

KYHMIS

Kentucky Homeless Management Information System

A GUIDE TO EVER CHANGING HOUSEHOLDS

- Creating a New Household
- Removing a Client From a Household
- Adding a New Client to an Existing Household
- Adding a Returning Household Member to an Existing Household
- Deleting a Client From a Household
- Deleting an Entire Household





CREATING A NEW HOUSEHOLD



Client Profile Search / Creation

Matching Client Records will be listed under the “Client Results” section (at the bottom of the page). If a matching record exists, click the pencil/edit icon to the left of the Client’s Name, otherwise click the “Add New Client...” button to create a new Client Profile.

If the client does not already exist in the database, add him/her. *You will encounter this warning pop-up window.*

Client Search

Please Search the System before adding a New Client.

	First	Middle	Last	Suffix
Name	Jane		Doe	
Alias				
Social Security Number				
Social Security Number Data Quality	-Select-			
Exact Match	<input type="checkbox"/>			

Search Clear Add New Client With This Information Add Anonymous Client

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID # Submit

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
No matches.							

Add New Client Information

You are about to add a New Client to the system (Be sure to look through all the possible matches before continuing this process). Continue with Add New Client?

Ok Cancel



New Household Creation

- Select the “Households” Tab
- Then select “Start New Household”

Client - (159) Bonds, Barry

(159) Bonds, Barry
Release of Information: None

Client Information **Households** Service Transactions

Summary Client Information **Households** ROI Entry / Exit Case Managers Case Plans Assessments

i This Client is not currently a member of any Households.

▶ Previous Households

Search Existing Households **Start New Household** Exit

New Household Creation

Select the Household Type, then proceed to search for additional household members.

If the additional household member does not already exist in the database, add him/her. *You will encounter this warning pop-up window.*

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
73	Dough, Jane						0

You are about to add a New Client to the system (Be sure to look through all the possible matches before continuing this process). Continue with Add New Client?

New Household Creation

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
No matches.							
Selected Clients							
ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
74	Dough, Jack						0
73	Dough, Jane						0
75	Dough, Jill						0

Showing 1-3 of 3

Continue Cancel

Clients added to the household will appear under the “Selected Clients” section at the bottom of the “Add New Household” pop-up window. **Click the “Continue” button once all household members have been added to the group.**

Initial Household Data Capture

Household Information - (19) Female Single Parent

(19) Female Single Parent

Save Save & Exit Exit

Household Type * Female Single Parent

Income US\$0.00

Client Count 3

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(74) Dough, Jack		No	-Select-	03 / 12 / 2012	0	1
(73) Dough, Jane		No	-Select-	03 / 12 / 2012	0	1
(75) Dough, Jill		No	-Select-	03 / 12 / 2012	0	1

Add/Delete Household Members

Previous Household Members

This Household does not have any previous members.

Answer the “Head of Household”, “Relationship”, and “Joined” questions at the top of the Household Info pop-up window, and click the SAVE button.

The magnifying glasses will show previous associations with the household and other households the client is a part of.

Initial Household Data Capture

The screenshot displays the 'Initial Household Data Capture' interface. On the left, a 'Household Members' list is highlighted with a red box and a blue arrow. The list contains three entries: (74) Dough, Jack (Age: 3) with a green checkmark, (73) Dough, Jane (Age: Unknown) with a grey checkmark, and (75) Dough, Jill (Age: Unknown) with a grey checkmark. The main area shows the 'Client Record' for 'Dough, Jack' with fields for Name, Alias, Social Security, SSN Data Quality, and Age. Below this is the 'HUD Universal Data Elements' section, which is locked (indicated by a red padlock icon). It contains a note 'Required of All Clients. Name and SSN recorded elsewhere.' and several data entry fields: Date of Birth (02 / 12 / 2009), Date of Birth Type (Full DOB Reported (HUD)), Gender (-Select-), and Primary Race (-Select-). Each field has a green bar on the left and a 'G' icon on the right.

