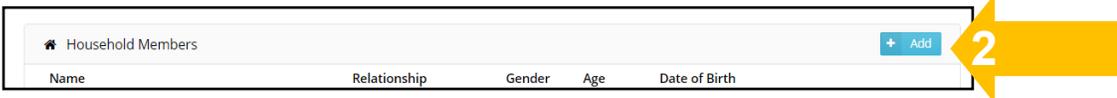


Linking Household Members to More Than One Household

Agencies can link household members to more than one household.
(Example: Minor child who splits their time between two households.)

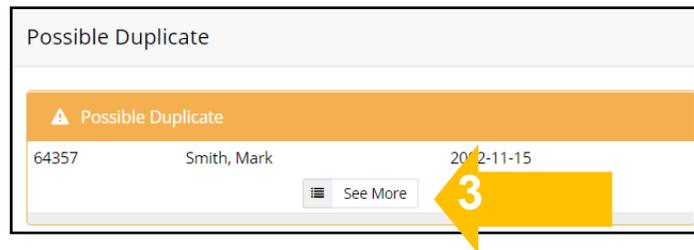
When adding a household member, if they already exist in the system, you can choose to link them to the current household. This still keeps them attached to the other household they're in.

1. Search for the household you want to link the person to.
2. Click on “Add” to add the person you want to link to the household.



A screenshot of a web interface showing a table titled "Household Members". The table has columns for "Name", "Relationship", "Gender", "Age", and "Date of Birth". To the right of the table is a blue button with a plus sign and the text "Add". A large yellow arrow labeled "2" points to the "Add" button.

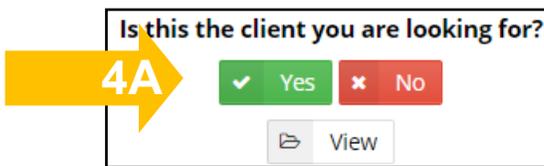
3. When the "Possible Duplicate" notification appears, click on "See More"



A screenshot of a notification box titled "Possible Duplicate". Inside the box, there is a warning icon and the text "Possible Duplicate". Below this, there is a table with columns for ID, Name, and Date of Birth. The first row contains the values "64357", "Smith, Mark", and "2012-11-15". To the right of the table is a button with a list icon and the text "See More". A large yellow arrow labeled "3" points to the "See More" button.

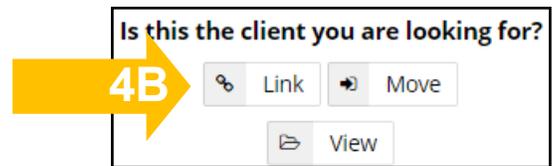
4. If this is the client you are looking for:

A. click on “Yes”



A screenshot of a confirmation dialog box titled "Is this the client you are looking for?". It has three buttons: a green button with a checkmark and the text "Yes", a red button with an 'x' and the text "No", and a grey button with a magnifying glass icon and the text "View". A large yellow arrow labeled "4A" points to the "Yes" button.

B. Then click on “Link” to add client to this household.



A screenshot of a confirmation dialog box titled "Is this the client you are looking for?". It has three buttons: a grey button with a link icon and the text "Link", a grey button with a move icon and the text "Move", and a grey button with a magnifying glass icon and the text "View". A large yellow arrow labeled "4B" points to the "Link" button.

5. Select the client's relationship to the Head of the Household



A screenshot of a dialog box titled "Please Select Relationship". It contains a dropdown menu with the text "Select Type" and a blue button with the text "Save".

6. You will be asked if you're sure you want to link this member to this household.
Click on **"Link"** to confirm. They will have the same client ID number in both households.

Link Member to Household ✕

Are you sure you want to link this member to this household?
This will link this person to this household under the same Client ID.

⊘ Cancel 🔗 Link



You'll know someone's linked to another household when you see the **"link"** icon beside their name in the Household Members section.



| Household Members + Add | | | | | |
|--|--------------|--------|-----|---------------|---|
| Name | Relationship | Gender | Age | Date of Birth | |
|  Mark Smith | Child | Male | 16 | 2002 Nov 15 |     |

When viewing a linked household member's profile, the composition of both households that they're linked to will be displayed.

| Household Members + Add | | | | | | |
|---|--------------------|--------------|-----------|--------------------|---|---|
| Name | Relationship | Gender | Age | Date of Birth | | |
|  Bob Smith | Grandparent | Male | 54 | 1964 Jul 25 |    | |
|  Beth Smith | Other | Female | 32 | 1987 Feb 04 |     | |
|  This client has been linked to other households listed below. | | | | | | |
| Linked Household # 14136 | | | | | | |
| Client ID # | Name | Relationship | Gender | Age | Date of Birth | |
|  29275 | Amanda Smith | Parent | Female | 23 | 1996 Jan 01 |  |
|  64357 | Mark Smith | | Male | 16 | 2002 Nov 15 |  |