

Household Management

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Summary

The purpose of this document is to provide instruction on managing Households in HMIS. This includes a basic overview and details on adding and removing household members and changing the Head of Household.

Household Table Overview

Households are accessed by going to a specific project, clicking on **Enrollments** on the left menu, clicking on a specific client name, then clicking on **Households** in the left menu.

The household table contains several columns:

- **Name:** Name of client
- **Status:** Enrollment status of the client (Open, Exited, or Incomplete)
- **Entry Date:** Date of initial intake
- **Relationship to HoH:** Describes the relationship of the client to the head of household (e.g. Self, Child, Spouse or Partner, Other relative, Unrelated household member)

Household			Household ID 5aa326.. 
Name	Status	Entry Date	Relationship to HoH
HoH Jerry Green	 Open	08/04/2023	Self (HoH)
Johnny Green	 Open	08/04/2023	Spouse or partner
 Manage Household  Household Intakes  Household Exits			

Add/Remove Household Members

In order to add a household member, you must do so within a specific project enrollment

by clicking on the **Manage Household** button  in the Households section of the enrollment details page. To learn more, go to the *Enrolling a Household with Preexisting Clients* section of the Enrollments job aid.

To remove a household member once you have added them, click on the **Remove** button

on the right side.  If the button is greyed out, it is either because you cannot remove a Head of Household without assigning a new Head of Household, *or* because you must remove the client from the Head of Household's enrollment details page.

Navigate to the Head of Household's enrollment details page, go to the Households section in the left menu bar, click Manage Household, and then you should be able to remove the household member of your choosing.

Changing the Head of Household

To change the Head of Household, go to **Manage Household** and use the radio buttons in the HoH column to select your desired new Head of Household. Note that children should not be the Head of Household in multi-person households.