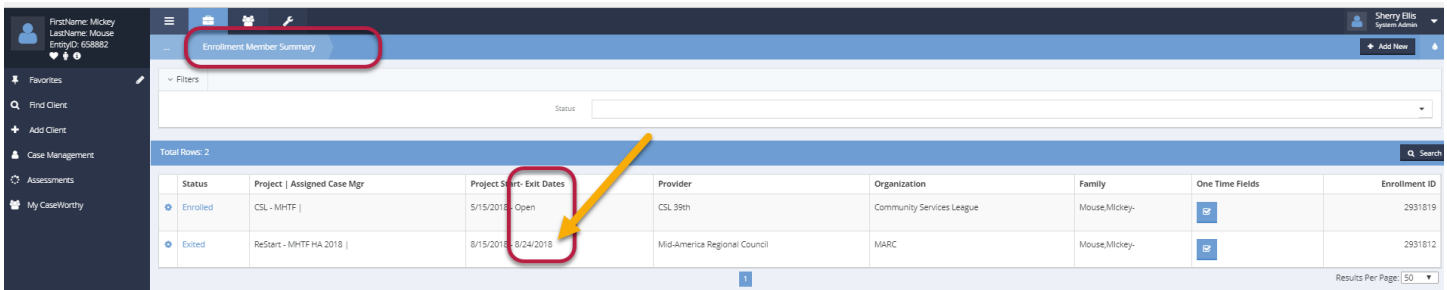


## QRG – Add Case Notes to An Exited Enrollment

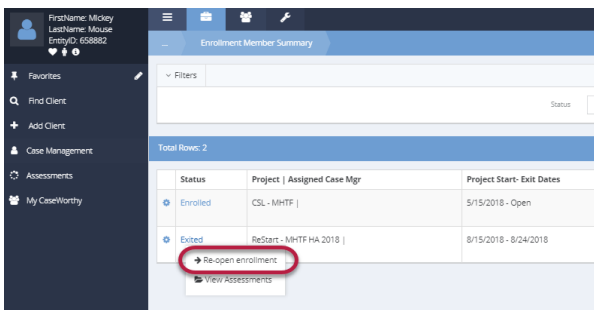
WHO IS THIS GUIDE FOR - If you have a client who has already been exited from an enrollment, but you want to add Case Notes.

OVERVIEW – You will temporarily be re-opening the enrollment, adding the Case Notes and then re-exiting the enrollment.

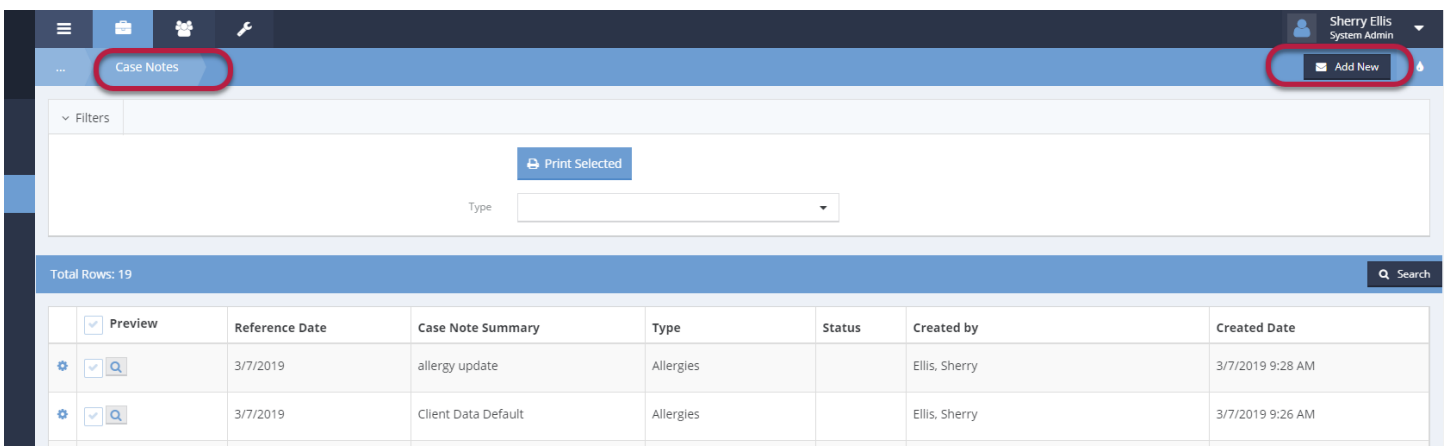
STEP 1 – Go to the Enrollment Member Summary and **make note of the original Exit Date**



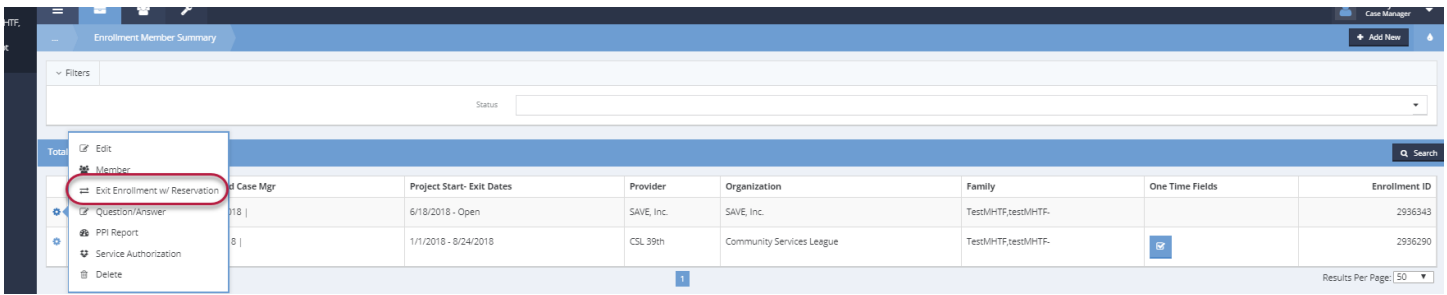
STEP 2 – Click on the *Status* for the exited program you need to re-open, Select **Re-open enrollment**



STEP 3 – Go to the Case Notes for the client and click **Add New** and add the case note as usual.

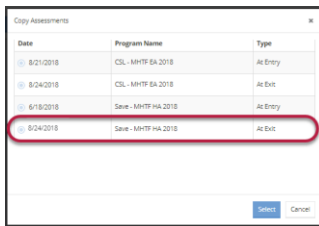


Step 4 – Go to the Enrollment Member Summary again and click on Exit Enrollment w/ Reservation



Step 5 – Complete the Exit Assessments and enrollment as usual; with 2 cautions.

**First:** After selecting Yes to copying Assessments, you should choose the original Exit Assessment available to select. (the date should match from what you noted from Step 1)



**Second:** Be sure to use the original Exit date for End Date (by default it shows current date)