Household Members	
<input checked="" type="checkbox"/>	(74) Dough, Jack Age: 3
<input type="checkbox"/>	(73) Dough, Jane Age: Unknown
<input type="checkbox"/>	(75) Dough, Jill Age: Unknown

Client Record	
Name	Dough, Jack
Alias	
Social Security	
SSN Data Quality	
Age	

HUD Universal Data Elements	
Required of All Clients. Name and SSN recorded elsewhere.	
Date of Birth	02 / 12 / 2009
Date of Birth Type	Full DOB Reported (HUD)
Gender	-Select-
Primary Race	-Select-

Complete the assessment for the client. Work from the top of the page down to the bottom & click the SAVE button. Green checkmarks will appear next to each household member's name as their assessment questions are answered & saved. When complete, click the SAVE & EXIT button at the top/bottom of the pop-up window.



Removing a Client From a Household



Removing a Client from Household

Type the client's name or ID # of the client that you are removing and click "Search".

Click on the pencil next to the client's name.

Client Search

Please Search the System before adding a New Client.

Name	First	Middle	Last	Suffix
	Pet		Ros	
Alias				
Social Security Number				
Social Security Number Data Quality	-Select-			
Exact Match	<input type="checkbox"/>			

Search Clear Add New Client With This Information Add Anonymous Client

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID # Submit

Client Results

ID	Name ^	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
2	Rose, Pete	998-87-7665	04/14/1941	Charlie Hustle	Male		1
82	Rose, Pete, III		08/01/1999		Male		1
881	Rose, Pete, Jr		04/01/1976		Male		1

Removing a Client from Household

On the Entry/Exit tab, click on the pencil next to the “Exit Date” with on value for your program.

Client - (882) Rose, Pete, III

(882) Rose, Pete, III Date: 11/25/2013 12:00:00 AM
Release of Information: None -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Households **Entry / Exit** Case Managers Case Plans SSOM Activities Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Entry Date	Exit Date	Interims	Follow Client Ups	Count
Bob's Men's Shelter (20)	HUD	10/01/2013				

Add Entry / Exit Showing 1-1 of 1

Removing a Client from Household

Make sure that only the client(s) that is leaving the program is checked.

Make sure that the exit date is the correct date.

Answer the “Reason for Leaving” and “Destination”.

Then click “Save & Continue”

Edit Exit Data - (882) Rose, Pete, III

Household Members

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

(258) Male Single Parent

(7) Rose, Pete

(882) Rose, Pete, III

(882) Rose, Pete, Jr

Edit Exit Data - (882) Rose, Pete, III

Exit Date 11 / 25 / 2013 12 : 00 : 00 AM

Reason for Leaving -Select-

If "Other", Specify

Destination * -Select-

If "Other", Specify

Notes

Subsidy -Select-

Save & Continue Cancel

Removing a Client from Household

Remove clients from their own client record

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 10/01/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile **Households** DOI Entry / Exit Case Managers Case Plans SSOM Activities Assessments

▼ (32) Two Parent Family

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(112) Kardashian, Kim	32	No		07/01/2013	0	1
(114) West, Kanye	36	No		07/01/2013	0	1
(118) West, Kanye	0	No		07/01/2013	0	1

Manage Household

- Select the “Households” Tab
- Then select “Manage Household”



Removing a Client from Household

Click on the red minus sign to the left of the client that is leaving or has left the household.

A pop up window will open. Enter the date that the client left the household. You do not have to be in backdate mode to enter a date.

Household Information - (32) Two Parent Family

(32) Two Parent Family Save Save & Exit Exit

Household Type*	Two Parent Family
Income	US\$0.00
Client Count	3

Household Members						
Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(112) Kardashian, Kim	32	Yes	Self	07 / 01 / 2013	0	1
(114) West, Kanye	36	No	significant other	07 / 01 / 2013	0	1
(115) West, North	0	No	daughter	07 / 01 / 2013	0	1

Add/Delete Household Members Household History Report

Client Left Household

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 * 11 / 29 / 2013

Save Cancel

Once the date have been entered click "save".

Removing a Client from Household

By clicking on the right arrow next to Previous Household Members, you can see the former members of the household.

