



ASSIGNING ADDITIONAL UNITS TO A HOUSEHOLD

This job aid will demonstrate how to assign additional units to a household that is being enrolled. Programs that have the ability to change their configuration based on the size of the households enrolled will be able to add additional units to larger households at program entry so the unit availability is correct in HMIS. The Homeless Services Bureau has the ability to grant this functionality to programs as needed.

UNIT COUNT DETAILS GRID ON THE ENROLLMENT SCREEN

The screenshot displays the HMIS Enrollment screen. The top section is titled "Unit Count Details" and contains a table with the following data:

Unit Type	How many units does household occupy
2 Bed Room	1

Below the table, there is a "Units" section with a dropdown menu for "Unit Type" (currently set to "2 Bed Room") and a text input field for "How many units does household occupy?" (currently set to "3").

The bottom section is titled "Enrollment Details" and contains several fields: "Enrollment Date" (09/11/2015), "Unit Size", "Total Rent", "Household Contribution", "Address", and "Utilities Not Included". There are also "Select" buttons for "Address" and "Utilities Not Included".

At the bottom of the screen, there are three buttons: "Enroll", "Enroll All", and "Cancel". A red arrow points to the "Enroll" button.

1. A user may assign the additional units needed to any enrolling household member, and those units will apply to the entire household. In order to assign additional units to a household, the household's referral must be accepted-pending and at least one household member must have a completed Entry Assessment.
 - a. On the *Enrollment* screen, navigate to the *Unit Count Details* grid. The unit type will be pre-selected based on the household's referral.
 - b. To assign additional units, enter the total number of units that the household is occupying in the box asking *How Many Units Does the Household Occupy?* and



click **[Save]**. For example, an enrolling household will be assigned a unit on their referral, but if they will be occupying two additional units for a total of three units, the user should enter 3 in the box.

- i. **TIP:** Just as units are assigned to the Head of Household in the referral but apply to the household as a whole, additional units can be assigned to any household member but apply to the entire household.*
- c. Click **[Enroll]** to enroll the Head of Household. Assess and enroll the remaining household members.

UNIT COUNT DETAILS GRID ON THE EXIT SCREEN

Unit Count Details

Number of Units	
Unit Type	How many units does household occupy
2 Bed Room	3

Units
Unit Type *
2 Bed Room

How many units does household occupy? *
1

Exit Details

Exit Date * 09/11/2015 Address
Voluntary Termination * Yes If No, Why?

Select

Save Cancel

TIP: When exiting an entire household, any additional units assigned will be released with the household's exit.

1. If some household members exit and others remain in the program, any additional units that were assigned at entry that are no longer needed can be released during the exit process for the exiting household members.
 - a. Complete Exit Assessments for household members who are exiting the program and **[Save]**.



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- b. On the *Exit* screen, navigate to the *Unit Count Details* grid. The unit type will be preselected based on the household's referral.
- c. To release additional units that will no longer be occupied, enter the total number of units that the remaining household members will be occupying in the box *How Many Units Does the Household Occupy?* and click **[Save]**. For example, if an enrolling household was assigned three total units upon their enrollment, but the household members who occupied the two additional units are exiting, the user should enter 1 in the box.
- d. Complete the exit process by entering the actual Exit Date and Voluntary Termination for any exiting clients and clicking **[Save]**.

FOR MORE INFORMATION...

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS).

To access the Self Service Tool go to: <http://servicedesk.alleghenycounty.us>