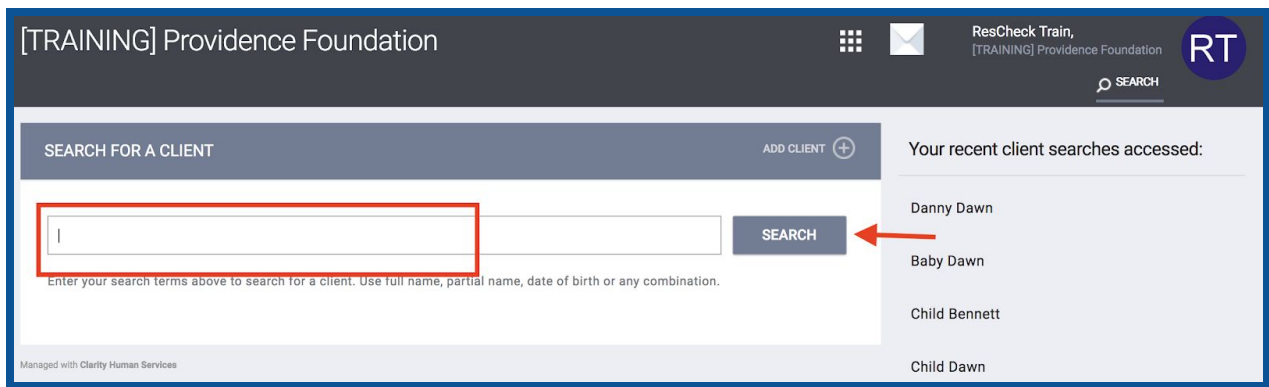


## How to Create a Household

This workflow reflects how to group family members together in a household in the ONE System.

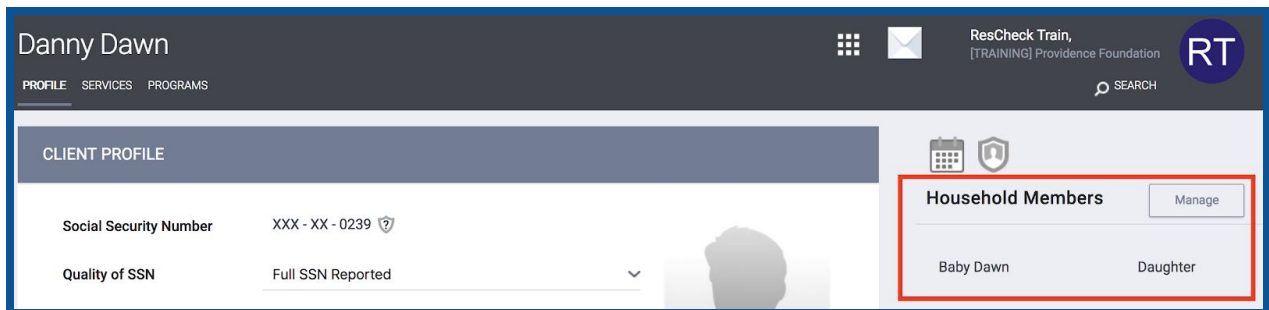
### Add a New Family Member

- 1) Log in and search for each family member in the search bar, prior to creating a new profile.



The screenshot shows the search interface of the ResCheck Train system. At the top, it says "[TRAINING] Providence Foundation" and "ResCheck Train, [TRAINING] Providence Foundation" with an "RT" logo. Below this is a search bar with the text "SEARCH FOR A CLIENT" and an "ADD CLIENT +" button. The search bar contains a cursor and is highlighted with a red box. To the right of the search bar is a "SEARCH" button, also highlighted with a red box and an arrow. Below the search bar is a list of "Your recent client searches accessed:" including "Danny Dawn", "Baby Dawn", "Child Bennett", and "Child Dawn". At the bottom left, it says "Managed with Clarity Human Services".

