



## Quick Fix: Relationship to Head of Household

- Go to the client profile
- From the Summary page, click on the pencil next to the line of entry to your program

### Client Information

Summary	Client Profile	Households	ROI	Entry
Added to the system 08/20/2014 02:44 PM				
Name	[REDACTED]			Ge
Date of Birth	05/27/1990 (Age 29)			Pr
Social Security				Se
				U.:
				Ve

Entry/Exits			
Program	Type	Project Start Date	Exit Date
[REDACTED] Shelter	Basic	 11/09/2019	 11/10/2019

- Edit Project Start Data window will open, click save and continue to access entry assessment
- Find the “Relationship to Head of Household” question

Relationship to Head of Household	-Select-	G
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- Select answer from drop down menu
- If client is a single individual, scroll to bottom and click Save & Exit. You are finished!
- If more than one member in household, scroll down and click save, scroll up to Household Members and click on next household member and set their relationship to HoH. Repeat until all household members have relationship to HoH question filled in.

Household Members	
<input checked="" type="checkbox"/>	Age: 52 Veteran: No (HUD)
<input checked="" type="checkbox"/>	Age: 52 Veteran: No (HUD)