



Re-Enrolling Previously Served Individuals- HMIS Job Aid

This job aid will walk through how a project can re-enroll a household member (non-HoH) who was previously exited and is returning.

How to re-enroll a previously served individual

Log into HMIS and select the *Projects* hyperlink on the upper right screen. Select the project and navigate to the Enrollments screen.

Select the household where the person will be re-enrolled to navigate to the Household's Enrollment Overview screen.

Clients	Relationship to HoH	Status	Enrollment Period	Household ID
HoH Edith Bunker (49)	Self (HoH)	Open	02/26/2024 - Ongoing	668910 (2)
Gloria Bunker (10)	Child	Open	02/26/2024 - Ongoing	
Arthur Apple (4)	Child	Exited	02/21/2024 - 03/12/2024	190111 (2)
HoH Audrey Apple (44)	Self (HoH)	Open	02/21/2024 - Ongoing	

From the Enrollment Overview screen. Click the Household button on the left to navigate to the Household screen. Click the *Manage Household* button. From there, search for the returning household member using the Search Client bar.

Name	Enrollment Period	DOB	Relationship to HoH	Assigned Units (1)	MCI ID
HoH Audrey Apple	02/21/2024 - Ongoing	Hidden (44)	Self (HoH)	Mass Shelter Family (ID: 32)	1001156818
Arthur Apple	02/21/2024 - 03/12/2024	Hidden (4)	Child		1001156819



In the search results, click the *Add to Household* button displaying next to the individual you want to re-enroll.

Allegheny County HMIS - Training

Enrollment Close

[Audrey Apple](#) > [Emergency Shelter- Family](#) > Edit Household

Audrey Apple

Project
[Emergency Shelter- Family](#)

Project Type
Emergency Shelter - Entry Exit

Enrollment Period
05/01/2024 - Ongoing

Enrollment ID
335

Enrollment Overview

Household

Assessments

Services

Current Living Situations

ADMIN

Audit History

Name	Enrollment Period	DOB	HOH	Relationship to HOH	Assigned Units (1)
HoH Audrey Apple	05/01/2024 - Ongoing	Hidden (44)	☒ HoH	Self (HoH)	Mass Shelter Family (ID: 31) Remove
Arthur Apple	05/01/2024 - 05/02/2024	Hidden (4)	☐ HoH	Child	Remove

[← Back to Enrollment](#)

Client Search

Search Clients

Search Add New Client

Search by name, DOB (mm/dd/yyyy), SSN (xxx-yy-zzzz), Warehouse ID, Personal ID, or MCI ID.

Displaying 1 of 1 client

MCI ID	Name	SSN	DOB
1001156819 🔗	Arthur Apple 🔗	Hidden (4)	

Filters Sort Add to Household

You'll see a pop-up that allows you to enter the new entry date and choose the household role (the unit will be pre-selected and can't be updated). Then you'll complete the new intake assessment using the date the client returned as their entry date and submit it to add the additional enrollment.

Enroll Arthur Apple ×

Entry Date **(Required)**

03/14/2024 📅

Relationship to HoH **(Required)**

Child ✕ ▼

Unit **(Required)**

Mass Shelter Family (ID: 32) ▼

Cancel Enroll



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/>