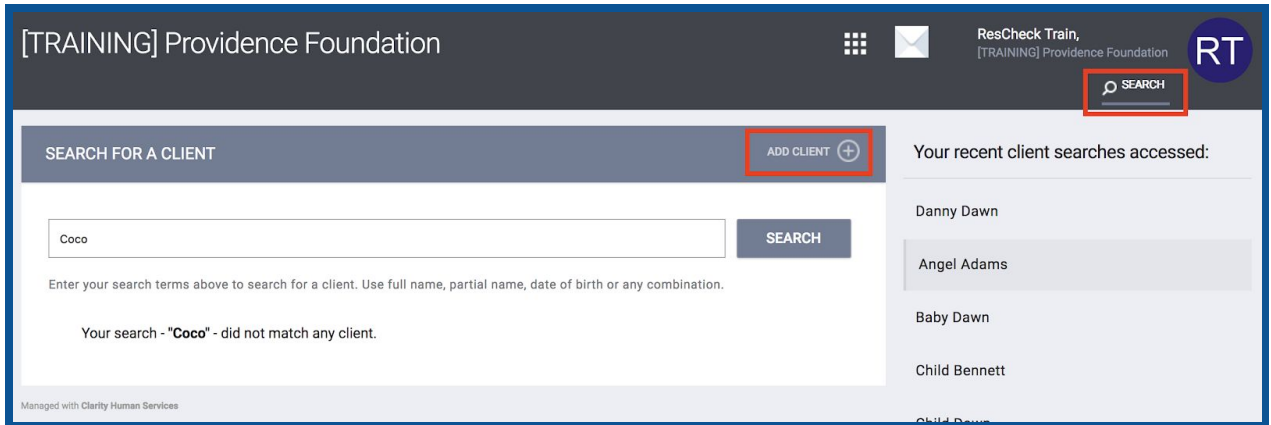
- 2) If the client appears, click on the profile to review the Household Members, if any. Click "Manage" to update the household to include the current family members. Skip to step # 5.



The screenshot shows the client profile page for "Danny Dawn". At the top, it says "Danny Dawn" and "ResCheck Train, [TRAINING] Providence Foundation" with an "RT" logo. Below this are tabs for "PROFILE", "SERVICES", and "PROGRAMS". The main content area is titled "CLIENT PROFILE" and shows "Social Security Number" as "XXX - XX - 0239" and "Quality of SSN" as "Full SSN Reported". To the right, there is a "Household Members" section with a "Manage" button. Below this, it lists "Baby Dawn" and "Daughter".

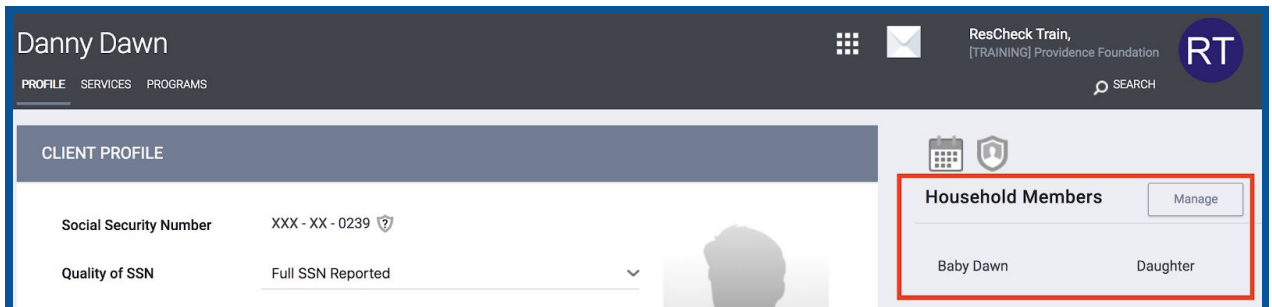
## How to Create a Household

3) If the client does not appear, click “Add Client” and complete the profile screen for the first family member. Begin with the Head of Household. Click “Search” to return to the page to “Add Client.” Complete this step for every member in the family that presents at the shelter.



The screenshot shows the ResCheck Train search interface for the Providence Foundation. The header includes the organization name, navigation icons, and the RT logo. A search bar contains the text "Coco". To the right of the search bar is an "ADD CLIENT +" button. Below the search bar is a "SEARCH" button. A message below the search bar states: "Your search - 'Coco' - did not match any client." On the right side, there is a list titled "Your recent client searches accessed:" with entries: Danny Dawn, Angel Adams, Baby Dawn, Child Bennett, and Child Dawn. A "SEARCH" button is also visible in the top right corner.

4) Next, on any of the family member’s profiles, select “Manage,” to add or remove household members.



The screenshot shows the ResCheck Train client profile for Danny Dawn. The header includes the client name, navigation tabs (PROFILE, SERVICES, PROGRAMS), and the RT logo. The main content area is titled "CLIENT PROFILE" and displays fields for "Social Security Number" (XXX - XX - 0239) and "Quality of SSN" (Full SSN Reported). On the right side, there is a "Household Members" section with a "Manage" button. Below this, a list of household members is shown: Baby Dawn (Daughter). A red box highlights the "Household Members" section and the "Manage" button.

