

How to Add Family Members to a Household in HMIS



... LIKE A BOSS!

Helpful Hints When Adding Family Members to a Household:

1. Clients who do a family survey but do not have children under the age of 18 attached to the household, CAN NEVER be matched to a housing resource.



2. Before you can add family members to a household, **you must first create a client profile for them in HMIS**. Instructions on How to Add a Client to HMIS are available in a 5 minute video located here:

<https://www.youtube.com/watch?v=aqLKKxS6w4A&feature=youtu.be>

3. For step by step video instructions on **How to Add Family Members to a Household in HMIS**, check out the link to a 3 minute video found below:

https://www.youtube.com/watch?v=LuVYCZO_gJw