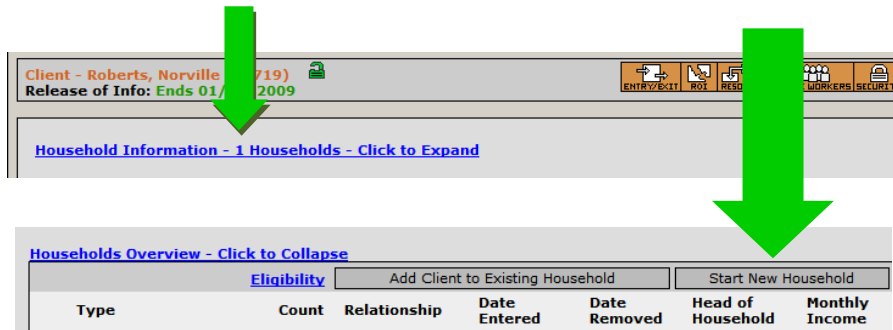


Household Information

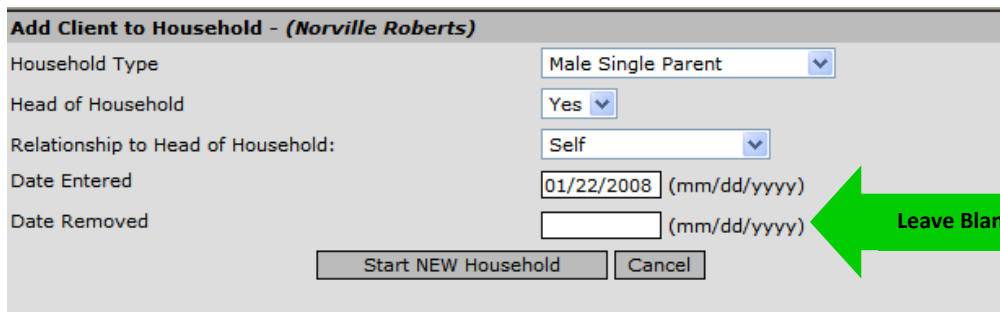
Create households when a client is living with or sharing custody of their dependent(s) or a couple without children. Do not create a household for a single individual. A household must contain at least one adult and one child or 2 adults; unless a juvenile is a parent, in which case there would be 2 minors in the household.

1. To attach household members to the client's file, click the blue **Household Information** link, and then click **Start New Household**.



The screenshot shows the top navigation bar with the client name "Client - Roberts, Norville (719)" and "Release of Info: Ends 01/2009". Below this is a link "Household Information - 1 Households - Click to Expand". A green arrow points down from this link. Below the link is a section titled "Households Overview - Click to Collapse" with a sub-link "Eligibility". To the right of this section are two buttons: "Add Client to Existing Household" and "Start New Household". A second green arrow points down from the "Start New Household" button.

2. Complete the information for the head of household, and again, click **Start New Household**.



The screenshot shows the "Add Client to Household - (Norville Roberts)" form. The fields are: Household Type (Male Single Parent), Head of Household (Yes), Relationship to Head of Household (Self), Date Entered (01/22/2008), and Date Removed (blank). A green arrow points to the Date Removed field with the text "Leave Blank". At the bottom are buttons for "Start NEW Household" and "Cancel".

*Data Entry Tip: Don't complete **Date Removed** field. Always leave it blank.*

3. Answer questions about the next household member and then enter client's name and click **Search for Client**.

Household Member Information

Head of Household: No

Relationship to Head of Household: Son

Date Entered: 01/22/2008 (mm/dd/yyyy)

Add Using Client ID.

Scan or Enter Client ID: Add This ID

Add Additional Clients to Household

"Search for Client" before adding a new client.

Last Profile: -Select-

First: Robert MI Last: Roberts Suffix:

SS#: - -

Search Filter: Exact Match?

Answer questions about dependent.

Enter dependent's name and search for client.

- If your client is not already in the system, continue entering his/her information. Notice that SSN Data Quality, Primary Race, and Ethnicity are already filled in. If these need to be changed, do so.

Add Client With This Information

Change your criteria and "Search for Client" to reduce the potential matches.

Last Profile: -Select-

First: Robert MI Last: Roberts Suffix:

SS#: - -

Search Filter: Exact Match?

Client Demographics

SSN Data Quality: Don't Know or Don't Have SSN (HUD)

Date of Birth: (mm/dd/yyyy)

Gender: - Select -

Primary Race: White (HUD)

Secondary Race: - Select -

Ethnicity: Other (Non-Hispanic/Latino)

SSN Data Quality, Race & Ethnicity have default answers—change them as necessary.

- Once all fields are complete, click **Add Client With This Information**.

Add Additional Clients to Household

"Search for Client" before adding a new client.

Last Profile:

First: MI Last: Suffix:

SS#: - -

Search Filter: Exact Match?

Client Demographics

Information contained in the following fields will be carried forward to the next screen and is also used when adding a client.

SSN Data Quality:

Date of Birth: (mm/dd/yyyy)

Gender:

Primary Race:

Secondary Race:

Ethnicity:

- As entered, household members will appear at the top of the screen.

Overview - Type: Male Single Parent, Current Members: 3 Removed Members: 0

	Name	Relationship	Date Entered	Date Removed	Head of Household
	Roberts, Norville (#1719)	Self	01/22/2008		Yes
	Roberts, Robert (#1721)	Son	01/22/2008		No
	Roberts, Bertie (#1722)	Daughter	01/22/2008		No

- Repeat above steps until all household members are entered. When all clients are entered into the household, click **Save & Exit**.

*Household Data Entry Tip: Be sure to click **Add Client With This Information** for every client—if you select **Save & Exit** before adding a client, that client’s data will not save.*

8. The Profile screen will refresh to show the Households Overview.

The screenshot shows a web application interface with a green navigation bar at the top containing links for Home, ClientPoint, ResourcePoint, ShelterPoint, SkanPoint, Reports, Help, and Logoff. Below this is a sub-menu with Profile, Assessments, Eligibility, Case Plans, and Service Transactions. The main content area displays client information for 'Roberts, Norville (#1719)' with a 'Release of Info: None' status. A toolbar contains icons for ENTRY/EXIT, ROI, RESOURCEPT, CASE WORKERS, and SECURITY. The 'Households Overview' section is expanded to show a table of household members.

Type	Count	Relationship	Date Entered	Date Removed	Head of Household	Monthly Income
Male Single Parent	H 3					
Roberts, Norville		Self	01/22/2008		Yes	
Roberts, Robert		Son	01/22/2008		No	
Roberts, Bertie		Daughter	01/22/2008		No	