## How to Create a Household

5) The Household members you searched for in step 1 will appear on the right side of the screen, pictured below. Move your mouse to the right side of the last four digits of the SSN and a plus sign will appear. Click the plus sign to add the family member to the household. \*\* Head of Household will have a star next to the member type.

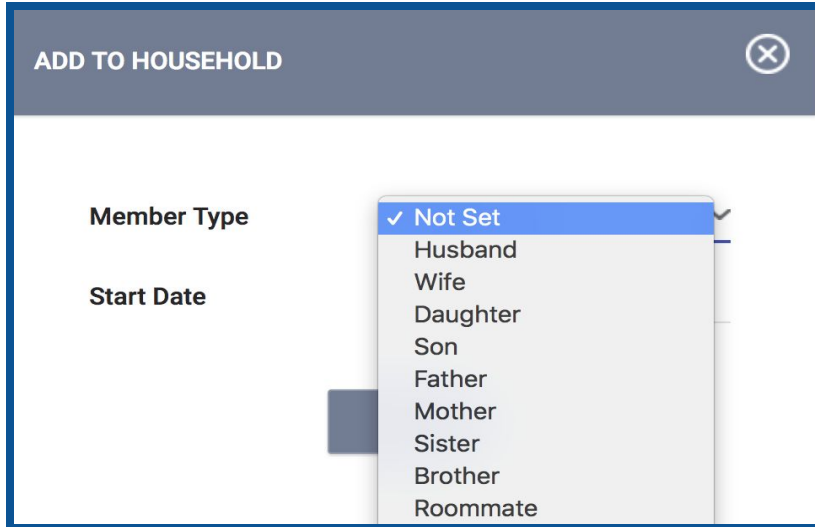
Household Members	
Danny Dawn	Mother ★
Baby Dawn	Daughter

Your recent client searches accessed:	
Angel Adams	6078
Child Bennett	8471
Child Dawn	3094
Baby Adams	6348
Claiborne Claire	1983
Bonnie Bennett	4871

## How to Create a Household

6) The Add to Household box will appear. Click on the drop down menu for Member Type and select the client's relationship to the head of household. Next click save.



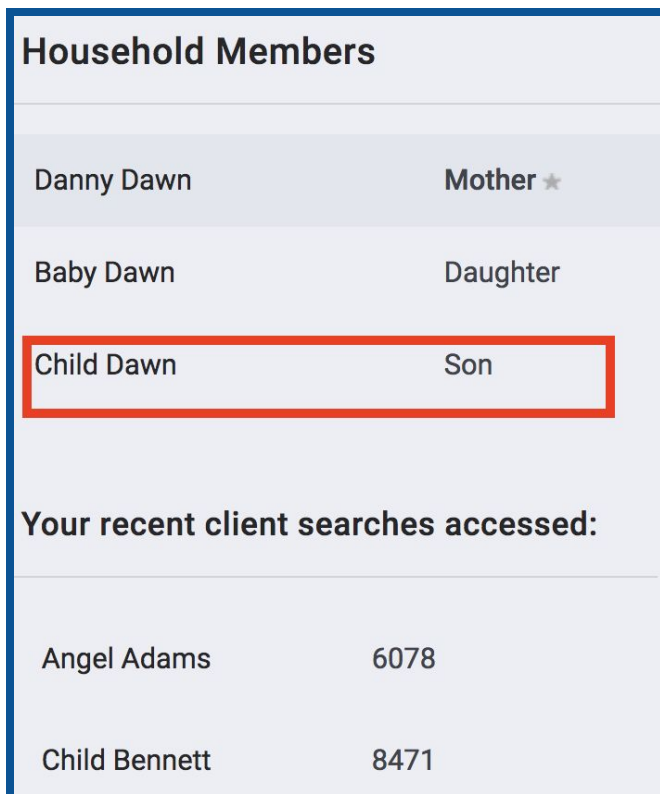
ADD TO HOUSEHOLD

Member Type

Start Date

- ✓ Not Set
- Husband
- Wife
- Daughter
- Son
- Father
- Mother
- Sister
- Brother
- Roommate

7) The new family member will appear under the Household Members section on the right side of the screen.