Household Information - (32) Two Parent Family

(32) Two Parent Family

Save Save & Exit Exit

Household Type *	Two Parent Family
Income	US\$0.00
Client Count	2

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(112) Kardashian, Kim	32	Yes	Self	07 / 01 / 2013	0	1
(113) West, North	0	No	daughter	07 / 01 / 2013	0	1

Add/Delete Household Members
Household History Report

Previous Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Left Household	Previous Associations	Household Count
(114) West, Kanye	36	No	significant other	07/01/2013	09/30/2013	1	0



Adding a New Client to an Existing Household



Adding a new Client to the Household

Add Additional Household Members from the Head of Household!

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 10/01/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile **Households** DOI Entry / Exit Case Managers Case Plans SSOM Activities Assessments

▼ (32) Two Parent Family

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(112) Kardashian, Kim	32	No		07/01/2013	0	1
(114) West, Kanye	36	No		07/01/2013	0	1
(118) West, Kanye	0	No		07/01/2013	0	1

Manage Household

- Select the “Households” Tab
- Then select “Manage Household”



Adding a new Client to the Household

Household Information - (32) Two Parent Family

(32) Two Parent Family

Save

Save & Exit

Exit

Household Type* Two Parent Family

Income US\$0.00

Client Count 3

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(112) Kardashian, Kim	32	Yes	Self	07 / 01 / 2013	0	1
(114) West, Kanye	36	No	significant other	07 / 01 / 2013	0	1
(113) West, North	0	No	daughter	07 / 01 / 2013	0	1

Add/Delete Household Members

Household History Report

Click on the “Add/Delete Household Members” Button to open the add/delete window.



Adding a new Client to the Household

Add/Delete Household Members - (32) Two Parent Family

Household Members							
	Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
	(112) Kardashian, Kim	32	Yes	Self	07/01/2013	0	1
	(69) Prufrock, Wilbur J	51	No		07/01/2013	0	2
	(114) West, Kanye	36	No	significant other	09/30/2013	1	1
	(113) West, North	0	No	daughter	07/01/2013	0	1

▼ **Previous Household Members**

This Household does not have any previous members.

Add Clients to the Household

Continue Cancel

Click on the right arrow next to “Add Clients to the Household” to open the Client Search Screen



Adding a new Client to the Household

Matching Client Records will be listed under the “Client Results” section (at the bottom of the page). If a matching record exists, click the green “plus” icon to the left of the Client’s Name, otherwise click the “Add New Client...” button to create a new Client Profile.

Add Clients to the Household

Client Search

Please Search the System before adding a New Client. Hide Advanced Search

Name	First: Kourtney	Middle:	Last: Kardashian	Suffix:
Alias				
Social Security Number	444 - 44 - 4444			
Social Security Number Data Quality	Full SSN Reported (HUD)			
Exact Match	<input type="checkbox"/>			

Search Clear Add New Client With This Information Add Anonymous Client

Client Number

Enter or Scan a Client ID to add that Client to this Household.

Client ID # Submit

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
+ 76	Aulick, Candace	***-**-4444	1964		Female		1

Showing 1-1 of 1

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
- 116	Kardashian, Kourtney	***-**-4444					0

Showing 1-1 of 1

Continue Cancel

Once all additional clients have been added, click continue.

Adding a new Client to the Household

If the new member changes the household type, change it here.

Set the "Relationship to Head of Household" for the newly added client(s).

Then complete the Individual Client Assessment for each new client added to household and click "Save".

After completing the assessment of all new household members, click "Save & Exit"

The screenshot displays the 'Household Information - (32) Two Parent Family' window. At the top, the 'Household Type' is set to 'Two Parent Family'. Below this, the 'Household Members' table lists four individuals: Kim Kardashian (Age 32, Head of Household), Kourtney Kardashian (Age 36, significant other), Wilbur Prufrock (Age 69), and North West (Age 0). The 'Relationship to Head of Household' column shows 'Self', 'significant other', and 'No' for the respective members. The 'Individual Client Assessment' section is active, showing a list of household members with checkboxes for assessment. The 'Client Household Basic Assessment' form is partially filled out, including fields for Date of Birth, Gender, Race, Ethnicity, and Disabilities. At the bottom right, the 'Save & Exit' button is highlighted.



