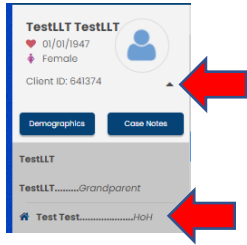
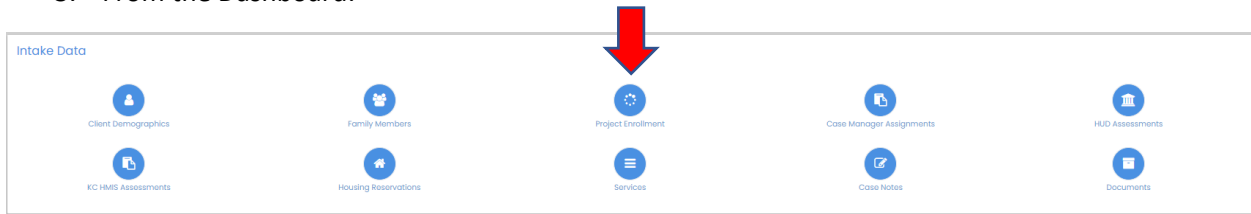


Adding a family member to an enrollment:

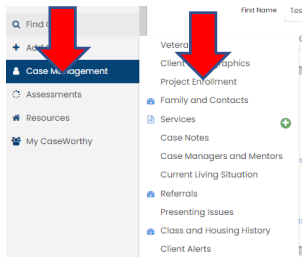
1. First, the family member has to be part of the family. This means that when you click the drop down in the left side to open the family list, the client is showing in that list.



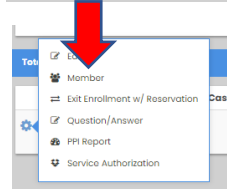
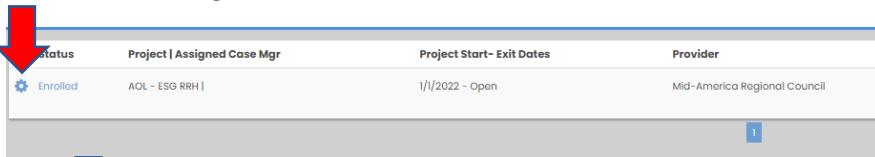
2. In this case, if you just need to add the member to the enrollment, then you just need to click on the project enrollment icon in the dashboard or select case management from the left side menu and then select project enrollment.
3. From the Dashboard:



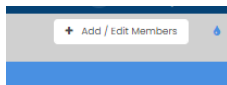
4. Or from the left side menu – Case Management>Project Enrollment



5. Click the gear and select Member



6. Click on 'add/edit members' in the top right

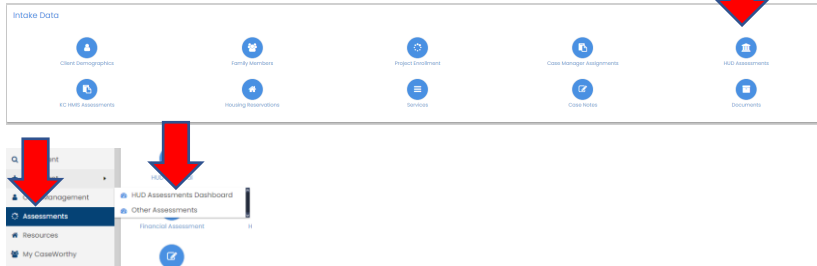


7. Click on the check mark next to the family member's name and provide the date the member joined the household.

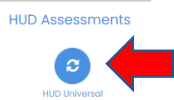
The screenshot shows a form with the following fields: Client (Test, Test), Provider (Mid-America Regional Council), Restriction (Shared), Start Date (1/1/2022), End Date (02/04/2022), and Enrollment Relationship to HOH (Grandparent). A checkmark is visible next to the client name. Red arrows point to the checkmark and the end date field.

8. Once you have added the member to the enrollment you will need to manually create the entry assessments.

9. From the dashboard or from the left side menu you can select HUD Assessments



10. You can then click on the HUD Universal Assessment and create the entry assessment



11. In the top right click Add New

The screenshot shows a form with an 'Add New' button and an 'Assessment Date' field. The date is set to 1/1/2022 12:00:00 AM. Red arrows point to the 'Add New' button and the date field.

12. Click on the words 'No Assessment Selected'

The screenshot shows a table with the header 'No Assessment Selected'. The table has two columns: 'Date' and 'Program'. The first row has a date of 2/4/2022 and a program of ACL - ESG BHH. The second row has a date of 1/1/2022 and a program of ACL - ESG BHH. A red arrow points to the header.

No Assessment Selected	
Date	Program
2/4/2022	ACL - ESG BHH
1/1/2022	ACL - ESG BHH

13. Complete the form, make sure to edit the date if needed and then save

The screenshot shows a form with the following fields: Enrollment (dropdown), Assessment Type (dropdown), Assessment By (text input with search icon), Assessment Begin Date (date and time picker), and Restriction (dropdown). The date is set to 02/04/2022 2:32 PM and the restriction is 'Shared'.

## 14. You can then complete the form

The screenshot shows a web form for HUD University. At the top, there is a header with the HUD University logo and a blue navigation bar containing the text 'HUDUD - HUD - HUD HUD - HUD HUD'. Below the header, the form is titled 'Living Situation'. The form contains several fields and dropdown menus:

- Residence:** A dropdown menu with the value 'HUDUD - HUD - HUD HUD - HUD HUD'.
- Residing Conditions:** A dropdown menu with the value 'Yes'.
- Emergency Shelter (including federal or state):** A dropdown menu with the value 'HUDUD - HUD - HUD HUD - HUD HUD'.
- Approximate date for shelter received:** A date input field with the value '01/01/2020'.
- Length of stay in this type of living situation:** A dropdown menu with the value 'One year or longer'.
- Year of Home Visit:** A dropdown menu with the value '2020'.
- Total number of shelter episodes on this street in FY or 5000 the past three years:** A dropdown menu with the value '0'.

At the bottom of the form, there is a small note: 'HUDUD - HUD - HUD HUD - HUD HUD'.