



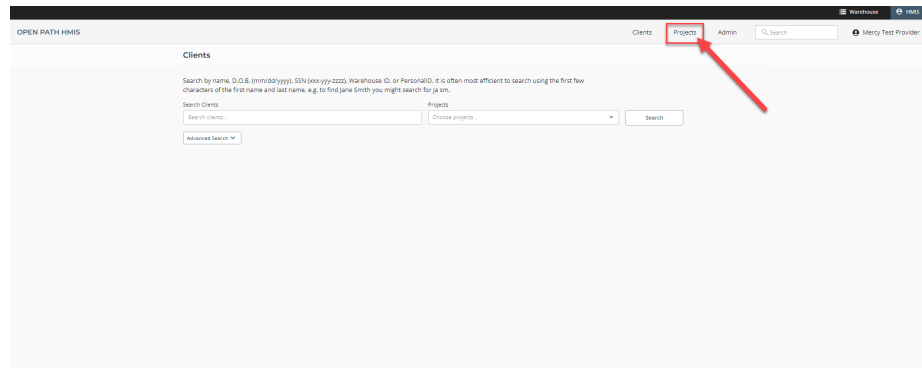
Assigning Additional Units to a Household in Family Shelter v2– HMIS Job Aid

This job aid will demonstrate how to assign additional units to a household that is being enrolled. Family shelter programs that have the ability to change their configuration based on the size of the households enrolled will be able to add additional units to larger household so the unit availability is correct in HMIS.

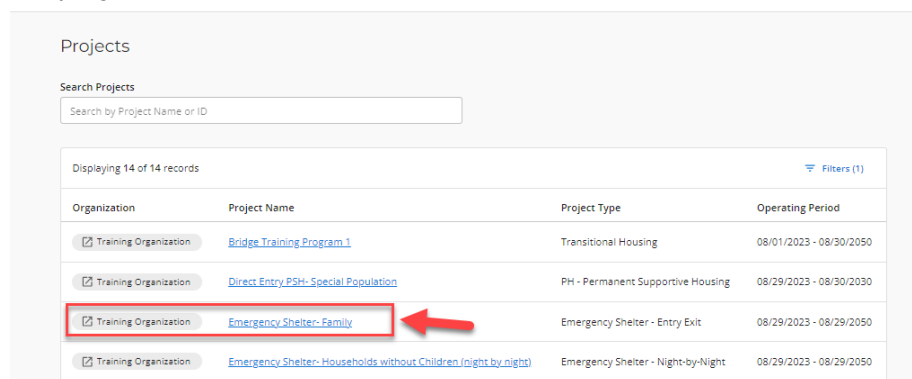
This job aid was updated in 2025 to reflect the new Units screen and unit management functionality. **For more information on the Units screen navigation and functionality, please see the *Unit Screen and Unit Management* job aid.**

Assigning Additional Units

Log into HMIS and select the *Projects* hyperlink on the upper right screen.



Select the family shelter project:



Navigate to the Units screen and select a vacant unit.

In order to assign an additional unit to a larger household, the user must ensure that a unit in the project is open to 'accepting a referral' and must change a vacant unit's status accordingly.



Project

Green Grass Emergency Shelter

Project Type
Emergency Shelter - Entry Exit

Organization
Blue Sky Organization

Project ID 31d87..

Organization ID 42049f..

Overview

Enrollments

Assessments

Services

Current Living Situations

Bed Nights

Referrals

CONFIGURATION

Units

Inventory

Funders

CoCs

HMIS Participation

CE Participation

Units

Capacity

Total Units: 5 • Vacancies: 3

Households without Children

Total: 5 • Occupied: 2 • Vacant: 3

● Occupied ● Vacant

Manage Units

Displaying 5 of 5 units

Columns (1) Filter

<input type="checkbox"/>	Unit Type	Unit ID	Unit Group	Occupancy	Client Occupants	Referral Status	
<input type="checkbox"/>	Households without Children	200782	Households without Children	Occupied	Lars Ulrich	Not Accepting Referrals	⋮
<input type="checkbox"/>	Households without Children	200783	Households without Children	Vacant		Accepting Referrals	⋮
<input type="checkbox"/>	Households without Children	200784	Households without Children	Vacant		Accepting Referrals	⋮
<input type="checkbox"/>	Households without Children	200785	Households without Children	Vacant		Accepting Referrals	⋮
<input type="checkbox"/>	Households without Children	200786	Households without Children	Occupied	Shirley Jones	Not Accepting Referrals	⋮

By default, an unoccupied unit will have the status “Not Accepting referrals.” **Family shelter projects with the ability to assign additional units to larger households must change the unit/s status to be ‘Accepting referrals’ in order to add an additional unit to an enrolled household.**

Households without Children	200780	Households without Children	Vacant	Not Accepting Referrals	<div>View Unit Start Accepting Referrals View Unit Group</div>
Households without Children	200781	Households without Children	Vacant	Not Accepting Referrals	⋮

To change a unit’s status from “Not Accepting referrals” to “Accepting Referrals,” select the unoccupied unit in the grid. Click the three-dot symbol at the right of the row; a small menu will display. Select the option to “Start Accepting referrals”.

Households with Children	200921	Households with Children	Vacant	Not Accepting Referrals	<div>View Unit Start Accepting Referrals View Unit Group</div>
Households with Children				Not Accepting Referrals	

Navigate to the Enrollments screen and select the household who needs additional units assigned:



Emergency Shelter Family > Enrollments

Enrollments

View enrollments by: Households Clients

Search Clients: Search by name, DOB, SSN, Personal ID, or MCI ID

Displaying 3 of 3 records

Clients	Relationship to HoH	Status	Enrollment Period	Household ID
Peter Pineapple (3) Portia Pineapple (53)	Child Self (HoH)	Open Open	09/07/2023 - Ongoing 09/07/2023 - Ongoing	cf0d42 (2)
Laurel Gilmore (32) Rory Gilmore (15)	Self (HoH) Child	Open Open	09/01/2023 - Ongoing 09/01/2023 - Ongoing	ac730c (2)
Archie Bunker (52) Edith Bunker (49) Gloria Bunker (9)	Self (HoH) Spouse or partner Child	Open Open Open	09/01/2023 - Ongoing 09/01/2023 - Ongoing 09/01/2023 - Ongoing	69fa9f (3)

You will be navigated the household's Enrollment Details screen. Select the pencil icon next to the Unit Assignment.

Select the additional unit/s the household is occupying and click Save:

Unit Assignment

Unit Assignment

Mass Shelter Family (ID: 33) Assigned to Household

Mass Shelter Family (ID: 34)

Mass Shelter Family (ID: 167)

Mass Shelter Family (ID: 168)

Mass Shelter Family (ID: 169)

Mass Shelter Family (ID: 170)

Mass Shelter Family (ID: 171)

Mass Shelter Family (ID: 172)

Mass Shelter Family (ID: 173)

Mass Shelter Family (ID: 174)

Mass Shelter Family (ID: 175)

Mass Shelter Family (ID: 176)

Mass Shelter Family (ID: 177)

Unit Assignment

Unit Assignment

Mass Shelter Family (ID: 168)

Cancel Save

For more information...

For assistance, please contact the Allegheny County Service Desk at dhs-servicedesk@alleghenycounty.us or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access Service Desk Plus, go to: <https://dhs-servicedesk.alleghenycounty.us/>