Adding a new Client to the Household

Go to the Entry / Exit Tab then click on the pencil to edit the entry.

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 08/15/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Household ROI **Entry / Exit** Case Managers Case Plans SSOM Activities Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Family Promise - Bowman Training TH (2223)	HUD	07/01/2013				

Add Entry / Exit Showing 1-1 of 1

Adding a new Client to the Household

Edit Entry Data - (112) Kardashian, Kim

Household Members

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

(32) Two Parent Family

(112) Kardashian, Kim (Entry Date: 07/01/2013 8:00 AM)

(116) Kardashian, Kourtney (Entry Date: 08/15/2013 8:00 AM)

(114) West, Kanye (Entry Date: 07/01/2013 8:00 AM)

(113) West, North (Entry Date: 07/01/2013 8:00 AM)

Include Additional Household Members

Edit Entry Data - (112) Kardashian, Kim

Provider	Family Promise - Bowman Training TH (2223)
Type	HUD
Entry Date *	07 / 01 / 2013 8 : 00 : 00 AM

Click "Save & Continue"

Save & Continue Cancel



Entry/Exit Data



Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

Provider* Family Promise - Bowman Training TH (2223)

Type* HUD

Click on the “Include Additional Household Members” button.

This will open a pop-up window that will allow you to add household members to the program entry.



Household Members Associated with this Entry / Exit										
	Name	Head of Household	Entry Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes	
	(112) Kardashian, Kim	Yes	07/01/2013							
	(116) Kardashian, Kourtney	No	07/01/2013							
	(114) West, Kanye	No	07/01/2013							
	(113) West, North	No	07/01/2013							

Showing 1-4 of 4



Make sure that there is a check mark next to the client that is joining the program after the rest of the household.

Change the “Entry Date from the day the family entered the program to the date the new family member joined the program. Then click on the “Save & Continue” button.

You will then see the Entry Assessment. Answer the questions for the client as of the date that client joined your program. Then Save and Exit.

Edit Entry Data - (278) Kardashian, Khloe

Household Members

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

- (32) Two Parent Family
 - (112) Kardashian, Kim (Entry Date: 07/01/2013 8:00 AM)
 - (278) Kardashian, Khloe (Entry Date: 07/01/2013 8:00 AM)
 - (116) Kardashian, Kourtney (Entry Date: 08/15/2013 8:00 AM)
 - (114) West, Kanye (Entry Date: 07/01/2013 8:00 AM)
 - (113) West, North (Entry Date: 07/01/2013 8:00 AM)

Include Additional Household Members

Edit Entry Data - (278) Kardashian, Khloe

Provider	Family Promise - Bowman Training TH (2223)
Type	HUD
Entry Date*	10 / 15 / 2013 8 : 00 : 00 AM

Save & Continue Cancel



Click on the client that is being added to the program on the left side of the screen.

Complete all of the Data for the client as of their date of entry.

Once all data is entered for the client, go to the bottom of the screen and click “Save & Exit”

The screenshot displays the KYHMIS interface. At the top, a table lists household members with columns for Name, Head of Household, and Entry Date. Below the table is an 'Entry Assessment' form. The 'Household Members' section on the left has a list where '(278) Kardashians, Khloe' is selected and highlighted with a red box. A blue arrow points from this selection to the 'Household Data Sharing' section on the right, which shows 'Client: (278) Kardashians, Khloe' in a red box. Another blue arrow points from the 'Save & Exit' button at the bottom to the 'Save & Exit' button in the navigation bar. The navigation bar contains 'Save', 'Save & Exit', and 'Exit' buttons, with 'Save & Exit' highlighted in a red box.

