
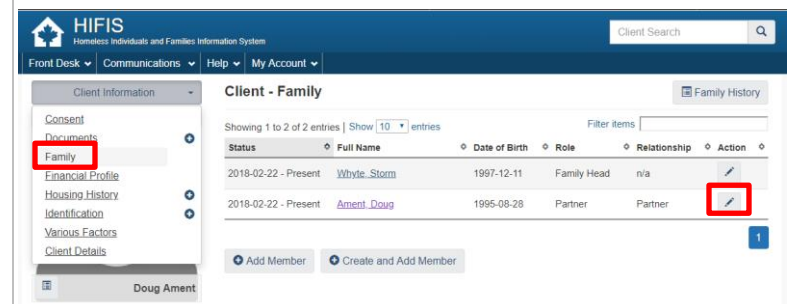


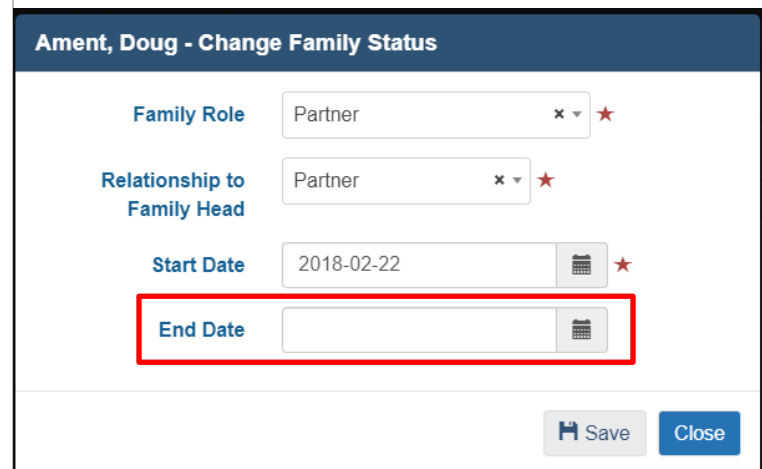
How To Remove a Family Member from the Current Family

1. Open a **Client File**
 - a. Search client's name or file number
2. Go to **Client Family** Screen
 - a. Click on the **CLIENT INFORMATION MENU**
 - b. Click on **FAMILY**
3. End a Client's Family Membership
 - a. Click on  for the Client you would like to edit
4. Go to **Change Family Status** Screen
 - a. Add an *End Date* corresponding to the date the Client is no longer part of the Family
5. 3. Click **SAVE**.



The screenshot shows the HIFIS Homeless Individuals and Families Information System interface. On the left is a navigation menu with 'Family' highlighted. The main area displays a table of family members for 'Doug Ament'. The table has columns for Status, Full Name, Date of Birth, Role, and Relationship. Two entries are shown: 'Whyte, Storm' and 'Ament, Doug'. The 'Action' column for 'Ament, Doug' has a pencil icon highlighted with a red box.

Status	Full Name	Date of Birth	Role	Relationship	Action
2018-02-22 - Present	Whyte, Storm	1997-12-11	Family Head	n/a	
2018-02-22 - Present	Ament, Doug	1995-09-28	Partner	Partner	



The screenshot shows the 'Ament, Doug - Change Family Status' form. It contains several fields: 'Family Role' (Partner), 'Relationship to Family Head' (Partner), 'Start Date' (2018-02-22), and 'End Date' (empty). The 'End Date' field is highlighted with a red box. There are 'Save' and 'Close' buttons at the bottom right.