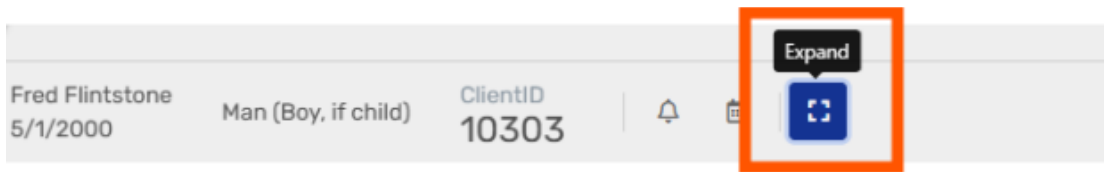


Steps to Change the Head of Household

Select the **Expand** button to see current family setting



Fred Flintstone's Dashboard

Fred Flintstone's Information



Name: Flintstone, Fred

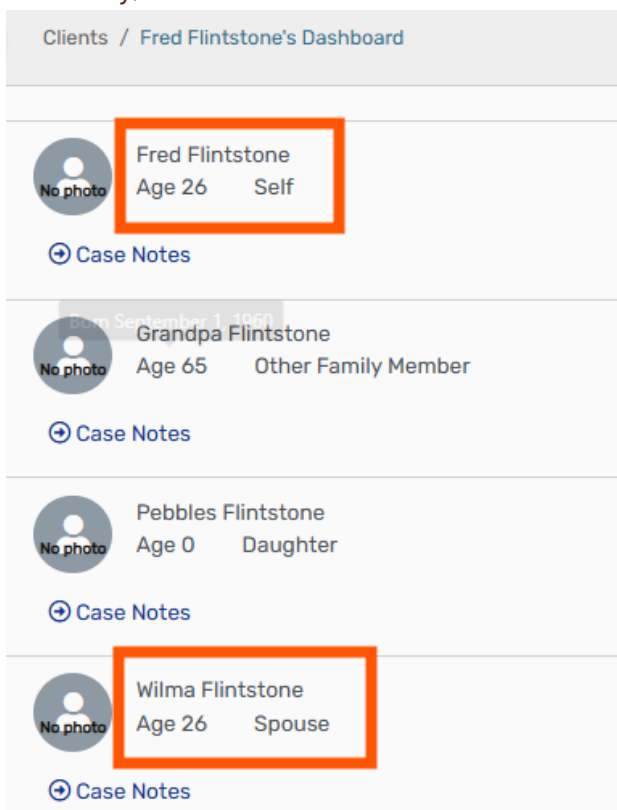
Gender: Man (Boy, if child)

Birth Date: 5/1/2000

Race: Native Hawaiian or Pa

P Status:

Currently, Fred is the HoH and Wilma is the Spouse.



To make this change, select **Family History**

Last Updated: 7/20/2026

← Clients / Fred Flintstone's Dashboard

Name
Fred Flintstone

Birth Date
5/1/2000

Gender
Man (Boy, if child)

ClientID
10303

ClientID

⊕ Quick Add Family Member

👤 Family

📅 Family History

👤 BamBam Flintstone
No photo Age 4 Son

📝 Case Notes

👤 Fred Flintstone

On the Family History page, select **Family Members**

← Clients / Fred's Family History

Fred Flintstone 5/1/2000 Man (Boy, if child) ClientID 10303

Fred's Family History

To ⋮ Services For All Family Members

🏠 Family Members

✍ Edit Family

⊕ Set as Current

📝 Case Notes

🔍 Family Aliases

📄 Family Services Report

Phone

⋮ Flintstone, Fred - 2020

On the **Family Members** page, we see that Fred is listed as the HoH

Fred Flintstone

5/1/2000

Man (Boy, if child)

ClientID
10303

Family Members

6 results found.

	Name	Date Added	Date Removed	Relationship
	Flintstone, Pebbles	05/01/2026		Daughter
	Flintstone, BamBam	05/01/2026		Son
	Flintstone, Wilma	03/01/2000		Spouse
	Flintstone, Fred	05/01/2020		Self

To change this, select the **Edit** button for Fred to change him to spouse

Fred Flintstone 5/1/2000		Man (Boy, if child)	ClientID 10303				
View / Change Family Member							
To update or change the information below, select the field and make any appropriate adjustments. When you are finished, click Save .							
Family Member: *		Flintstone, Fred					
Relationship to Head of Household: *		Self -- SELECT -- Daughter Dependent Child Other Family Member Guardian Grandparent Other Non-Family Other Caretaker Parent Son Self Spouse					
Date Added: *							
Date Removed:							
Comments:							
Set as Current:							

