

## To create a related Entry:

If someone joins a household you are already serving, you will need to add them to the household in ServicePoint (see How to Add Household Members to an Existing Household handout). Then you will need to create a **related** Entry (see directions below) after you have added them to the household.

To add a related Entry, click the pencil to the left of the Entry Date of the client who was already in ServicePoint.



Entry/Exits			
Program	Type	Entry Date	Exit Date
Multnomah County - SP	Basic	04/30/2012	

Click the pencil to add a household member to the Entry

The Edit Entry Data window will open. Click the Include Additional Household Members button to add a related Entry for anyone who joined the household after the family started the program. A new window will open.



**Edit Entry Data - (28) Knope, Leslie**

Household Members

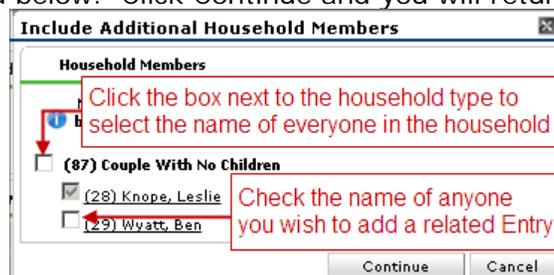
No Household Members were originally associated.

Include Additional Household Members

Click Include Additional Household Members

Provider: Multnomah County - SP (2206)  
Type: Basic  
Entry Date\*: 04/30/2012 12:27 PM

In the Include Additional Household Members window check the names of anyone who now needs an Entry into the program. If you check the box next to household type, that will check the names of everyone in the household listed below. Click Continue and you will return to the Edit Entry Data screen.



**Include Additional Household Members**

Household Members

Click the box next to the household type to select the name of everyone in the household

(87) Couple With No Children

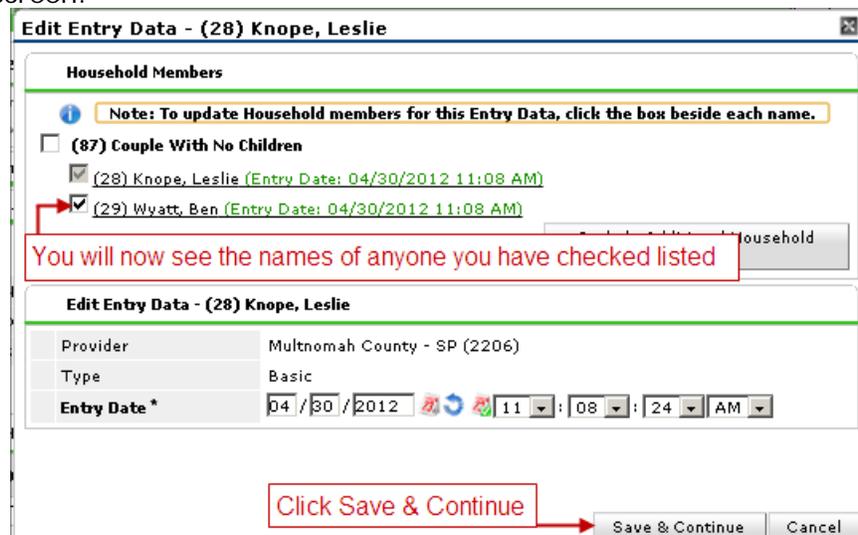
(28) Knope, Leslie

(29) Wyatt, Ben

Check the name of anyone you wish to add a related Entry

Continue Cancel

The additional household members will now be listed in Edit Entry Data screen. Click Save & Continue in the Edit Entry Data screen.



**Edit Entry Data - (28) Knope, Leslie**

Household Members

Note: To update Household members for this Entry Data, click the box beside each name.

(87) Couple With No Children

(28) Knope, Leslie (Entry Date: 04/30/2012 11:08 AM)

(29) Wyatt, Ben (Entry Date: 04/30/2012 11:08 AM)

You will now see the names of anyone you have checked listed

Provider: Multnomah County - SP (2206)  
Type: Basic  
Entry Date\*: 04/30/2012 11:08 AM

Click Save & Continue

Save & Continue Cancel

You will now be in the Entry screen for the client who already had an Entry and see all of their Entry answers. Click on the name of the person just added to answer their Entry questions.

**Household Members Associated with this Entry / Exit**

Name	Head of Household	Entry Date	Exit Date	Reason for Leaving	Destination	Notes
(28) Knope, Leslie	Yes	04/30/2012				
(29) Wyatt, Ben	No	04/30/2012				

Include Additional Household Members

**Entry Assessment**

**Household Members**

- (28) Knope, Leslie Age: Unknown
- (29) Wyatt, Ben Age: Unknown

10/17/2012 11:08:24 AM

Complete for ALL PARTICIPANTS

**Annotations:**  
 - A red box highlights the text: "You now have a **Related** Entry for your household members"  
 - A red box highlights the text: "Click on the name of the person you've added to answer Entry data for that person" with an arrow pointing to the name "(29) Wyatt, Ben".

You may have to change the Entry Date for the client you've just added. If you need to change the Entry Date, click the pencil next to their Entry Date and the Edit Entry Data window will open in a new window.

**Household Members Associated with this Entry / Exit**

Name	Head of Household	Entry Date	Exit Date	Reason for Leaving	Destination	Notes
(28) Knope, Leslie	Yes	04/30/2012				
(29) Wyatt, Ben	No	04/30/2012				

Include Additional Household Members

**Annotations:**  
 - A red circle highlights the pencil icon next to the entry date "04/30/2012" for Ben Wyatt.  
 - A red box highlights the text: "Click the pencil next to the Entry Date if you need to change the date".

Uncheck the name of anyone whom you do not want to change the Entry Date (e.g. your original client who was already in ServicePoint) and change the date for the new household member.

**Edit Entry Data - (29) Wyatt, Ben**

**Household Members**

Note: To update Household members for this Entry Data, click the box beside each name.

- (87) Couple With No Children
- (28) Knope, Leslie (Entry Date: 04/30/2012 11:08 AM)
- (29) Wyatt, Ben (Entry Date: 10/17/2012 11:08 AM)

**Annotations:**  
 - A red box highlights the text: "Uncheck the name of anyone that does not need their Entry Date changed" with an arrow pointing to the checkbox for "(28) Knope, Leslie".  
 - A red box highlights the text: "Change the Entry Date to the date this client joined the program" with an arrow pointing to the date field "10/17/2012".

Provider: Multnomah County - SP (2206)  
 Type: Basic  
 Entry Date\*: 10/17/2012 11:08:24 AM

Save & Continue Cancel

Remember to check which client you are entering data for before you start entering data:

**Entry Assessment**

**Household Members**

- (28) Knope, Leslie Age: Unknown
- (29) Wyatt, Ben Age: Unknown

10/17/2012 11:08:24 AM

Complete for ALL PARTICIPANTS

**Annotations:**  
 - A red box highlights the text: "Click on the name of the person you've added to answer Entry data for that person" with an arrow pointing to the name "(29) Wyatt, Ben".