

# Household Tab vs Entry Exit Tab

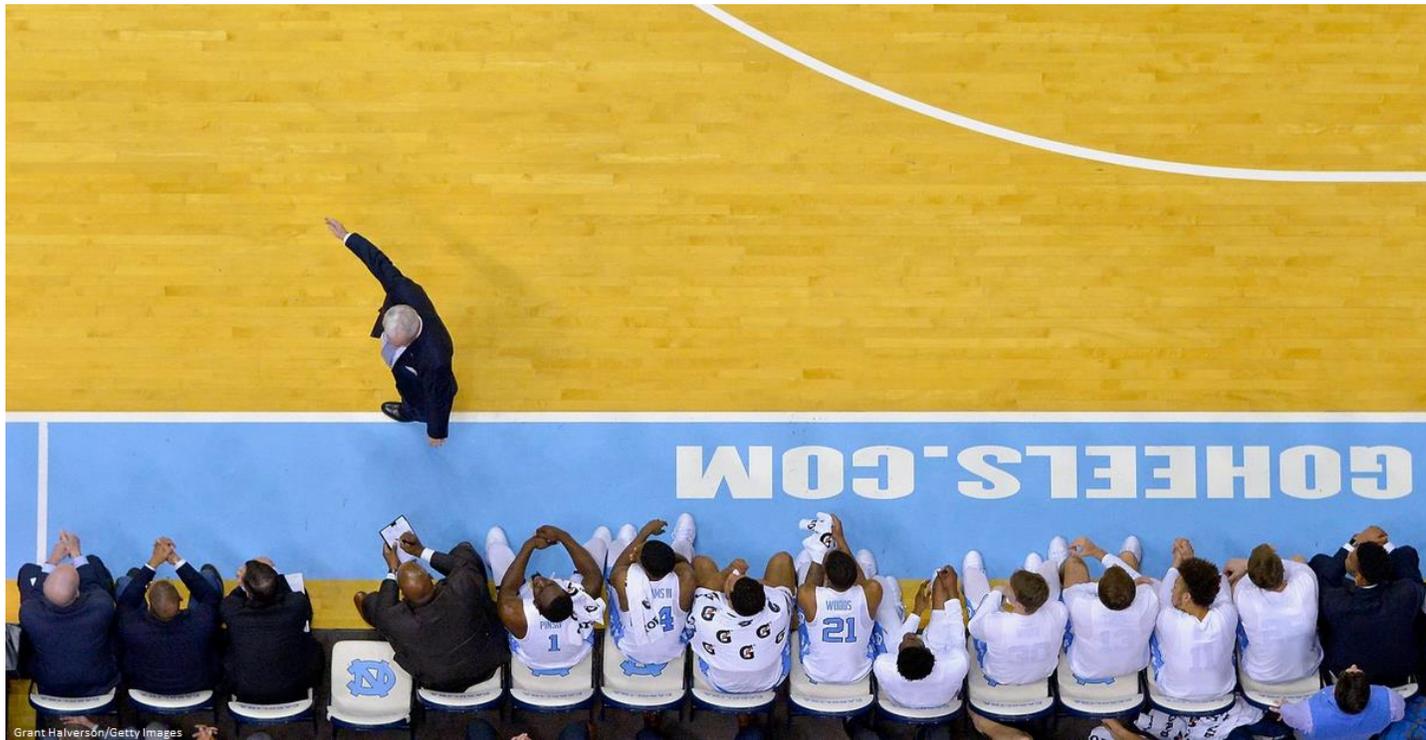
January 2021



**NC COALITION** to  
**HOMELESSNESS** end

# Household Tab

- Think of the tab as a roster of who *could* be in enrolled
  - But being on the Household Tab is just the first requirement to add members as clients (with a Project Entry)



# Household Tab

- Think of the tab as a roster of who *could* be in enrolled

Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Measurements	Activities	Assessments
▼ (64) Single Parent									
Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count			
(219) Lion, Scar	39	Yes	Self	08/17/2019	0 	1 			
(221) Lion, Azizi	15	No	daughter	08/17/2019	0 	1 			
(220) Lion, Kamari	3	No	son	08/17/2019	0 	1 			
(222) Lion, Shenzi	10	No	daughter	08/17/2019	0 	1 			
<input type="button" value="Manage Household"/>									



