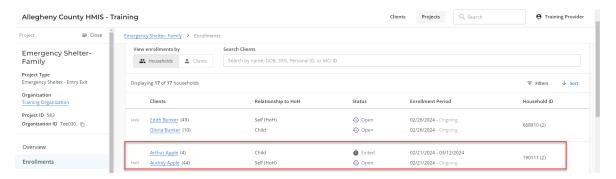
Re-Enrolling Previously Served Individuals-HMIS Job Aid

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

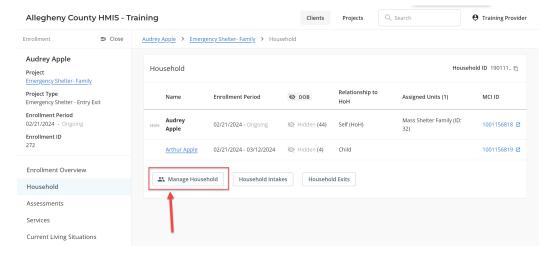
How to re-enroll a previously served individual

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

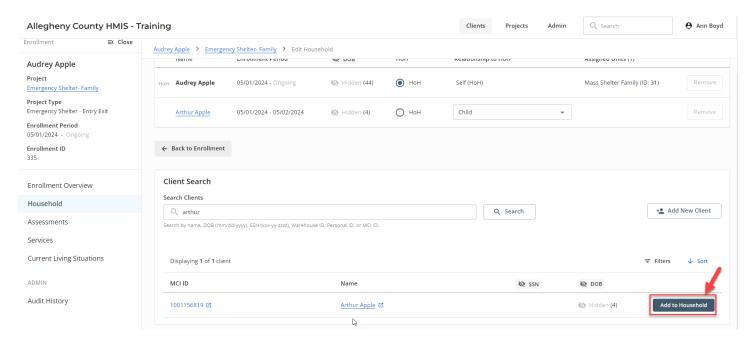
Select the household where the person will be re-enrolled to navigate to the Household's Enrollment Overview screen.



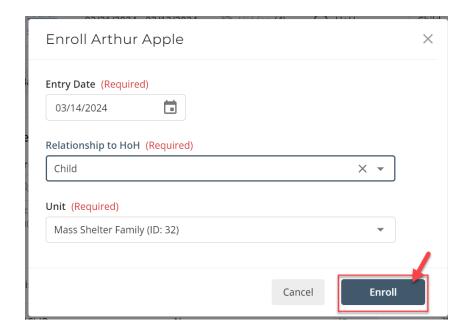
From the Enrollment Overview screen. Click the Household button on the left to navigate to the Household screen. Click the *Manage Household* button. From there, search for the returning household member using the Search Client bar.



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



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.



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/