

# Pinellas HMIS

## Updating Household Size

Household composition should be confirmed with each new project enrollment. If a client enters/exits a household, use the steps below to update the household. If a client enters/exits during a project, HMIS should be updated within 30 days.

### 1 Navigate to the Client Profile

Log into HMIS and click "Clients" on the left-hand navigation pane. Scroll down to the box shown here, enter the Head of Household's HMIS ID #, and click submit.

Client Number	
Enter or scan a Client ID number to go directly to that Client's profile.	
Client ID #	<input type="text"/>
	<input type="submit" value="Submit"/>

### 2 Navigate to the Household

Click on the Households tab and select Manage Household.

(32176) Male Single Parent			
Name	Age	Head of Household	Relationship to Head of Household
(372848) Client, Test	71	Yes	Self
(556543) Client, Test2	36	No	Son

### 3 Delete a Household Member

To remove a member, click on the minus sign. You'll then be prompted to enter the date the client left the household.

Name
(372848) Client, Test

By removing this Client from the Household you will no longer be able to associate them with Household information including Goals, Case Notes, Case Managers, Shelter Stays, and Service Transactions after this date.

Please select the date the Client left the Household.

Date Client Left Household \*

### 4 Add a Household Member

To add a member, click on the Add/Delete Household Member button. A new box will pop up on your screen.

Name
(372848) Client, Test
(556543) Client, Test2

### 5 Add a Household Member

Click on the black arrow next to "Add Clients to the Household" to expand the section. Then search for the client.

### 6 Verify Household Members

On the Households tab, confirm that members have been added or deleted as necessary.

(32176) Male Single Parent			
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(372848) Client, Test			
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### ? Still Need Help?

Submit a Help Desk ticket [here](#).