

QRG - Edit Program Enrollment Date

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – The Program Enrollment Date (start date) tells us when household enrolled in the program.

STEP 1 – Project Enrollment > Gear > Edit

	Project Start- Exit Dates	Provider
Test ESG Street Outreach	2/1/2018 - 5/2/2018	Test ESG Street Outreach
Johnson County Mental Health (Olathe)	1/2/2019 - Open	Johnson County Mental Health (Olathe)
Shalom House	10/1/2018 - Open	Shalom House

STEP 2 – Change Program Entry Date > SAVE

By clicking save, all members' assessments and enrollments with the same entry or exit date will be adjusted to the Begin and End Date entered on this form. Clients with different dates will be adjusted to an earlier or later date as necessary.

Family: Test,Test-1972-10-03

Program Name: CCNEK-Emergency Shelter

Enrollment Status: Enrolled

Account: [Dropdown]

Family or Individual: Individual

Program Entry Date: 10/01/2018

Program Exit Date: Open

Summary Enrollment Information:

Provider Name: Shalom House

Organization: Catholic Charities of Northeast Kansas