# Entry/Exit Tabs

- If Scar was the only one coming to the project, only select his name

## Project Start Data - (219) Lion, Scar

### Household Members



To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

**(64) Single Parent**

(219) Lion, Scar

(221) Lion, Azizi

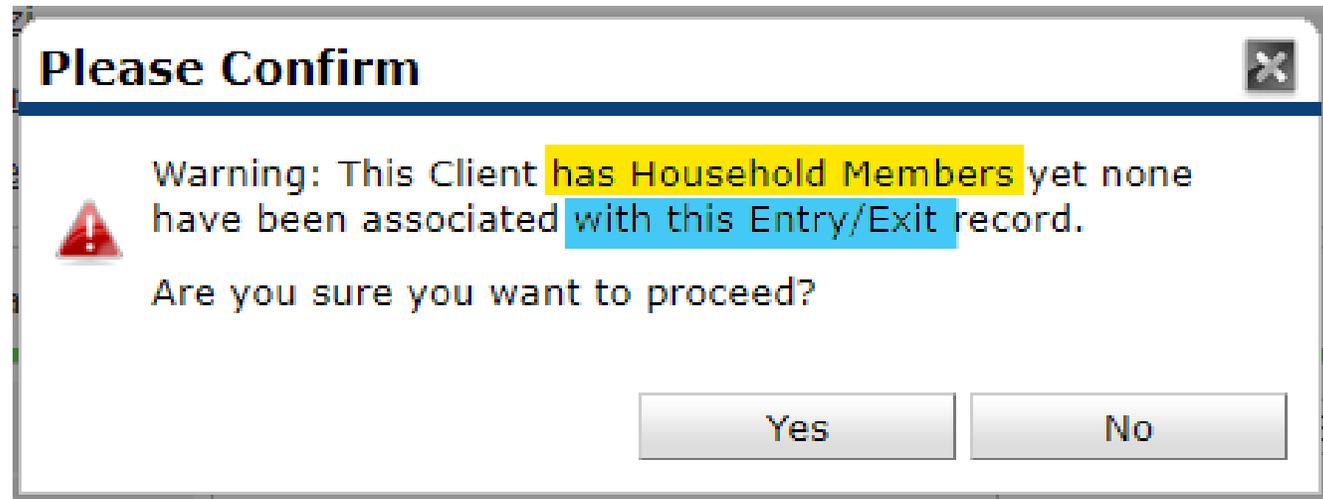
(220) Lion, Kamari

(222) Lion, Shenzi



# Entry/ Exit Tabs: Single client from Household

- A 'Please Confirm' warning appears, notice the wording



↑  
To continue

# Entry/ Exit Tabs: Single client from Household cont.

- Notice the Client Count on the Entry/Exit Screen, which means Scar is the only client in the project

Entry / Exit									
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count			
 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	 02/17/2020							

[Add Entry / Exit](#) Showing 1-1 of 1

# Entry/ Exit Tabs: Multiple clients from Household

- Lets add two more household members to the Project Start

Project Start Data - (219) Lion, Scar



## Household Members



To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(64) Single Parent

(219) Lion, Scar

(221) Lion, Azizi

(220) Lion, Kamari

(222) Lion, Shenzi



# Entry/ Exit Tabs: Multiple clients from Household cont.

- Notice the client count is now three for this entry

Entry / Exit										
	Program	Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Emergency Shelter (7389)	HUD		02/17/2020						

# Entry/ Exit Tabs: Multiple clients from Household cont.

- If we were to go and edit the Entry, we see the ability to 'Include Additional Household Members'
- This means they were not removed from the Household because they weren't on the Entry/Exit

### Household Members

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

**(64) Single Parent**

- [\(219\) Lion, Scar \(Entry Date: 02/17/2020 11:22 AM\)](#)
- [\(221\) Lion, Azizi \(Entry Date: 02/17/2020 11:22 AM\)](#)
- [\(220\) Lion, Kamari \(Entry Date: 02/17/2020 11:22 AM\)](#)

Include Additional Household Members

# Household Tab revisited

- Household Tab is exactly the same after Entry/ Exits were made

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

▼ (64) Single Parent

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(219) Lion, Scar	39	Yes	Self	08/17/2019	0 	1 
(221) Lion, Azizi	15	No	daughter	08/17/2019	0 	1 
(220) Lion, Kamari	3	No	son	08/17/2019	0 	1 
(222) Lion, Shenzi	10	No	daughter	08/17/2019	0 	1 

Manage Household



# Household tab is different than Entry/Exit tab

- Household tab sets up the roster for recording Intakes and Exits
- Don't delete! Only remove members from the Household tab for death or divorce
- Reports pull information from Entry/Exit tab



## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH