

## Adding the Household to a Residence

1. After you have added all the clients to the household, you need to add the residence, if the household is not homeless.
2. From Household View Screen, click on Residence “New” in the left navigation column:

**OPUS HMIS** Agency: LCHHS HOME | Log Out

Version 2.7.16P

**Household View** Active

Household - Click SSN/SYSID will open the Client View Screen. Benefits (Get Code Key)

HH Members		Race				Services and Benefits													
R	SSN/SYSID	Name	Sex	Age	AA	AS	AI	NH	WH	ET	LG	ED	FW	FS	DS	HB	HI	VT	
<input type="checkbox"/>	<a href="#">SDEPUTY010650</a>	DEPUTY DOG	M	59	N	N	Y	Y	Y	N	H	E	O	N	N	Y	N	N	Y
<input type="checkbox"/>	<a href="#">SPOLLY010551</a>	POLLY PUREBRED	F	58	N	N	N	N	Y	N	H	E	C	N	N	Y	N	Y	N

To remove a client: Choose from R column, scroll down to click button.

3. If the address is the same as the mailing address, then use the dropdown menu and select the mailing address. Otherwise, enter the address in the fields.

### Residence New Active

**Residence Address** (Fields marked with \* are required.)

Choose an Address from menu, OR enter a new one below

ADDRESS UNKNOWN - PORTLAND OR, 97232
Type
Direction
Unit
#

ADDRESS UNKNOWN - PORTLAND OR, 97232

City

ST

Zip

+4

Residence Type

Number of Bedrooms

Designated for Homeless

Residence Status

Home Project

If so, For Chronically Homeless

Subsidized Residence

Enter the residence type and status:

Residence Type

Multi-Unit (Over 4)

- House
- Multi-Unit ( 2-4 )
- Multi-Unit (Over 4)
- Mobile Home
- Manufactured Home
- Hotel
- Travel Trailer
- Other
- Unknown

Residence Status

- Rent (Heat not incl)
- Rent (Heat included)
- Own
- Subsidized(Heat not)
- Subsidized(Heat inc)
- Unknown

4. Click the “Save” button. After you have saved, go back to the Household View screen.