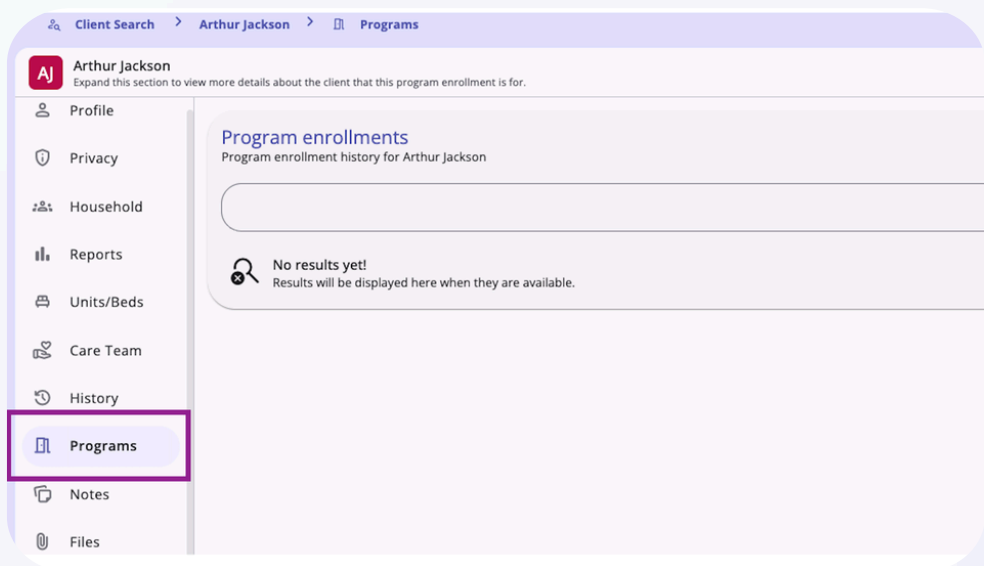


Be sure to include all active household members in the enrollment.

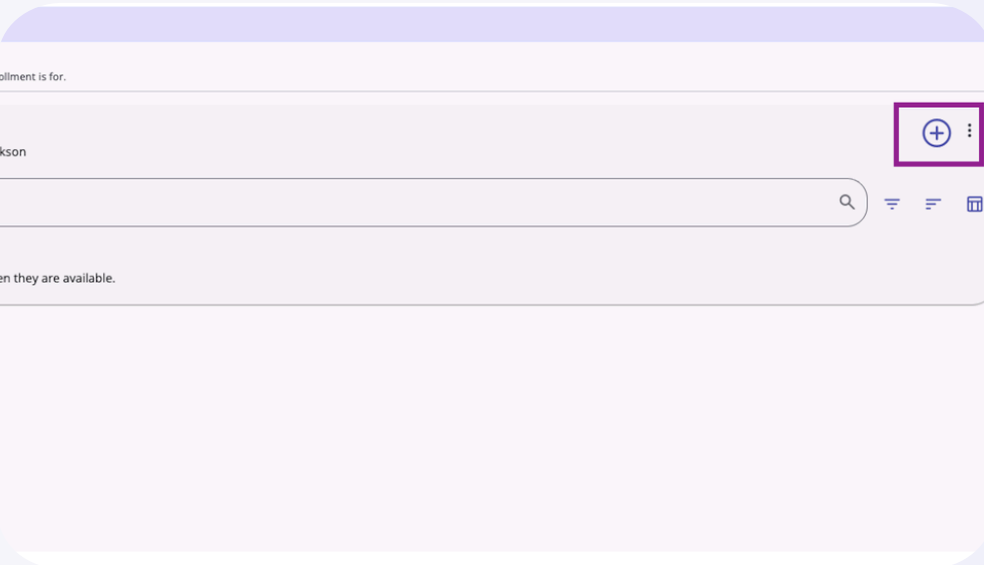
Complete all fields and avoid selecting Data Not Collected or Client Doesn't Know.

Program Enrollment Guide

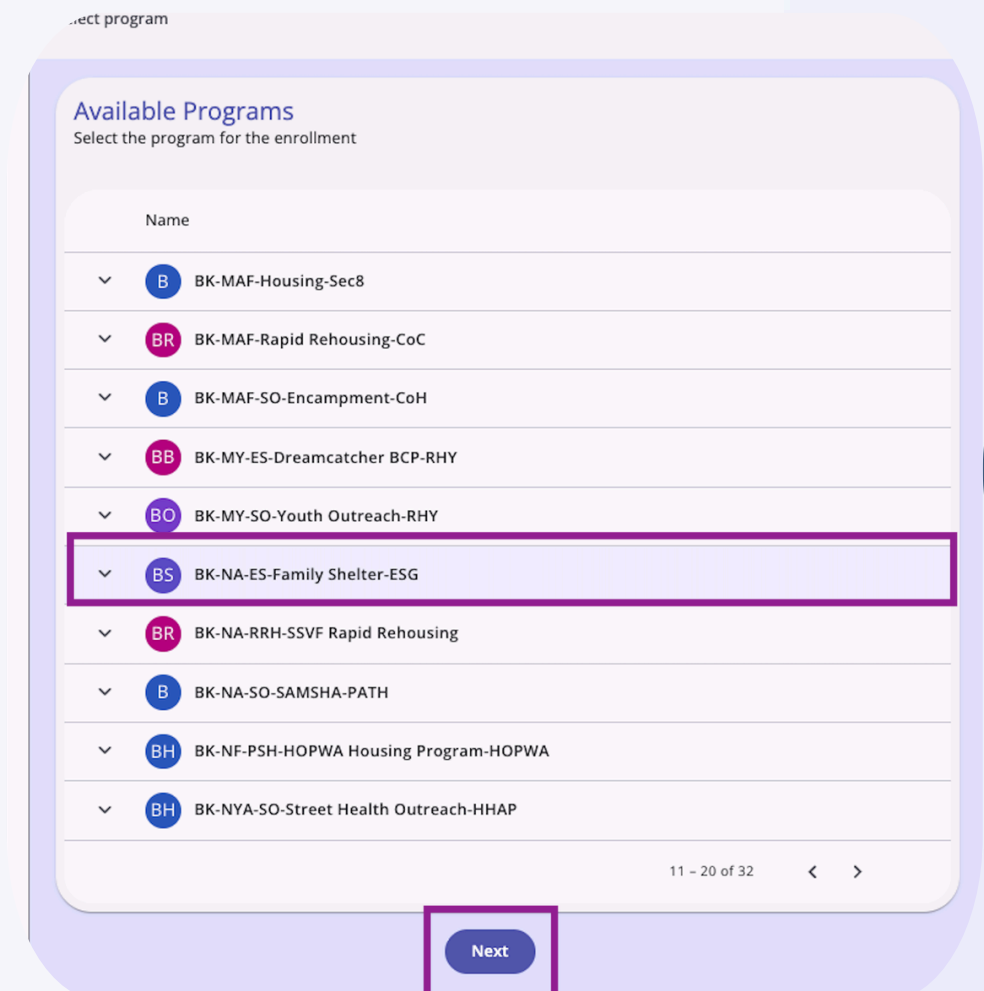
Steps to complete a program enrollment.