	Name	Head of Household	Entry Date	Ex	De
	(112) Kardashians, Kim	Yes	07/01/2013		
	(278) Kardashians, Khloe	No	10/15/2013		
	(116) Kardashians, Kourtney	No	08/15/2013		
	(114) West, Kanye	No	07/01/2013		
	(113) West, North	No	07/01/2013		

Include Additional Household Members

Entry Assessment

Household Members

- (112) Kardashians, Kim
- (278) Kardashians, Khloe
- (114) West, Kanye

Household Data Sharing

Client: (278) Kardashians, Khloe

APR DATA

Date of Birth: 06 / 27 / 1984

Save Save & Exit Exit

Adding a Returning Household Member to an Existing Household



Adding a
returning Client
to the
Household

Re-add Returning Household Members from the Head of Household!

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 10/01/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile **Households** ROI Entry / Exit Case Managers Case Plans SSOM Activities Assessments

▼ (32) Two Parent Family

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Count
(112) Kardashian, Kim	32	No		07/01/2013	0	1
(114) West, Kanye	36	No		07/01/2013	0	1
(113) West, Kanye	0	No		07/01/2013	0	1

Manage Household

- Select the “Households” Tab
- Then select “Manage Household”

Adding a returning Client to the Household

By clicking on the blue undo icon next to the previous household member, you can add them back to the household.

Household Information - (32) Two Parent Family

(32) Two Parent Family Save Save & Exit Exit

Household Type *	Two Parent Family
Income	US\$800.00
Client Count	4

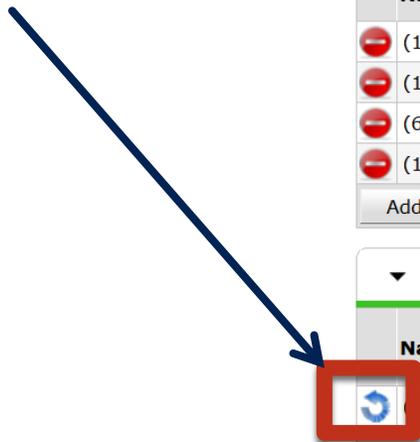
Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(112) Kardashian, Kim	33	Yes	Self	07 / 01 / 2013	0	1
(116) Kardashian, Kourtney	34	No	sister	08 / 15 / 2013	0	1
(69) Prufrock, Wilbur J	51	No	-Select-	07 / 01 / 2013	0	2
(113) West, North	0	No	daughter	07 / 01 / 2013	0	1

Add/Delete Household Members Household History Report

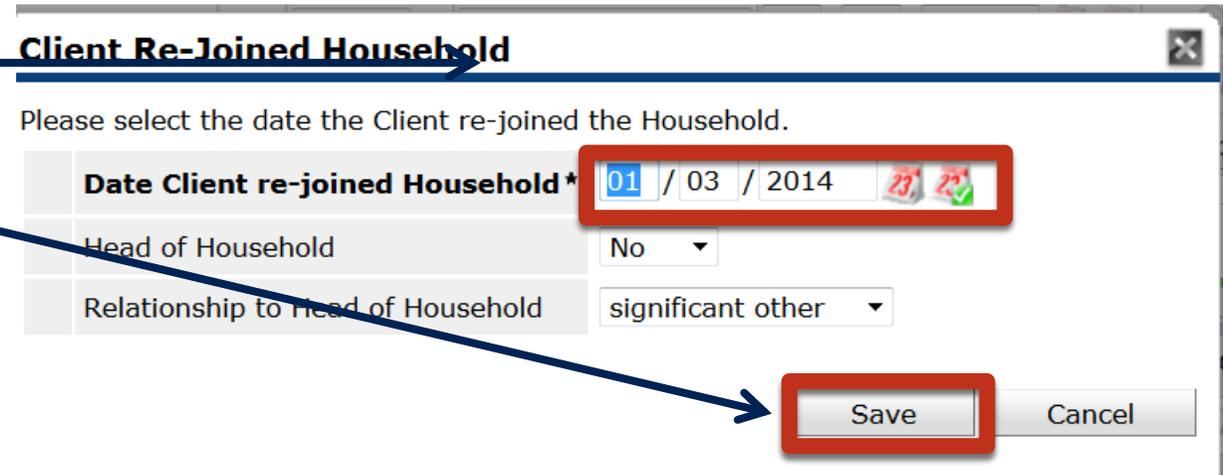
Previous Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Left Household	Previous Associations	Household Count
(14) West, Kanye	36	No	significant other	07/01/2013	09/30/2013	2	0



Adding a returning Client to the Household

Enter the date that the client returned to the household. Then click “Save”.



