

Entering Household Information into HMIS

Information about any family member that accompanies a client for service should be entered into HMIS. The number, age range, and gender of any children that are with the client when they initially present for service must be entered on the intake screen. For any additional adults accompanying the client, as well as the children, their detailed information must be entered by using the Household & Child information section of the face sheet. If a child joins the parent after intake, then their information should be entered in the Household & Child information section of the face sheet, but they will not be reflected in the number of children that was entered at intake.

If a client has additional children, but they are not presenting with the client for service then those children can be entered as non-custodial or as not living in the household. The information for the non-custodial members of the household are not included in reports or in the number of clients served.

To successfully report on all household members, you must complete two important steps for each intake.

First: On the Intake Form, enter the Individual/Family Type and Number of Children accompanying the client for service. If the Number of Children is greater than zero, the intake form will display additional fields for each child, including Age Range and Gender. Complete these fields, finish the Intake, and process admission.

Second: Enter the household details on the Face Sheet. To enter the information into the face sheet, follow these instructions:

1. Select the “Household/Child Info” to enter detailed information about additional family members. You will find this button at the top of the intake form after processing an admission, or from the Face Sheet.
2. Pay attention to section headings: “List all ADULTS living in household” is first, then “List all children under 18 LIVING IN HOUSEHOLD” and finally “List all children under 18 NOT LIVING IN HOUSEHOLD.” The third section is optional and is for children that the client does not have custody of. The other two sections are required.
3. There are 4 spaces for each section. After selecting “SAVE”, you will be taken back to the intake form in data entry mode. When all household information has been entered, select “UPDATE”, which will take you to the Report/Read Only view of the Intake form.
4. If you have more than 4 family members in a section you can select the household/child button again and HMIS will have automatically added 2 new spaces in any section that was full.