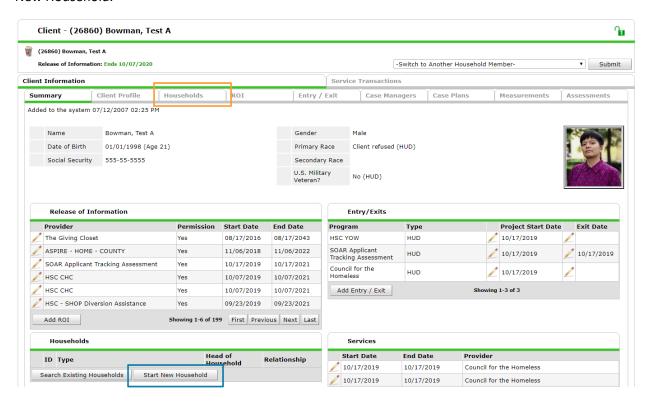
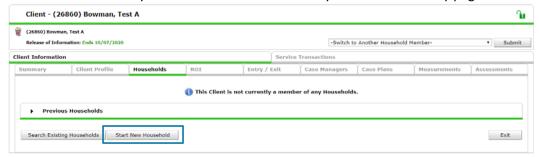
Creating a Household

All clients should have a household, even if they are the only person in it. Start by opening your client's profile in ClientPoint, and scroll down to the Households dashlet on the Summary page. Click on "Start New Household."



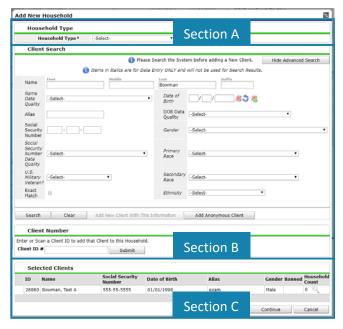
If you do not see the dashlet, you can also go to the Households tab (indicated in orange above) and click the "Start New Household" button there, as shown below. Let the HMIS team know if you want the dashlet added to your Client Summary page.

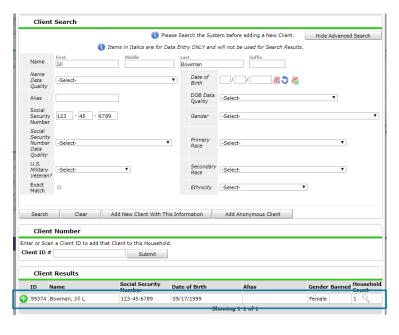


However you get there, you will see the Add New Household window. There are three parts to this window. Part A allows you to select the type of household you are creating, Part B allows you to search for additional household members, and Part C shows you the clients currently in the household. At first it will only show the client you used to pull up this window.

If they are the only person in the household, select Single Female/Single Male/Single Person as appropriate and click Continue at the bottom. For a single person household, that's it!

If there are more members in the household, we will search for them the same way we search for clients on the ClientPoint home page. You can also add clients from this page, if the household member is not yet in the system.





When you search for a client, Section B will look like this. If the client you intend to add shows up in the search results, click the green circle with the plus sign to add them to the household. In this example, we do this to add Jill Bowman to the household.

If you search by name **and** social security number but your client does not appear in the results, complete all shown fields and click "Add New Client With This Information." This will create a new client with the provided information and automatically add them to the household you are creating.



When section C displays the correct list of clients, click Continue. You have created a household!