

CODA DATA DICTIONARY: FAMILY COMPOSITION DETAILS

This document provides definitions for the fields and values on **the CLIENT RECORD** that describe the family composition and relationships between members of the household.

HOUSEHOLD defined:

- At least **one adult and one minor child** OR **client is pregnant** at time of intake OR **family reunification plan** in place
- Individuals who **live together at least 50% of the time** AND
- Individuals who are seeking services together or benefiting from the services received (distinct from two different households who might live together but are seeking services separately)

CLIENT defined: All individuals who are part of the household (adults and children) are considered “clients” of Compass.

- **Main client:** Every case record will have one household member listed as the “Main Client”. Which family member is listed as the main client will depend on the specific program and services requested, but in most cases, the main client will also be the person who is considered the “Primary Adult” in the household.

FAMILY COMPOSITION FIELDS: There are several fields on the INTAKE FORM and CLIENT RECORD that describe the relationship of the client to the household and other family members.

Household & Family Info

Client Household

[Ramone-Ramone TEST-Test-TestingONE-TestLastName Household](#)

Relationship to Head of Household

Self (head of household)

Family Role ⓘ

Primary Adult

Family Composition notes

Household Status ⓘ

Active

Special Needs Notes

Child Custody Notes

1. **Family Role:** *helps staff understand whom to contact and who can make decision about cases*
 - a. **Primary Adult** - *only one adult can have this status; at least one adult MUST have this status.*
 - i. Also defined as Head of Household
 - ii. Has 50% or more custody over child(ren) in household; is pregnant at time of intake; OR family reunification plan in place
 - iii. Is responsible for making decisions related to minor child(ren) in the household
 - iv. Is first Point of Contact for all communications related to household
 - v. Has access to all information related to the household and cases related to that household (exception is CBHS cases)
 - vi. Is typically listed as the Main Client on Compass cases
 - b. **Secondary Adult** - *only one adult can have this status; not required*
 - i. Is also able to make decisions related to minor child(ren) in the household
 - ii. Is second Point of Contact for communications related to household, if unable to reach primary
 - c. **Other Adult** - *any other adults in the household*
 - i. Will only be contacted if listed as the main client on a case
 - d. **Child** - *any minor child in the household – if child reaches 18 years of age while receiving services from Compass, keep the family role as “CHILD”*

Single parent household:
defined as households that ONLY have “Primary” and no “Secondary”

FAMILY ROLE checklist	Considered Head of Household	Resides in the household 50% or more	Has custody of minor child(ren) in the household	Can make decisions related to minor child(ren) in household	Is point of contact for decisions related to the household	Has access to information related to a case where they are NOT main client
Primary Adult	YES	YES	YES	YES	FIRST	YES
Secondary Adult	NO	YES	YES or NO*	YES or NO**	SECOND	YES or NO***
Other Adult	NO	YES	NO	NO	NO	YES or NO***
Child	NO	YES	NO	NO	NO	NO

*Use Child Custody Notes field on the Client Record to indicate if Secondary shares custody of child.

**Will depend on custody arrangements

***Use Case Sharing Details field on the Case Record to note any specific instructions or restrictions related sharing case information with adult members of the household who are NOT the

2. **Relationship to Head of Household:** help staff understand the family composition and relationship of each family member
3. **Household Status:** all family members will default to ACTIVE when first added to the household. Change to INACTIVE only when the client is no longer a member of the household.
4. **Family Composition Notes:** allows staff to provide further detail about the client and their relationship to other family members
5. **Special Needs Notes:** allows staff to indicate if the family member has any special needs or requires accommodations related to receiving services from Compass.
6. **Child Custody Notes:** allows staff to provide further detail about the child custody arrangement, if applicable (e.g. physical vs. legal custody, joint custody with someone outside of the household, etc.)
7. **Case Sharing Details:** allows staff to note if there are any specific restrictions or instructions related to sharing information about a specific case with **other members of the household**. For example, "share case information with primary only." If left blank, case sharing will follow your program's individual policies/practices. **This field is on the CASE RECORD.**

Important note! This field refers to sharing within the household ONLY and is NOT intended to grant or restrict sharing with any individuals or parties outside of the household.

Case Sharing Details ⓘ

