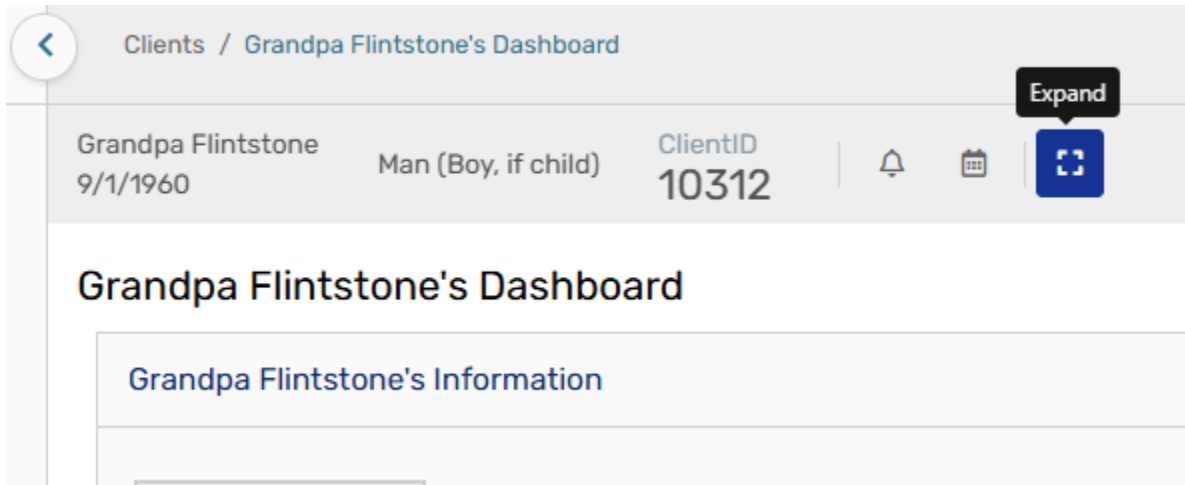


HMIS Cheat Sheet on How Remove a Family Member

The first step in removing a family member is to remove them from any family enrollments. This could be an exit or a removal (via a request to the help desk).

After that is complete, select “Expand” on the Family Settings button



The screenshot shows a web interface for a client named Grandpa Flintstone. At the top, there is a breadcrumb trail: "Clients / Grandpa Flintstone's Dashboard". Below this, the client's information is displayed: "Grandpa Flintstone", "9/1/1960", "Man (Boy, if child)", and "ClientID 10312". To the right of the ClientID are icons for a bell, a calendar, and a blue square button with a white expand icon. A black tooltip labeled "Expand" points to this button. Below the client information, the heading "Grandpa Flintstone's Dashboard" is visible. Underneath this heading is a section titled "Grandpa Flintstone's Information".

Next, Select **Family History**

Name

Grandpa Flintstone

Birth Date

9/1/1960

Gender

Man (Boy, if child)

ClientID

10312

Quick Add Family Member

Family

Family History

No photo

BamBam Flintstone

Age 4 Son

Case Notes

No photo

Fred Flintstone

Age 26 Spouse

Case Notes

No photo

Grandpa Flintstone

Age 65 Other Family Member

Case Notes

Next, select **Family Members**

Grandpa Flintstone
9/1/1960

Man (Boy, if child)

ClientID
10312

Grandpa's Family History

To associate this Client with an existing family, click **Add this Client to Another Family**. To edit the family, click the **Edit Family** option. The **Set as Current** option will set the family as the Client's current family, view a history of family services for the entire family, or view a history of **Family Services**.

Current?

Family Name

⋮

Services For All Family Members

🏠 Family Members

✎ Edit Family

➕ Set as Current

📌 Case Notes

🔍 Family Aliases

📄 Family Services Report

✓

Flintstone, Fred - 2020

Edit the family member that must be removed

Grandpa Flintstone
9/1/1960

Man (Boy, if child)

ClientID
10312

Family Members

The members of the selected family are displayed below. To add a new family member, click **Add Family Member**. To edit the family member's information, choose **Edit** next to

6 results found.

	Name	Date Added	Date Removed	Relationship
Edit ✎	Flintstone, Grandpa	09/01/1960		Other Family Member
✎	Flintstone, Grandma	10/10/1970	05/29/2026	Other Family Member
✎	Flintstone, Pebbles	05/01/2026		Daughter

Enter any necessary information, and add **Date Removed**

Clients / Flintstone, Fred - 2020 / Flintstone, Grandpa / View / Change Family Member

LH 10

Grandpa Flintstone
9/1/1960

Man (Boy, if child)

ClientID
10312

View / Change Family Member

To update or change the information below, select the field and make any appropriate adjustments. Once you have completed reviewing or changing the information, click **Save**.

Family Member: * Flintstone, Grandpa

Relationship to Head of Household: * Other Family Member

Child Relationship Type: -- SELECT --

Living with Head of Household? * No

Dependent on Head of Household? * No

Date Added: * 09/01/1960

Date Removed: 06/08/2026

Comments:

Save

Cancel

Now you will see a **Date Removed** for the family member separated

Grandpa Flintstone
9/1/1960

Man (Boy, if child)

ClientID
10312

Family Members

The members of the selected family are displayed below. To add a new family member, click **Add Family Member**. To edit the family member's information, choose **Edit** next

6 results found.

	Name	Date Added	Date Removed	Relationship
	Flintstone, Grandpa	09/01/1960	06/08/2026	Other Family Member