The screenshot shows a web form titled "Client Re-Joined Household". The form contains the following fields:

- Date Client re-joined Household ***: A date picker showing 01 / 03 / 2014. This field is highlighted with a red box. An arrow points from the text "Enter the date that the client returned to the household. Then click 'Save'." to this field.
- Head of Household**: A dropdown menu with "No" selected.
- Relationship to Head of Household**: A dropdown menu with "significant other" selected.
- Buttons**: "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box. An arrow points from the text "Then click 'Save'." to this button.

We are not able to delete a program exit at this time and once a client has been exited, that client cannot be added back to the program entry.

The entire household must be exited as of the day the household member returns.

Then create a new Entry/Exit using the day the member re-joined as the start date but use the assessment answers from the original program entry.

Adding a returning Client to the Household

Go to the Entry / Exit Tab then click on the pencil to exit all remaining household members using the date that the former household member returned.

After exiting the household, click on the “Add Entry/Exit” button and enter all household members using the same date as was used to exit the clients, above.

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 08/15/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans SSOM Activities Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Family Promise - Bowman Training TH (2223)	HUD	07/01/2013				

Add Entry / Exit Showing 1-1 of 1

Deleting a Client From a Household



Deleting a Client from Household

Clients should only be deleted from households when they were added to the household in error. If the client was part of the household and left use “remove client” workflow.

To delete a client:

- Select the “Households” Tab
- Then select “Manage Household”

Client - (112) Kardashian, Kim

(112) Kardashian, Kim Date: 07/01/2013 8:00:00 AM
Release of Information: Ends 07/01/2014 -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile **Households** ROI Entry / Exit Case Managers Case Plans SSOM Activities Assessments

▼ (32) Two Parent Family

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(112) Kardashian, Kim	32	Yes	Self	07/01/2013	0	1
(69) Prufrock, Wilbur J	51	No		07/01/2013	0	2
(114) West, Kanye	36	No	significant other	09/30/2013	1	1
(118) West, N. J.	0	No	daughter	07/01/2013	0	1

Manage Household

Deleting a Client from Household

To delete a client:

- Click on “Add/Delete Household Members”

Household Information - (32) Two Parent Family

(32) Two Parent Family

Save

Save & Exit

Exit

Household Type * Two Parent Family

Income US\$800.00

Client Count 4

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(112) Kardashian, Kim	32	Yes	Self	07 / 01 / 2013	0	1
(69) Prufrock, Wilbur J	51	No	-Select-	07 / 01 / 2013	0	2
(114) West, Kanye	36	No	significant other	09 / 30 / 2013	1	1
(113) West, North	0	No	daughter	07 / 01 / 2013	0	1

Add/Delete Household Members

Household History Report

Previous Household Members

Deleting a Client from Household

To delete a client:

Click on the trash can to the left of the client's name.

Add/Delete Household Members - (32) Two Parent Family

Household Members							
Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count	
(12) Kardashian, Kim	32	Yes	Self	07/01/2013	0	1	
(9) Prufrock, Wilbur J	51	No		07/01/2013	0	2	
(114) West, Kanye	36	No	significant other	09/30/2013	1	1	
(113) West, North	0	No	daughter	07/01/2013	0	1	

▼ Previous Household Members

This Household does not have any previous members.

► Add Clients to the Household

Continue Cancel

Deleting a Client from Household

Delete Household Relationship



You are about to delete the Household Relationship for:

(69) Prufrock, Wilbur J (Joined Household: 07/01/2013)

This will delete this Client's association with the Household Completely.
Do you want to delete this association?

Delete

Cancel

Once the “Delete” button is clicked, the client’s entire association with the household is removed.

Deleting an Entire Household

Do not ever delete an entire household. If you think that the household was created incorrectly, contact you System Administrator.

