

How to Manage Client Households - Intake Staff

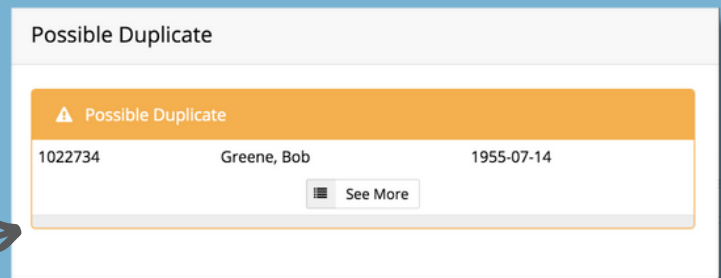
How to add Household Members

Within the Personal tab of the client's profile, there is a Households Members section near the bottom on the screen. Select the **+Add** button to add Household Members.



A "Possible Duplicate" notification may appear on your screen when you're attempting to add a new household member.

This notification is letting you know that this person may already be in the Link2Feed system. Click on See More to view more details and available actions



*Reach out to your supervisor for further assistance if you need to merge duplicate Household Members.

Household Members					+ Add
Name	Relationship	Gender	Age	Date of Birth	
 Olivia McLean	Child	Female	19	24 Apr 1996	   
 Idris Elba	Boyfriend / Girlfriend	Male	27	15 Mar 1989	   

How to Remove a Household Member

1. Search for another person in the household of the person you want to delete. For example, if Bill and Sue live together and you will want to delete Sue, go to Bill's profile.
2. Go to the Personal tab of the client's profile and scroll down to the "Household Members" section.
3. Click on the red trash icon beside the household member's name to remove them.
4. A notification will appear asking you to confirm if you'd like to remove this member from the household.

***Reach out to your supervisor to enable & add an Anonymous Household Member or to promote a Household Member to a Primary Client**

When someone is removed from a household, a notification will appear on the Services page of their new household, indicating the most recent date of their visit in their previous household. All their visits from their previous household are still in the system, but not visible.



Removing a Household Member does not delete their profile, they simply are assigned a new household number by themselves.



Have additional inquiries?

Ask the chat bot, just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!