

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

☐ **(8835) Female Single Parent**
  ☐ (57873) Test, Shanley (Entry Date: 02/10/2021 12:01 AM)
  ☐ (57874) Test, Luna (Entry Date: 02/10/2021 12:01 AM)
  ☑ (57940) Test, Parker (Entry Date: 02/10/2021 12:01 AM)

[Include Additional Household Members]

6. Deselect other household members so that you are only adjusting the new member's start date.

Edit Entry Data - (57940) Test, Parker

Provider	Coordinated Entry: Nashville-Davidson County (CE) (411)
Type	Standard
Entry Date *	02 / 10 / 2021 📅🔄📅 12 ∨ : 01 ∨ : 00 ∨ AM ∨

7. Update the "Entry date" to the date the client joined the household.

8. Save and continue

[Save & Continue] [Cancel]

DELETING a household member: If a household member officially leaves a household, follow the steps below:

▼ **(8857) Two Parent Family**

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(57963) Test, Shanley	31	Yes	Self	02/10/2021	0 🔍	1 🔍
(57965) Test, Luna	5	No	Daughter	02/10/2021	0 🔍	1 🔍
(57966) Test, Parker	31	No	Husband	02/10/2021	0 🔍	1 🔍

[Manage Household]

1. Click "Manage Household" button

2.Click the red circle by the name of the person leaving the household.

3. Add the "date that the client left household"

If you remove a household member, you will also need to exit them from any relevant project entries. To do that follow these steps:

1. Go to the removed client's "Entry/Exit" tab.

2. Click the pencil by the "Exit Date"

3.Make sure to only select the member who will be removed.

4. Accurately complete the exit assessment.

5. Save and Continue.

Common household scenarios

-I'm working with a pregnant mom. When do I enter the baby? **The baby can be entered to a current household when they baby is born, with the baby's birthdate as the "Joined household" date.**

-I'm working with a family who doesn't currently have custody of their child but wants to work towards custody and living together, when do I enter the baby? **If a family does not have custody of a child, they should not be entered in HMIS as part of the household. The child can be entered in the household if at least 50% custody is obtained.**