# 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.
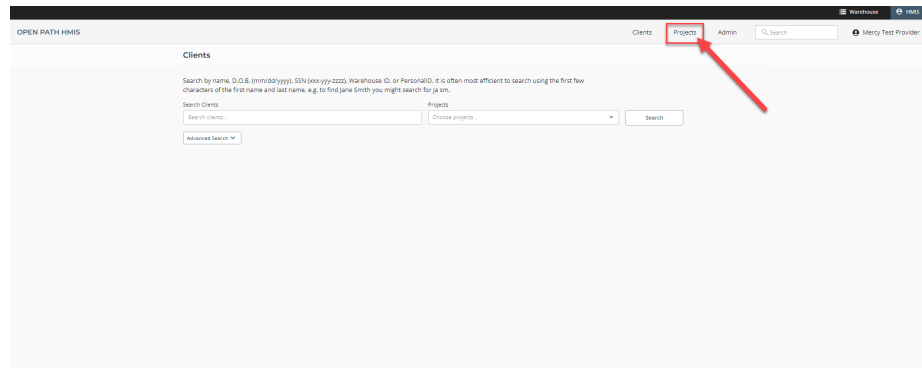
Select the family shelter project:
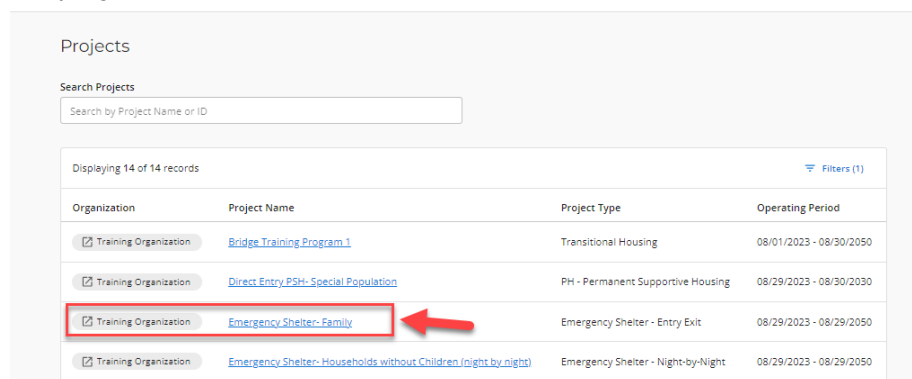
Navigate to the Units screen and select a vacant unit.

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.

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.**

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".

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

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:*

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/