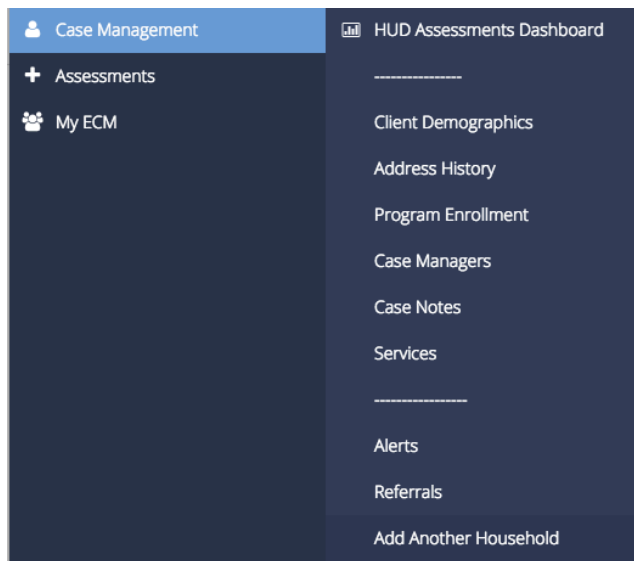




How to Split a Household

(move the Head of Household by his or herself)

STEP 1: CREATE A NEW HOUSEHOLD WITH A HEAD OF HOUSEHOLD



Go to the person that you want to make the Head of Household for the NEW Household

NOTE: (this should NOT be the current HOH of this OLD household. You're leaving this person HERE.)

Go to **CASE MANAGEMENT > ADD ANOTHER HOUSEHOLD**

Client Families + Add New				
Family Name	Date Added	Date Removed	Primary Language	Fan
Sean-1982-11-05	5/22/2012	Present		

Notice the current household is in here, you're going to add another one. Go to **ADD NEW**.

Family Name

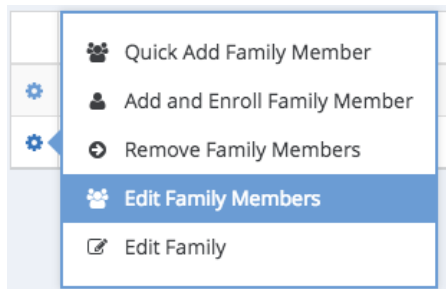
Primary Language

Name your household with the **NAME** of the **HEAD** (last name first, then first name)

click **SAVE**



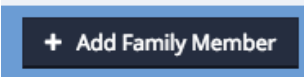
STEP 2: ADD MEMBERS to NEW & REMOVE THEM from OLD



Go to the GEAR ICON and select **EDIT FAMILY MEMBERS**.

Notice that your HOH is already here, and is marked “SELF” in the Relationship column. This person is your HOH in this NEW Household.

Total Rows: 1									+ Add Family Member
	Family Member *	Relationship *	Dependent	Age	Gender	Lives W/ HoH	Date Added *	Date Removed	Family Status
<input checked="" type="checkbox"/>	Melody	Self		44	Female	Yes	8/2/2016	Present	



Click on the **ADD FAMILY MEMBER** button.

<input checked="" type="checkbox"/>	Family Member *	
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Q"/>

Click on the **MAGNIFYING GLASS** and search for your family member to add.

	Family Member *	Relationship *
<input checked="" type="checkbox"/>	<input type="text" value="Sean Jr"/> <input type="button" value="Q"/>	Child
<input checked="" type="checkbox"/>	Melody	Self

Make sure to choose the **RELATIONSHIP** for the family member is chosen. (child, spouse, other, etc).



Date Added *	Date Removed	Family Status
08/02/2016	12/31/9999	Remove from previous
8/2/2016	Present	

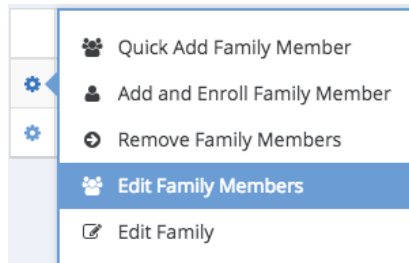
Make sure the DATE ADDED matches the date you need to make this separation occur. Do this for the HOH as well.

In the FAMILY STATUS you'll need to select "REMOVE FROM PREVIOUS"

NOTE: the "remove from previous" is not available for the HOH. We have to do this in STEP 3.

click **SAVE**

STEP 3: REMOVE the HOH and other members from the OLD FAMILY



In the OLD/PREVIOUS FAMILY Go to the GEAR ICON > EDIT FAMILY MEMBERS

Click on the BLUE CHECK BOX for the person you're removing from this OLD household. CHANGE the DATE REMOVED to be the correct date they leave this household and move to the other.

Family Member *	Relationship *	Dependent	Age	Gender	Lives W/ HoH	Date Added *	Date Removed	Family Status
<input checked="" type="checkbox"/> Sean	Self		33	Male	Yes	5/22/2012	Present	
<input checked="" type="checkbox"/> Melody	Spous	<input type="checkbox"/>	44	f	<input checked="" type="checkbox"/>	05/22/2012	08/02/2016	

Do this for all that you need to. Click **SAVE**



STEP 4: ADD MEMBERS to PROGRAM ENROLLMENT

We have to make sure that the NEW FAMILY is correctly ENROLLED.

go to **CASE MANAGEMENT > PROGRAM ENROLLMENT** then click on the **GEAR > MEMBER**

The screenshot shows a sidebar menu with 'Case Management' selected. A dropdown menu is open over a table, showing options: Member, Treatment / Service Plan, View Services, View Case Notes, View Checklist, and Delete. Below the dropdown, a table header is visible with columns: Status, Program | Assigned Case Mgr.

then click on **+ ADD/EDIT MEMBERS**

Client	Provider	Program Entry - Exit Dates	Restriction	Exit Type	Member
Kirk, Shawn	Family Promise of Blount County	1/8/2016 - Present	Shared		192
Raby, Amber	Family Promise of Blount County	1/8/2016 - Present	Shared		192

Then click on the **CHECKMARKS** to make **EVERYONE** have a **BLUE CHECKMARK**. Make sure the enrollment and dates are all the same as the **HOH**. Click **SAVE**.

Member enrollment dates must either fall between or be equal to the enrollment begin and end dates for the HoH.

Choose the family members you want to include in this enrollment from the list below.

	Client	Provider *	Restriction *	Begin Date *	End Date
<input checked="" type="checkbox"/>	Kirk, Shawn		Shared	1/8/2016	Present
<input checked="" type="checkbox"/>	Raby, Amber		Shared	1/8/2016	Present
<input type="checkbox"/>	Raby, Dewayne				
<input type="checkbox"/>	Kirk, Collin				

(Usually after this I will go back in and make sure they ALL have BLUE checkmarks).