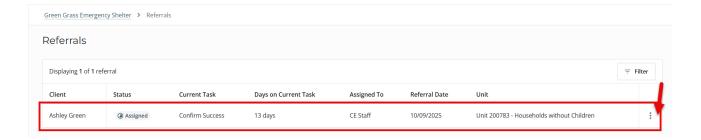
# Interim HMIS Job Aid - Adding Household Members to an Enrollment from the Referral

Temporarily, household members associated to a referral from Coordinated Entry to a provider's project are not displaying on the Enrollments screen with the Head of Household upon the referral task status being updated to *Accept-Enroll in Project*.

This will be remedied in the future and all HHMs will display upon the referral's task being updated to *Accept-Enroll in project*. However, this job aid will describe the interim process for provider users to add household members to the household's project enrollment themselves.

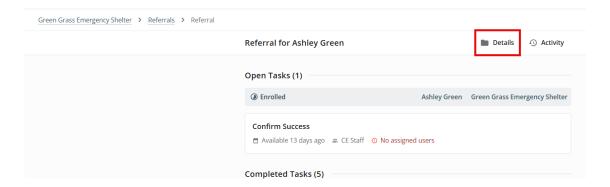
### Viewing Household Members on the Referral

On the *Referrals* screen, select the referral to view. <u>Please note</u> that the referral's task decision should be *Accept-Enroll in Project* before the provider user adds household members to the enrollment.

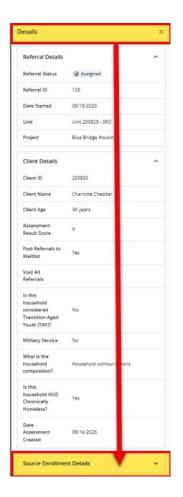


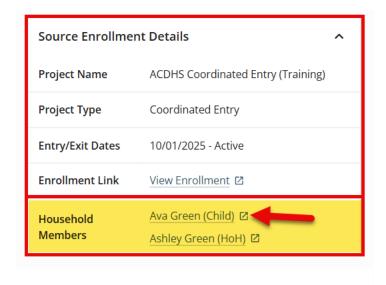
If the referral is for a household of more than one person, the household composition and household roles will be displayed under the Source Enrollment Details section housed within the Details section of the referral.

To view the household information on a referral, select the Details button within the referral.



As the *Details* section expands on the page, navigate down to the Source Enrollment Details section and expand it as needed to view the household member information.





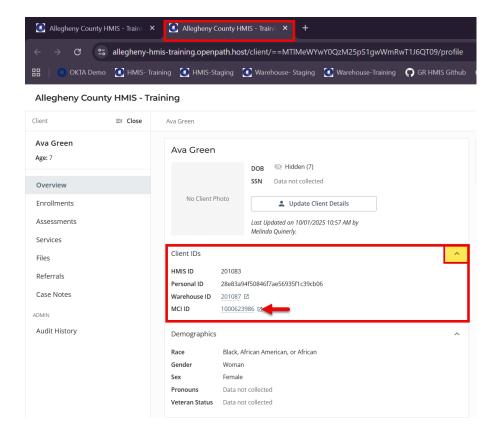
#### Reviewing the Household Members' Client screen: Confirming Demographics and MCI ID

Selecting the hyperlinked name of the additional household member/s will open up their HMIS client record in a new tab.

Navigate to the household member/s Client record screens in the newly opened tabs. Confirm the demographic information of the household member on the screen.

To view the MCI ID for the household member for, expand the Client IDs tab.

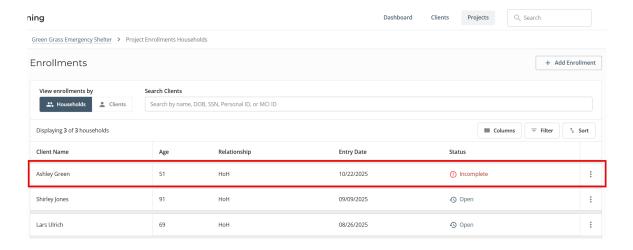
Provider users are able to search for the household member by name, SSN, or DOB when searching to add them to the household's enrollment; however, MCI ID is recommended. Users are able to copy and paste the MCI ID from the Client screen into the search section in the next step.



## Adding the Household Member/s to the Enrollment

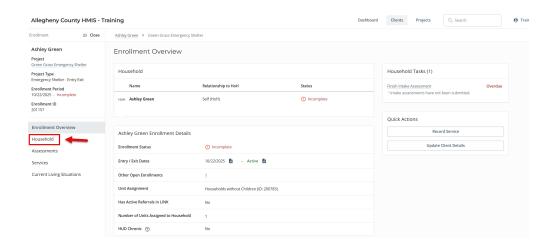
From the household member's Client record, navigate back to the original HMIS tab and navigate to the project's Enrollments screen.

The HOH will be displaying in *Incomplete* status if the referral task decision has been changed to *Accept-Enroll in Project* and the HOH has not yet had their intake submitted.



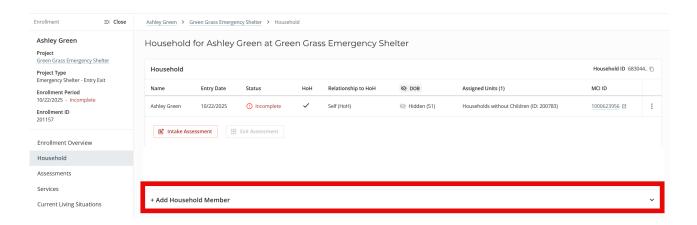
Once the user selects the HOH's name, it will navigate the user to the household's Enrollment Overview screen for the project.

On the left-hand pane, select the Household button.

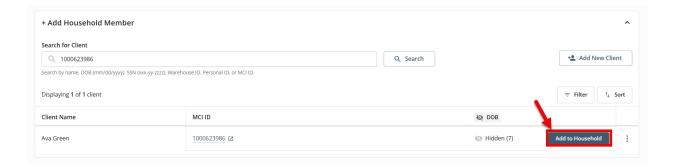


On the Household screen, select the + Add Household Member section to expand it. A search bar will display.

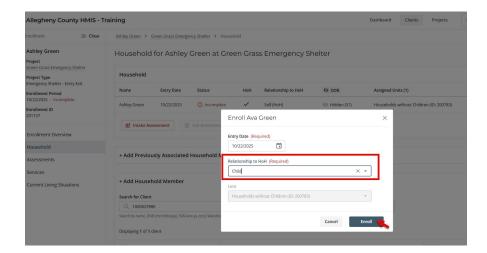
Enter the MCI ID for the household member. Name, SSN, or DOB can also be used to search.



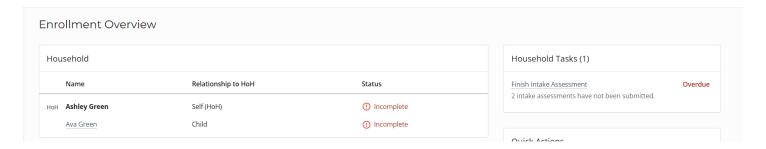
Review the search results; if the information matches the household's information shared at intake, select the *Add* to *Household* button to add the member to the household.



A box will pop-up asking the user to confirm the household member's entry date and relationship to HOH. The entry date can be back-dated as needed. Enter the information and then select the *Enroll* button to add the household member to the household.



Add other household member as required, following the same process.



All household members added to an enrollment will be added in *Incomplete* status. All household members must have intake assessments completed and submitted in order to be considered enrolled and active/open in the provider's project.

#### For more information...

For assistance, please contact the Allegheny County Service Desk at <a href="mailto:dhs-servicedesk@alleghenycounty.us">dhs-servicedesk@alleghenycounty.us</a> 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/