Household Members

Danny Dawn	Mother ★
Baby Dawn	Daughter
Child Dawn	Son

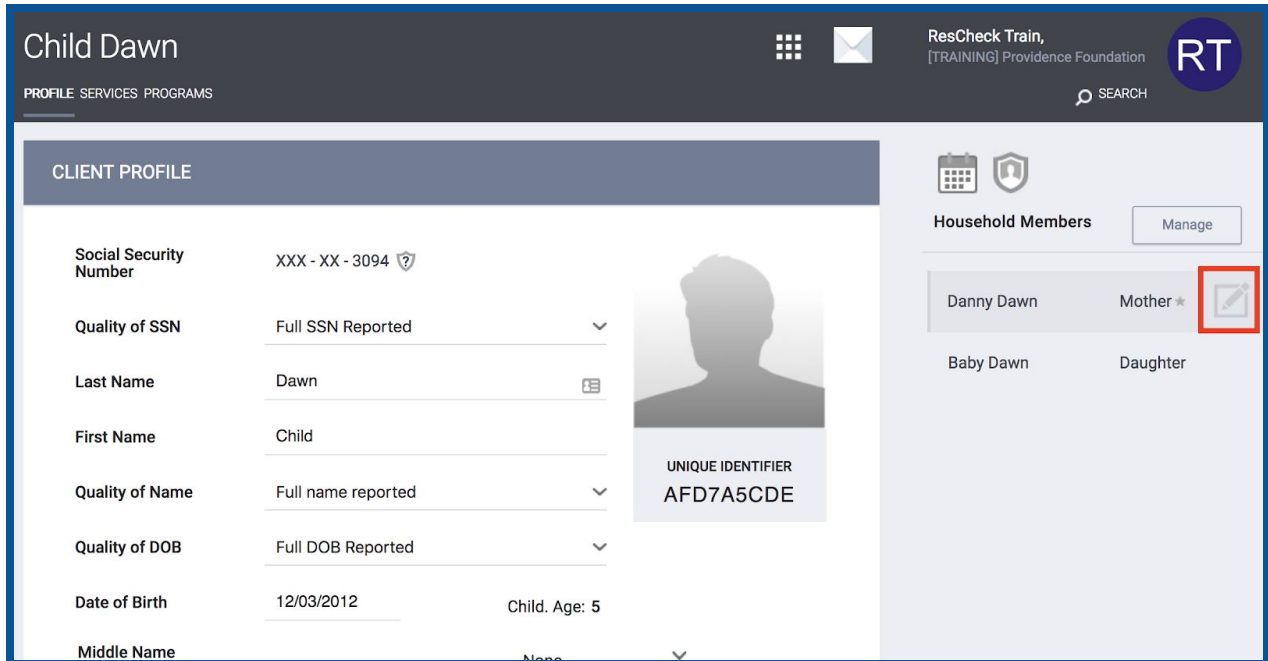
Your recent client searches accessed:

Angel Adams	6078
Child Bennett	8471

# How to Create a Household

## View Household Members

All Household members appear on the right side of a client's profile screen. You will have the ability to navigate to the family members' profiles by clicking edit to the right of the member type.




The screenshot displays a client profile for "Child Dawn" in the "ResCheck Train, [TRAINING] Providence Foundation" system. The profile includes fields for Social Security Number, Quality of SSN, Last Name, First Name, Quality of Name, Quality of DOB, Date of Birth, and Middle Name. A unique identifier "AFD7A5CDE" is shown next to a silhouette of a person. On the right, the "Household Members" section lists "Danny Dawn" (Mother) and "Baby Dawn" (Daughter). The "Mother" entry has an edit icon highlighted with a red box.

CLIENT PROFILE	
Social Security Number	XXX - XX - 3094
Quality of SSN	Full SSN Reported
Last Name	Dawn
First Name	Child
Quality of Name	Full name reported
Quality of DOB	Full DOB Reported
Date of Birth	12/03/2012
Middle Name	None