Select **Set as Current**

Fred Flintstone 5/1/2000 Man (Boy, if child) ClientID 10303

View / Change Family Member

Family Member: * Flintstone, Fred

Relationship to Head of Household: Spouse

Child Relationship Type: -- SELECT --

Living with Head of Household? * Yes

Dependent on Head of Household? * Yes

Date Added: * 05/01/2020

Date Removed: MM/DD/YYYY

Comments: Auto-generated family record for a single

Set as Current: ☒

Remove Client from all Other Families: ☐ ⓘ

Next, change Wilma to be the HoH

Fred Flintstone 5/1/2000 Man (Boy, if child) ClientID 10303

View / Change Family Member

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

Family Member: * Flintstone, Wilma

Relationship to Head of Household: * Self

Date Added: * 03/01/2000

Date Removed: MM/DD/YYYY

Comments:

Set as Current: ☒

Remove Client from all Other Families: ☐ ⓘ

Visit the Family Members page to see the changes made

	Flintstone, Wilma	03/01/2000	Self
	Flintstone, Fred	05/01/2020	Spouse

Steps to Update the Enrollment

On the new Head of Household's Dashboard, select **Edit Project Entry Workflow**

Wilma Flintstone
3/1/2000

Woman (Girl, if child)

ClientID
10304

Wilma's Enrollments

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project Exit Date	Days Enrolled
▼ Active					
▼ Homelessness Prevention					
⋮ TRAIN - HUD: CoC -	5	Adults and Children	05/01/2026		32
⋮					

⋮

Add Household Member

Add Housing Status Tracking

Associated Assessments

Exit the Enrollment

Delete Enrollment

Edit Project Entry Workflow

Link Assessments

Review Entry Assessments

Update/Annual Assessment

No records found.

New Field

Service

Date

Here we see that the HoH is now Wilma

Intake

Wilma Flintstone
3/1/2000

ClientID
10304

Basic Client Information

Family Members

Program Enrollment

Pause

Cancel

Client Information

Contact Information

Address:

Address 2:

City, State, Zip Code:

City

State

Zip Code

Email:

Home Phone:

Work Phone:

Msg Phone:

?

Family Information

Use this section to collect data about a client's family. The Family search field allows you to search existing family account. This is appropriate when adding a family member to an existing family.

Family:

Flintstone, Fred - 2020

?

Relationship to Head of Household: *

Self

?

On the Family Members page, double check that the HoH is correct

Intake

Wima Flintstone 3/1/2000 Woman (Girl, if child) ClientID 10304

Basic Client Information

Family Members

Program Enrollment

Pause Cancel

Family Members

5 results found (=1).

Sex	SSN	SSN Quality	Relationship to Head of Household
Female	654 63 1378		Self
Male	654 65 4164		Spouse

Verify that the HoH for the HUD Program Enrollment is correct, and update if needed

Intake

Wima Flintstone 3/1/2000 Woman (Girl, if child) ClientID 10304

Basic Client Information

Family Members

Program Enrollment

Pause Cancel

HUD Program Enrollment

Name	Sex	Age	Project Start Date	Exit Date	Case Manager	Relationship to Head of Household
Flintstone, Wima	Female	26	05/01/2026	MM/DD/YYYY	Lisa Helbo	Spouse
Flintstone, Fred	Male	26	05/01/2026	MM/DD/YYYY	Lisa Helbo	Self

Updated HoH

Intake

Wima Flintstone 3/1/2000 Woman (Girl, if child) ClientID 10304

Basic Client Information

Family Members

Program Enrollment

Pause Cancel

HUD Program Enrollment

Name	Sex	Age	Project Start Date	Exit Date	Case Manager	Relationship to Head of Household
Flintstone, Wima	Female	26	05/01/2026	MM/DD/YYYY	Lisa Helbo	Self
Flintstone, Fred	Male	26	05/01/2026	MM/DD/YYYY	Lisa Helbo	Spouse
Flintstone, BamBam	Male	4	05/29/2026	MM/DD/YYYY	Lisa Helbo	Son
Flintstone, Pebbles	Female	0	05/29/2026	MM/DD/YYYY	Lisa Helbo	Daughter

Save No Changes

Continue through the workflow, saving along the way

Intake



Wilma Flintstone
3/1/2000

Woman (Girl, if child)

ClientID
10304



- ✓ Basic Client Information
- ✓ Family Members
- ✓ Program Enrollment
- > ✓ Flintstone, Wilma
- > ✓ Flintstone, Grandpa
- > ✓ Flintstone, Grandma
- > ✓ Flintstone, Fred
- > ✓ Flintstone, BamBam
- > ✓ Flintstone, Pebbles

|| Pause

✕ Cancel

You're done!

All required steps have been completed.



Finish

Close the workflow