- 1. View the existing client's ServicePoint record.
- 2. Click on the pencil next to their household type to open the Household Information window.

Н	ouseholds				
ID	Туре		Head of Household	Relationship	
/ 33	Two Parent Family				
	*Tucker-Pritchett, Lil	ly	No	Daughter	
	Search Existing Households	Start New Ho	ousehold		

3. Click 'Add/Delete Household Members' to open the Add/Delete Household Members window.

	Household Members							
	Name	Age	Head of Household	Relationship to Head of Household	Joined Household *		Previous Associations	Household Count
9	(78) Tucker-Pritchett, Lily		No 💌	Daughter 🗸	07/16/2012 🤱	7) 🖏	ο 🔍	1 🔍
	Add/Delete Household Members					Hou	isehold Histo	ry Report

4. Click on the triangle next to 'Add Clients to the Household' to expand the client search section.

►	Add Clients to the Household
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5. Search for the household members that you would like to add to the household. If the household member is listed in the client results, click on the green plus icon. If the household member is not listed in the Client Results section, click the 'Add New Client With This Information' button to create a new ServicePoint record for the household member to be added. Clients who will be added to the household will now be listed in the Selected Clients section of the window. Click 'Continue' to open the Household Information window.

▼ Add Clients to	the House	hold				
Client Searc	h					
	0	Please Search th	e System before a	dding a New Client.	Hide Advance	d Search
	First		Middle Las	st	Suffix	
Name	Mitche	:11	Pri	tchett		
Alias						
Cocial Cocurity	_					
If the person b below after sea	eing ad arching,	ded to the ho click 'Add Ne	ousehold is no w Client With	t found in the Cli This Information	ent Results s '	ection
Quality			-	3		
Exact Match						
Search	Clear	Add New Client	: With This Informa	tion Add Anonymo	ous Client	
Client Numb	er					
Enter or Scan a Clie	nt ID to ac	d that Client to t	his Household.			
Click the green	plus if	the person b	eing added to	the household is	in the Client	Results
Client Result	ts					
ID Name		Social Security Number	Date of Birth	Alias	Gender Banned	Household Count
🔂 77 Pritchett, Mi	tchell					0 🔍
			Show	ing 1-1 of 1		

## Adding Household Members to Household How to add someone to an existing client's household

6. Answer the household information questions for the household members that you are entering: Head of Household, Relationship to Head of Household, and Joined Household (remember the Joined Household date pre-fills with the data entry date.)

lousehold Informat	ion - I	(33) Tw	o Parent Family			6	
🧋 (33) Two Parent Fan	ily			Save Sav	e & Exit	Exit	
Household Type *	Two	) Parent F	amily 💽				
Income	US\$	:0.00 🔍	Answer the househe	d information and	ations for	the	
Client Count	з		Answer the household information questions for the household members you just added to the household				
Household Members				7 5			
nousenoia members							
Name	Age	Head of Househol	Relationship to Head of d Household	oined Household *	Previous Associations	Household Count	
Name	Age 	Head of Househol	Relationship to Head of d Household	oined Household * )3 / [19 / 2013 🛛 🦓 🦧	Previous Associations	Household Count 1 Q	
Name (77) Pritchett, Mitche (79) Tucker, Cameror	Age II	Head of Househol	Relationship to Head of d Household -Select- -Select-	oined Household * 03 / 19 / 2013 🛛 🦓	Previous Associations D	Household Count 1 Q 1 Q	
Name (77) Pritchett, Mitche (79) Tucker, Cameror (78) Tucker-Pritchett Lily	Age	Head of Househol	Relationship to Head of d Household -Select- -Select- Daughter	oined Household * 03 / 19 / 2013 <i>8</i> 3 <i>8</i> 3 03 / 19 / 2013 <i>8</i> 3 <i>8</i> 3 07 / 16 / 2012 <i>8</i> 3 <i>8</i> 3	Previous Associations P Q D Q	Household Count 1 Q 1 Q 1 Q	

Make sure that the each person should only have one household. The last column is the Household Count and if the count if more than 1, please contact the helpline for assistance.

7. Click 'Save & Exit' to return to the client's Summary tab.

Questions, Comments: Please contact the Multnomah County ServicePoint helpline at (503) 970-4408 or <u>servicepoint@multco.us</u>