



Quick Reference – inForm Tool

Household with Multiple Participants



Purpose

The purpose of this Quick Reference is to provide information regarding reporting data in the inForm tool for a household with multiple Participants.

Summary

If a household has multiple Participants, a separate report will need to be created for each Participant age 16 years old or older within that household. Create a section for each Participant age 16 years old or older in the household using the same Household Identifier and the unique Person Identifier assigned to the Participant.

Steps

Steps for creating reports for each Participant in one household are explained below.

1. The Report Sections page includes a Cover Page section and a Household Identifier section as shown in Figure 1.

Figure 1 Report Sections page

2. In the Household Identifier section, under the *Perform Action* column, click the dropdown menu and select **Edit Section** and then click the **Go** button.

Figure 2 Edit Section



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3. Enter in the Household Identifier and Person Identifier to create a report for the household and its first Participant.

Program Name: Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators
Grantee Name: Housing Authority of the County of Beaver
Report Name: HUD-PRL Report
Funding/Grant Period: 10/01/2016 - 09/30/2017 ROSS0 (ROSS171005)
Report Period: 10/01/2016 - 09/30/2017
Report Status: Initialized
Section Status: Initialized

Report Progress: Initialized, Edit-Saved, Validated, Certified, Submitted, In Review, R/O Approved, C/O Approved

Previous Section, Save, View/Add Attachments, Validate

Household Identifier 0

U.S. Department of Housing and Urban Development
Participant Record-level Report (PRL)
Office of Strategic Planning and Management

Participant Record-level Report (HUD - PRL)

Household Identifier Person Identifier Age

Data Collection Date Intake Date Participant Status Code

Data Element Name	Indicator Number	Response Options
1. Gender Code	N/A	Select <input type="text"/>
2. Ethnicity Code	N/A	Select <input type="text"/>
3. Race Code	N/A	Select <input type="text"/>
4. Head of Household Code	N/A	Select <input type="text"/>

Figure 3 Household Identifier and Person Identifier

4. Click **Save** to save the Household Identifier and Person Identifier in the report.

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Figure 4 Save



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- Return to the Report Sections page to create an additional section for an additional Participant by clicking the *Report Sections* tab and select **Go To Report Sections** in the drop-down menu.

The screenshot shows the top navigation bar with 'Report Sections' selected. A dropdown menu is open, highlighting 'Go To Report Sections'. Below the navigation bar, a box displays report details: Program Name, Grantee Name, Report Name, Funding/Grant Period, Report Period, Report Status, and Section Status. A progress bar below shows stages from 'Initialized' to 'C/O Approved', with 'Edit-Saved' currently active. Buttons for 'Previous Section', 'Save', 'View/Add Attachments', and 'Validate' are visible. Below the progress bar, the household and personal identifiers are shown: 'Household Identifier #: 2468ab31 & Personal Identifier #: 214365'. The main report form is titled 'Participant Record-level Report (HUD - PRL)' and includes fields for Household Identifier, Person Identifier, Age, Data Collection Date, and Intake Date. A table below lists data elements: '1. Gender Code' and '2. Ethnicity Code', both with 'N/A' indicator numbers and 'Select' response options.

Figure 5 Return to Report Sections page

- To create an additional section for an additional Participant, in the Household Identifier section, under the *Perform Action* column, select **Create Section** to create a new section for the additional Participant and click the **Go** button.

The screenshot shows a table with columns for 'Section Name', 'Perform Action', and 'Section Status'. The first row is 'Cover Page' with 'Saved' status. The second row is for a new participant with 'Household Identifier #: 2468ab31 & Personal Identifier #: 214365' and 'Saved' status. The 'Perform Action' dropdown menu is open, showing options: 'Select Action', 'Create Section', 'Clear Section Data', 'Edit Section', and 'Print Section'. The 'Create Section' option is highlighted, and a 'Go' button is next to it. Buttons for 'View/Add Attachments', 'Validate', and 'Print Full Report' are also visible.

Figure 6 Create Section

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7. Click **OK** (Figure 7) and a new section will be created (Figure 8).

Program Name: Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators
 Grantee Name: City Of Beacon Housing Authority
 Report Name: HUD-PRL Report
 Funding/Grant Period: 10/01/2016 - 09/30/2017 ROSS0 (ROSS171079)

This table displays the sections of the report form and the status of each section.
 Sections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: [dropdown] Go	Saved
* Household Identifier #: 2468ab31 & Personal Identifier #: 214365	Create Section [dropdown] Go	Saved

Figure 7 OK to Create Section

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: [dropdown] Go	Saved
* Household Identifier #: 2468ab31 & Personal Identifier #: 214365	Select Action: [dropdown] Go	Saved
* Household Identifier #: 1	Select Action: [dropdown] Go	Initialized

Figure 8 New Section

8. In the newly created section, select **Edit Section** and click the **Go** button. Use the same Household Identifier and the additional Participant's unique Person Identifier within the household, save your work, and return to the Report Sections page. As you can see in the second image, the two Participants have the same Household Identifier, but each have their own unique Person Identifiers.

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: [dropdown] Go	Saved
* Household Identifier #: 2468ab31 & Personal Identifier #: 214365	Select Action: [dropdown] Go	Saved
* Household Identifier #: 1	Select Action: [dropdown] Go	Initialized

Figure 9 Edit Section for additional Participant

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: [dropdown] Go	Saved
* Household Identifier #: 2468ab31 & Personal Identifier #: 214365	Select Action: [dropdown] Go	Saved
* Household Identifier #: 2468ab31 & Personal Identifier #: 658709	Select Action: [dropdown] Go	Saved

Figure 10 Two Participants in one household

9. Repeat Steps 6 through 8 for additional Participants within one household.