

QRG – Add Service to An Exited Enrollment

WHO IS THIS GUIDE FOR - If you have a client who was exited from an enrollment, but you need to enter Services that happened DURING the enrollment period.

OVERVIEW – You will temporarily be re-opening the enrollment, adding the needed service(s) and then re-closing the enrollment.

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

Status	Project Assigned Case Mgr	Project Start- Exit Dates	Provider	Organization	Family	One Time Fields	Enrollment ID
Enrolled	CSL - MHTF	5/15/2018 - Open	CSL 39th	Community Services League	Mouse,Mickey-	<input type="checkbox"/>	2931819
Exited	ReStart - MHTF HA 2018	8/15/2018 - 8/24/2018	Mid-America Regional Council	MARC	Mouse,Mickey-	<input type="checkbox"/>	2931812

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

STEP 3 – Go to the Service Summary for the client and click **Add New** and add service(s) as usual.

Date	Project	Service	Service Payee	Units	Unit Value	Total
8/15/2018	ReStart - MHTF HA 2018	MHTF - Utility Assistance	John Doe	1.00	\$1.00	\$1.00
7/18/2018	CSL - MHTF	MHTF - Utility Deposits	MGCE Utility	1.00	\$200.00	\$200.00
7/16/2018	CSL - MHTF	MHTF - Rental Deposits	Cheeky Building	1.00	\$350.00	\$350.00

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)

Date	Program Name	Type
8/21/2018	CL - MHTF EA 2018	At Entry
8/24/2018	CL - MHTF EA 2018	At Exit
6/18/2018	Save - MHTF HA 2018	At Entry
8/24/2018	Save - MHTF HA 2018	At Exit

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

Exit Enrollment

Family: Test\MHTF_test\MHTF-

Enrollment Status: Exited

Begin Date: 06/18/2018

Exit Case Assignment: []

Program Name: Save - MHTF HA 2018

Organization: SAVE, Inc.

End Date: 08/24/2018