HMIS Job Aid

How to Add ROIs for a Household
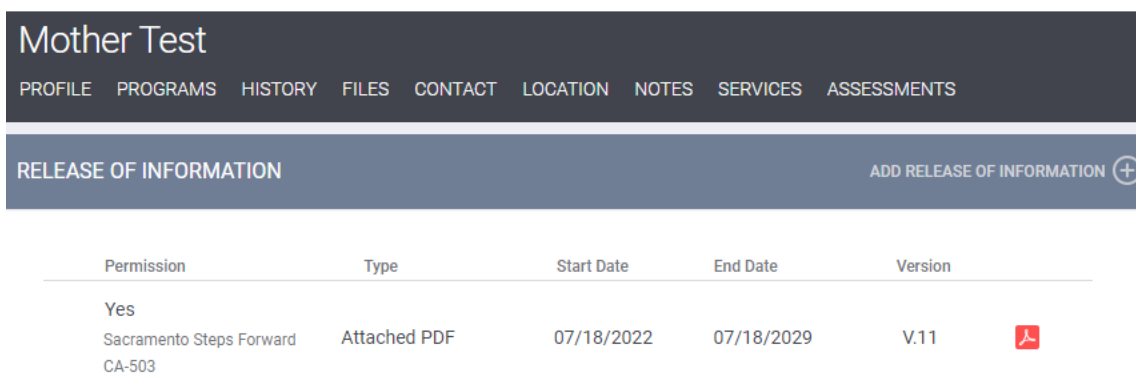
What ROIs do we Need for Clients in a Household?

When you have clients in a household together, you need to obtain ROIs for all members of the household that are legal adults (18 and older). Their ROIs should be entered into the system the same way you would enter any individual client. However, all clients who are minors (17 years old or younger) will need to have a "Household" ROI set up.

NOTE: Any emancipated minors are legally adults and should sign their own ROIs. Any other clients who are under 18 years of age, not in a household with an adult, and are not emancipated can be enrolled in HMIS but their accounts should be made private. When you get to the section that requests an ROI, simply change the top option from "Yes" to "No".

Step 1: Add the Parent or Guardian's ROI

When you are enrolling a household into HMIS, you always want to begin with the Head of Household (HoH). Most of the time, the HoH will also be the parent or guardian of any minors that are in the household. Below you can see that Mother Test has an "Attached PDF" ROI in the system.

When it is time to add her son, Johnny, we would use the Household ROI option.

Step 2: Add the Minor's ROI

When adding a minor client to HMIS, we also need to confirm that we have consent to include their information in HMIS. Since minors (people under 18 years of age) are not legally able to sign contracts, we must have their parent or guardian's approval. Since we have already added Mother Test's ROI above, we simply need to add an ROI under the minor's profile to indicate that permission has been given. We will use the Household ROI category to do this.

When you click on add ROI, you will get a pop-up window that has four fields: Permission, Start Date, End Date, and Documentation. Since we have permission for this client, permission is set to Yes (which is the default). We normally use the same start and end dates as the child's parent or guardian. If the child is born or added to the parent's household after the ROI was signed, the start date would be the child's birthdate and/or date they entered the household. Please see the next section for more information. If the child is over 10 years old, calculate the date of their 18th birthdate. If they turn 18 before the end date of the parent's ROI, adjust their end date accordingly. Lastly, we choose "Household" as our ROI category (documentation). You can see an example below:

Once attached, Johnny's ROI will look like this. Note that his start and end date match the Mother Test ROI above, but the type is different. Additionally, there is no PDF listed next to the version. If you want to review the PDF, you will have to go into the client profile for Mother Test.

Adding New Children to a Household

When our clients have a new child born or if they gain custody of a child and want to add them to their household, we will also need to make sure they have a Household ROI on file. In this case, we add a Household ROI with a starting date that matches the child's birth or the date the child entered the household. The ending date should match the parent or guardian's ROI. This way, both the parent and the child's ROIs expire on the same date, notifying any providers when they need new ROIs in the system.

For example, if Johnny was not born until February 21, 2023, his ROI should look like the image below.