

Pinellas HMIS

Adding New Members to an Entry

If a new member joins a household while they are actively enrolled in a project, follow the steps below to update the Entry/Exit. When a client enters a household during a project enrollment, HMIS should be updated within 30 days.

1 Add New Member to the Household

Navigate to the Head of Household's Client Profile, then click on the Households tab. Click Manage Household. Follow the prompts to add a household member. Detailed information on this can be found in the [Updating Household Size](#) article.

| Summary | Client Profile | Households | ROI | Entry / Exit | Case Managers | Case Plans | Measu |
|----------------------------------|----------------|-------------------|-----------------------------------|--------------|---------------|------------|-------|
| ▼ (4) Dual Parent-Married | | | | | | | |
| Name | Age | Head of Household | Relationship to Head of Household | | | | |
| (8) Weasley, Ginny | 44 | Yes | Self | | | | |
| (1) Potter, Harry | 45 | No | Husband | | | | |
| (10) Weasley, Rose | 0 | No | Daughter | | | | |
| Manage Household | | | | | | | |

2 Add New Member to the ROI

Click the pencil icon next to the existing ROI. From the pop-up, click "Include Additional Household Members". Check the box next to the new member's name, then click "Continue". Click "Save Release of Information"

Include Additional Household Members

Household Members

To include additional Household Members, click the box beside each name. Only Members from ONE Household may be selected at a time.

(4) Dual Parent-Married

(8) Weasley, Ginny

(1) Potter, Harry

(10) Weasley, Rose

[Continue](#) [Cancel](#)

3 Add to The Entry

From the Head of Household's profile, click on the Entry/Exits tab. Find the open Entry, and click the pencil icon. From the pop up, select Include Additional Household Members. Select the box next to the new member's name and click Continue. Then click Save & Continue.

| Entry / Exit | Program | Type | Project Start Date | Exit Date |
|--------------|---|-------|--------------------|------------|
| | HMIS Shelters Workflow (17019) | Basic | 10/08/2025 | 10/08/2025 |
| | HMIS Entry/Exit Workflow (17018) | Basic | 10/01/2025 | |
| | Salvation Army, St. Petersburg Residential Center, Individuals (2128) | HUD | 07/23/2025 | 08/20/2025 |

Household Members

To update Household members for this Entry Data, click the box beside each name.

(4) Dual Parent-Married

(8) Weasley, Ginny (Entry Date: 10/01/2025 1:59 PM)

(1) Potter, Harry

(10) Weasley, Rose

[Include Additional Household Members](#)

(4) Dual Parent-Married

(8) Weasley, Ginny

(1) Potter, Harry

(10) Weasley, Rose

[Continue](#)

4

Complete the Entry

Once the Entry Assessment is open, click on the new member from the lefthand Household Members section. This will open their Entry Assessment. Complete the assessment, ensuring all questions are answered. If the new member is a baby, the answers should reflect the Head of Household's information. Click Save and Exit.

Entry Assessment

Household Members

- (8) Weasley, Ginny
Age: 44
Veteran: No (HUD)
- (10) Weasley, Rose
Age: 0
Veteran: No (HUD)

5

Update the Entry Date

The new member's Project Start Date should match the date they entered the household. Navigate to the new member's Client Profile, then click the Entry/Exits tab. Click the pencil icon next to the relevant Entry. From the Entry, click the pencil icon next to the Project Start Date for the new member. Be sure to uncheck other household members, so that only the new member is selected. Change the Project Start Date to match the date the new member entered the household. Then click Save & Continue.

Edit Project Start Data - (10) Weasley, Rose

Household Members

To update Household members for this Entry Data, click the box beside each name.

(4) Dual Parent-Married

- (8) Weasley, Ginny (Entry Date: 10/01/2025 1:59 PM)
- (10) Weasley, Rose (Entry Date: 10/08/2025 1:59 PM)

Include Additional Household Members

Edit Project Start Data - (10) Weasley, Rose

| | |
|----------------------|----------------------------------|
| Provider | HMIS Entry/Exit Workflow (17018) |
| Type | Basic |
| Project Start Date * | 10 / 08 / 2025 1 : 59 : 33 PM |

Save & Continue **Cancel**

| Household Members Associated with this Entry / Exit | | |
|---|-------------------|--------------------|
| Name | Head of Household | Project Start Date |
| (8) Weasley, Ginny | Yes | 10/01/2025 |
| (10) Weasley, Rose | No | 10/08/2025 |

Include Additional Household Members