QRG – Add Member to HoH's Enrollment

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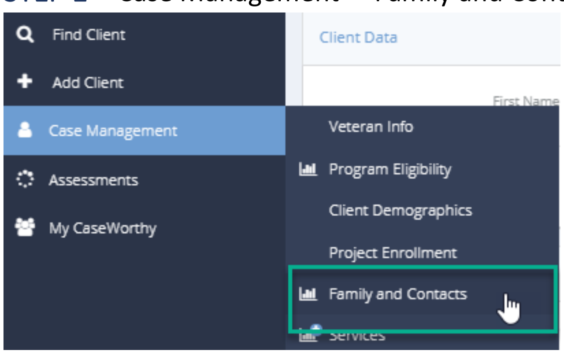
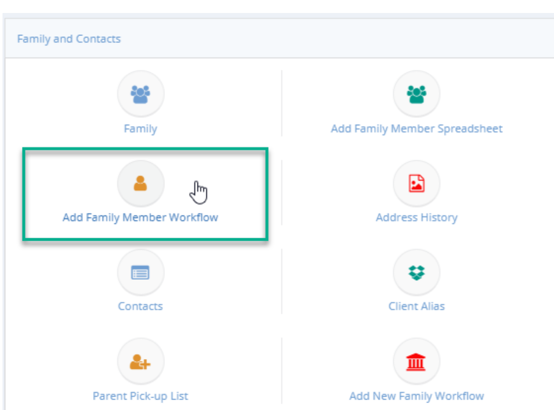
WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as "cheat sheets" quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR **–** Family members that join the HoH's enrollment at a later date.

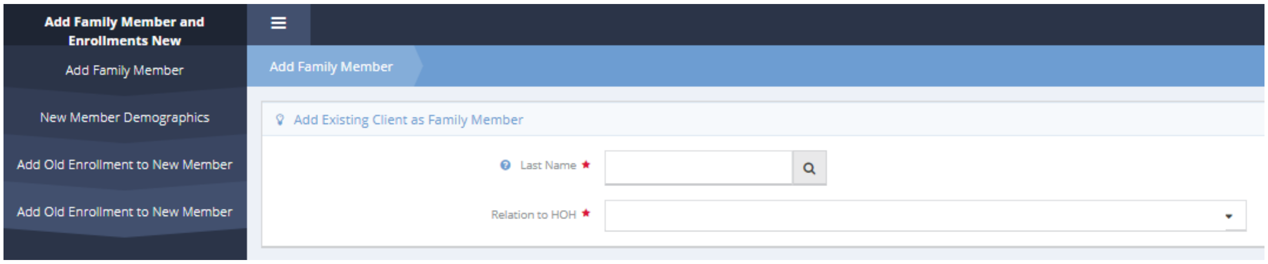
STEP 1 – Case Management > Family and Contacts



STEP 2 – Add Family Member Workflow

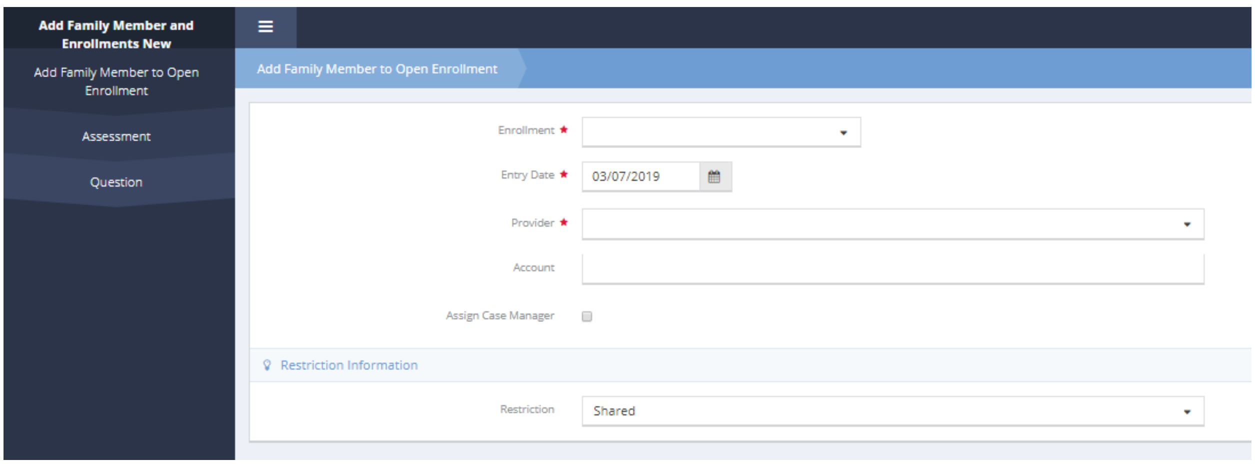


STEP 3 – Look up existing HMIS client *or*



STEP 4 – Add a **new** client (bottom right hand corner)

STEP 5 – Select HoH's Enrollment and fill out required fields



STEP 6 – Complete workflow for new member enrollment