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 – This guide is to enroll a family member that joins the HoH’s enrollment at a later date.

STEP 1 – Case Management > Family and Contacts

STEP 2 – Family Icon
STEP 3 – Gear > Add and Enroll Family Member

- Quick Add Family Member
- Add and Enroll Family Member
- Remove and Exit Family Members
- Edit Family Members
- Edit Family Information

STEP 4 – Look up existing HMIS client or Add a new client
STEP 5 – Select HoH’s enrollment and fill out fields

STEP 6 – Complete workflow for new member enrollment