

## Determining if Household Information has been correctly entered into HMIS

As stated in the instructions for adding household members, the number of children that is entered on the intake screen must reflect the number of children that are present with the client when initially presenting for service. Detailed information for these children must also be entered on the face sheet in the section titled “All children under 18 living in the household”.

If a client has children but they are not present with the client for service, then information about those children can be entered on the face sheet in the section titled “All children under 18 not living in the household”.

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To determine if the number of children was entered incorrectly on the intake screen, you will need to run the Program Profile Report and a Demographics report to compare the information that has been entered.

### **To run the Program Profile Report:**

1. Select Profile from the Opening Menu
2. Select the correct program
3. Under the Program Profile Report button, select roster history and enter the dates 10/1/08 to today’s date
4. Click the Program Profile Report button
5. Select continue
6. This will produce a report of the clients and household members that have been in your program for the last year. (This information is gathered from the Face Sheet)
7. Select the Excel file link at the top of the page and save the document to your computer

### **To run the Demographics Report:**

1. Select Profile from the Opening Menu
2. Select the correct program
3. Click the Demographics Report button
4. Select the same date range that was used for the Program Profile Report
5. In the drop-down list under the Saved Report Format, select “Number of Children” report
6. This will produce a report of the client name, individual/family type, and the number of children that was entered on the intake screen
7. Select the Excel file link at the top of the page and save the document to your computer.

### **To compare the Demographics Report to the Program Profile Report:**

1. Open both saved Excel documents
2. In the Program Profile report, the column titled “Others in Household” reflects the information for additional adults and children living in the household that was

- entered on the face sheet. For example, it may list a spouse and a child, or just children.
3. On the demographics report, if the Individual/Family type is Single Parent Family then the Number of Children listed should match the number of names listed under “Others in the Household” on the Program Profile Report.
  4. On the demographics report, if the Individual/Family type is Two Parent family then this will account for one of the additional Household Members listed on the Program Profile report.
  5. If the number of children on the demographics report is higher than the number of children listed on the Program Profile report, then the number of children has been entered incorrectly on the intake screen or the children details have not been entered on the Face Sheet. \*\*If a child joins the parent after intake, then their name should appear on the Program Profile report, but the number of children on the demographics report will not reflect these children.

### Correcting Household Information entered into HMIS

There are two common errors made when entering the number of children and the children details. In both of these scenarios, the number of children that appears on the demographics report will be higher than the number of children details on the Program Profile Report. The two scenarios are as follows:

1. The number of children that was entered on the intake screen is higher than the number of children that presented with the client for service.
2. Children details were not entered on the face sheet.

For scenario #1, you need to determine how many children accompanied the client for service. This is the number that should be entered on the intake screen.

**To correct the number of children entered on the intake screen:**

1. Select Intake/Admission from the Opening Menu
2. Select the correct program and enter the client’s first and last name
3. Select Search/Create
4. Click on the client’s name when it appears on the search screen
5. If you are editing the record of a previous client, you will need to select “edit the demographic fields of this intake record”
6. On the intake screen, correct the number of children and the associated age ranges and genders
7. Select “update form”
8. The number of children should now reflect the number of children that accompanied the client for service.

For scenario #2, you need to enter the children details on the face sheet for the children that accompanied the client when presenting for service.

**To enter the children details on the face sheet:**

1. Select Profile from the Opening Menu

2. Select the correct program
3. If the client is active in your program, click Face Sheet  
If the client has been discharged from your program, select the Roster Archives button, then click Face Sheet
4. Select the client from the drop down list and click Continue
5. At the top of the page, select the Household and Child Info button
6. Scroll down to the section for Children under age 18 living in the household
7. Enter the children details in the required fields for all children that were present with the client at the time of service
8. After completing the children details, click Save
9. The children details should now match the number of children that accompanied the client for service.