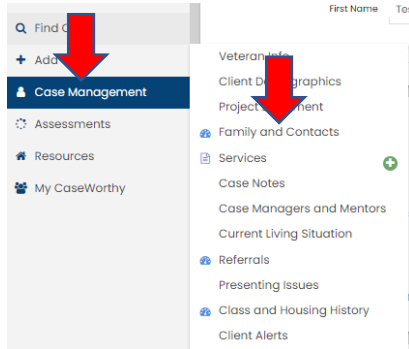


Removing a family member from the family – *note if the family member is also enrolled with this family in an existing program then you will want to exit them from the program enrollment first and then end there status with the family.*

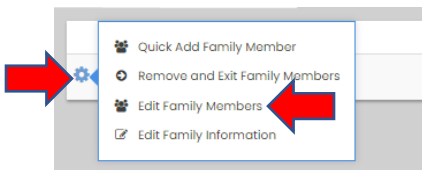
1. From the left side menu – Case Management>Family and Contacts



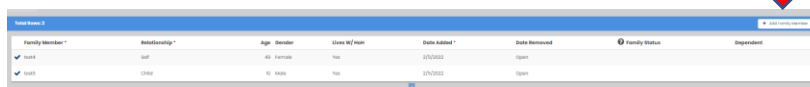
2. Select Family



3. Click the gear and select 'Edit Family Members'

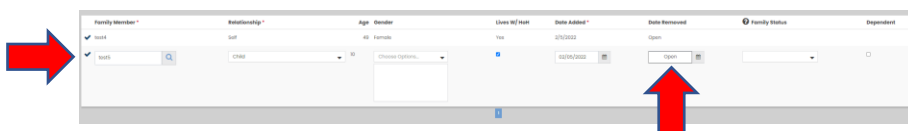


4. Click edit family members in the top right corner



5. Click the check next to client whose family member record you need to end

6. Put the date the member left the family in 'Date Removed' field and click save



7. Click 'Done' in the bottom right and note that in the top left the family member no longer shows with the other members.

