

How Do I Add a New Household Member to an Enrollment?

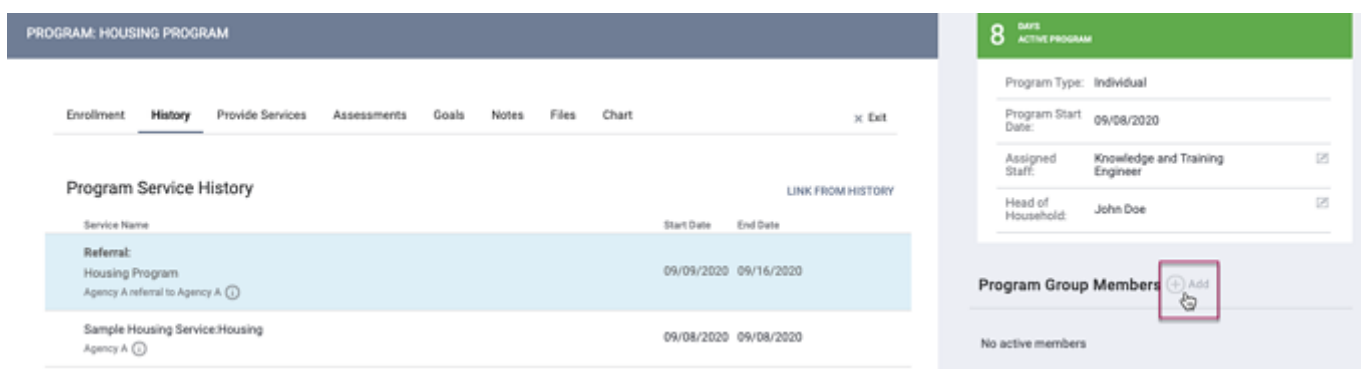
When [enrolling a client into a program](#), you will be prompted to select any household members who should be included in the enrollment. If a client is not in the household at the time of enrollment, or the staff member fails to select the household member, they may need to be added to the enrollment at a later date.

To add a new household member to an active enrollment, first ensure the client is [added to the household](#).

Next, navigate to the client record for a household member included in the enrollment. Click the edit icon next to the active enrollment, either from the HISTORY tab or PROGRAMS tab.

PROGRAM HISTORY			
Program Name	Start Date	End Date	Type
 Shelter Emergency Shelter: Entry/Exit Date Program A Agency ⓘ	06/10/2020	Active	Individual

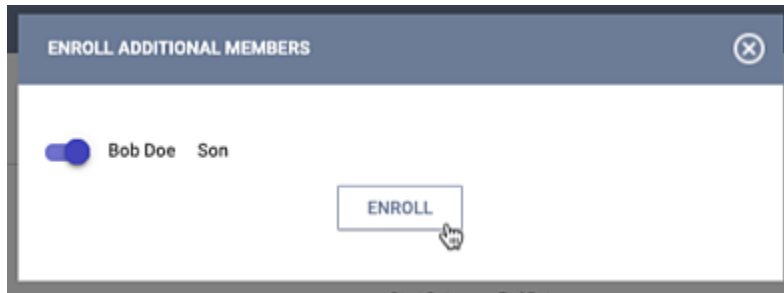
Click the add icon next to *Program Group Members* located in the right sidebar.



The screenshot displays the 'PROGRAM: HOUSING PROGRAM' interface. The main area shows the 'Program Service History' table with columns for Service Name, Start Date, and End Date. The 'History' tab is selected. The right sidebar shows '8 DAYS ACTIVE PROGRAM' with details for 'Program Type: Individual', 'Program Start Date: 09/08/2020', 'Assigned Staff: Knowledge and Training Engineer', and 'Head of Household: John Doe'. At the bottom of the sidebar, the 'Program Group Members' section has an 'Add' button highlighted with a red box.

An ENROLL ADDITIONAL MEMBERS pop-up box will provide the option to add any

group member who is not already included in the enrollment. Click the toggle next to the client(s) you wish to add. Click ENROLL.



You will be navigated to the client's *Enrollment Screen*. If the added client entered the program on the same date as the other household member(s), ensure that the *Program Date* matches that of the previously enrolled client(s).

Remember to click *SAVE & CLOSE* to ensure the enrollment is successfully saved. You will see the green banner indicating that your record was saved successfully.