UNIQUE IDENTIFIER: AFD7A5CDE

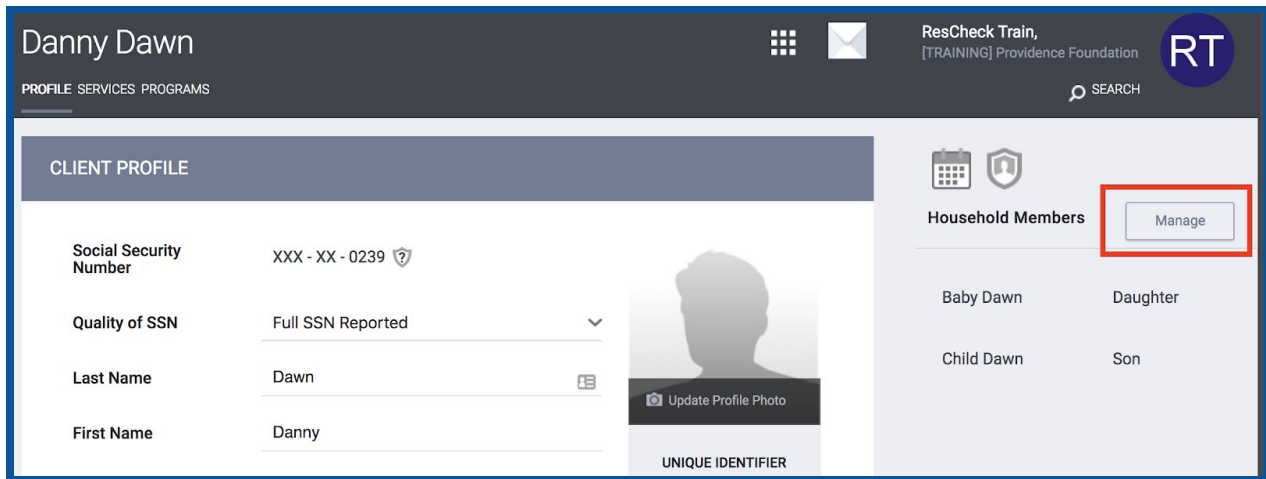
Household Members

Danny Dawn	Mother *	
Baby Dawn	Daughter	

# How to Create a Household

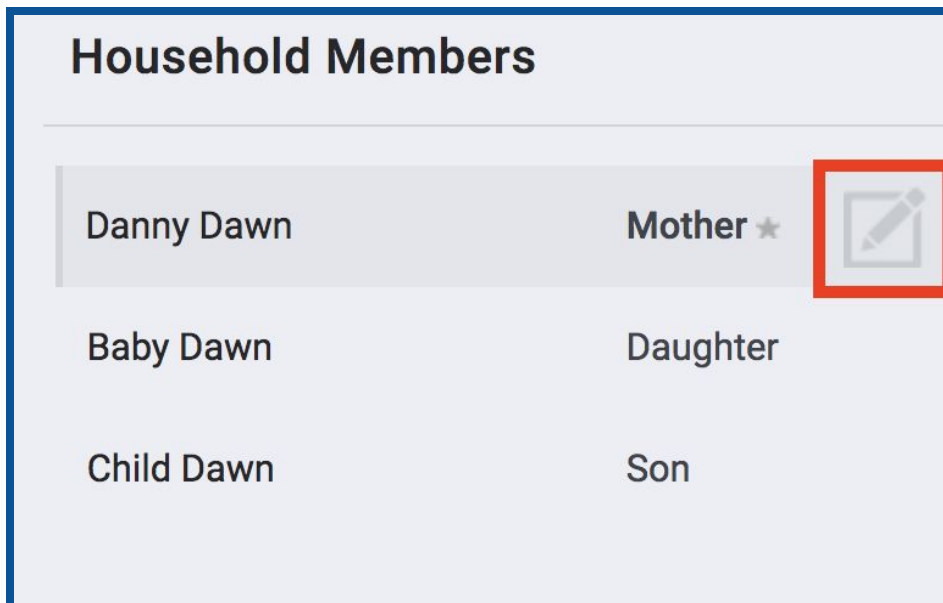
## Edit Household Members

1) To edit household members select Manage on the profile screen.



The screenshot shows the user profile for Danny Dawn. The top navigation bar includes the user name, a grid icon, an envelope icon, the organization name 'ResCheck Train, [TRAINING] Providence Foundation', and the 'RT' logo. Below the navigation bar, there are tabs for 'PROFILE', 'SERVICES', and 'PROGRAMS'. The main content area is divided into two sections. The left section, titled 'CLIENT PROFILE', contains fields for Social Security Number (XXX - XX - 0239), Quality of SSN (Full SSN Reported), Last Name (Dawn), and First Name (Danny). The right section, titled 'Household Members', contains a 'Manage' button (highlighted with a red box) and a list of household members: Baby Dawn (Daughter), Child Dawn (Son), and a 'UNIQUE IDENTIFIER' field.

2) Next, click edit next to the profile you want to edit.



The screenshot shows the 'Household Members' section. It contains a list of household members: Danny Dawn (Mother), Baby Dawn (Daughter), and Child Dawn (Son). The edit icon (pencil) next to the profile of Danny Dawn (Mother) is highlighted with a red box.


## How to Create a Household

3) Edit the household information for the household member. To change the Head of Household, you must be in the Head of Household's profile to update the household information.

**EDIT GLOBAL HOUSEHOLD** ✕

Member Type Mother ▼

**Head of Household** Danny Dawn ▼

Joined Household 03/21/2018 

Exited Household

**SAVE**