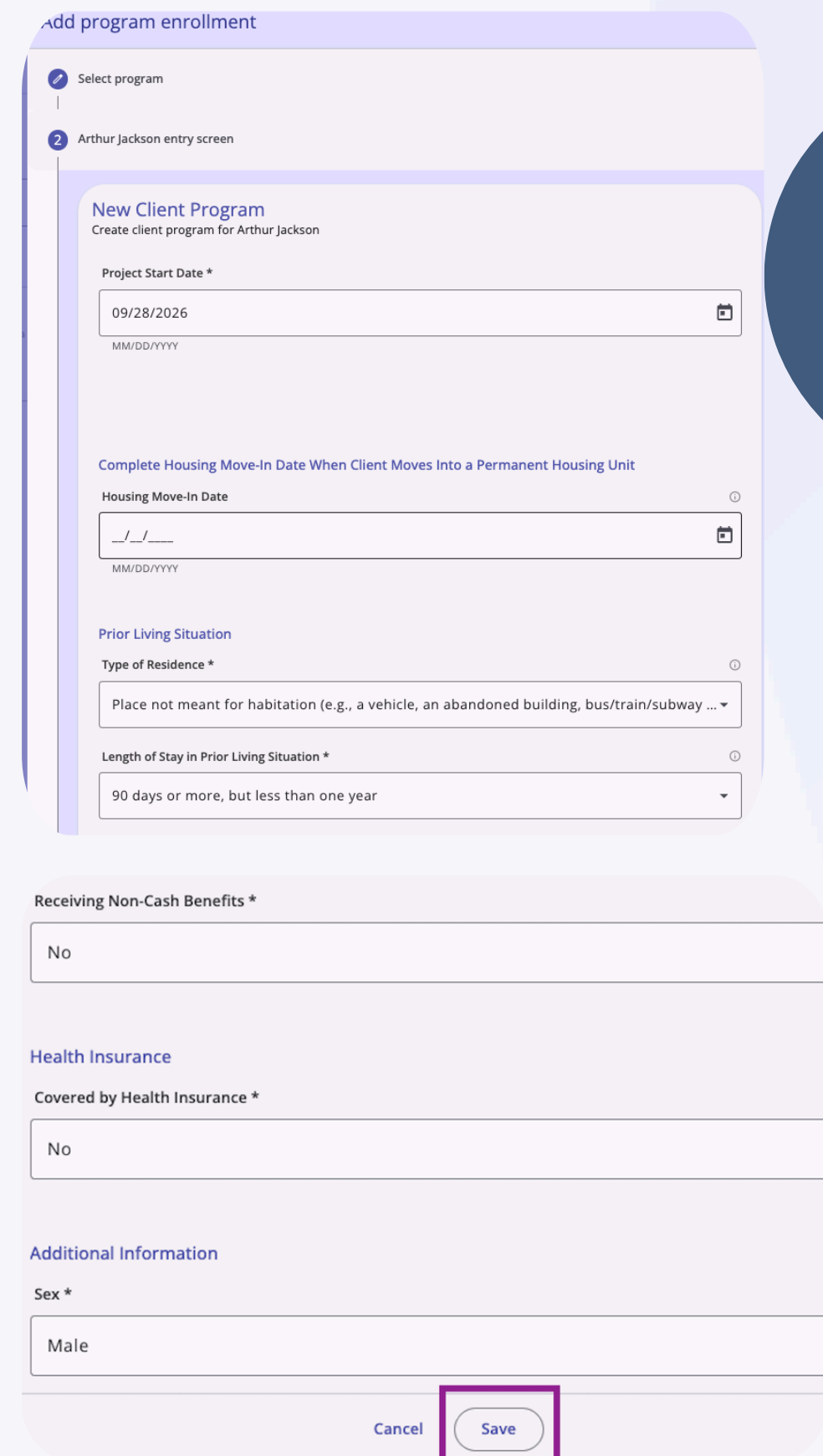
- Steps to complete a program enrollment
- Navigate to the client you wish to enroll in a program
 - Select the Program tab



- Within the Programs tab
- Click the Add button to add the program enrollment

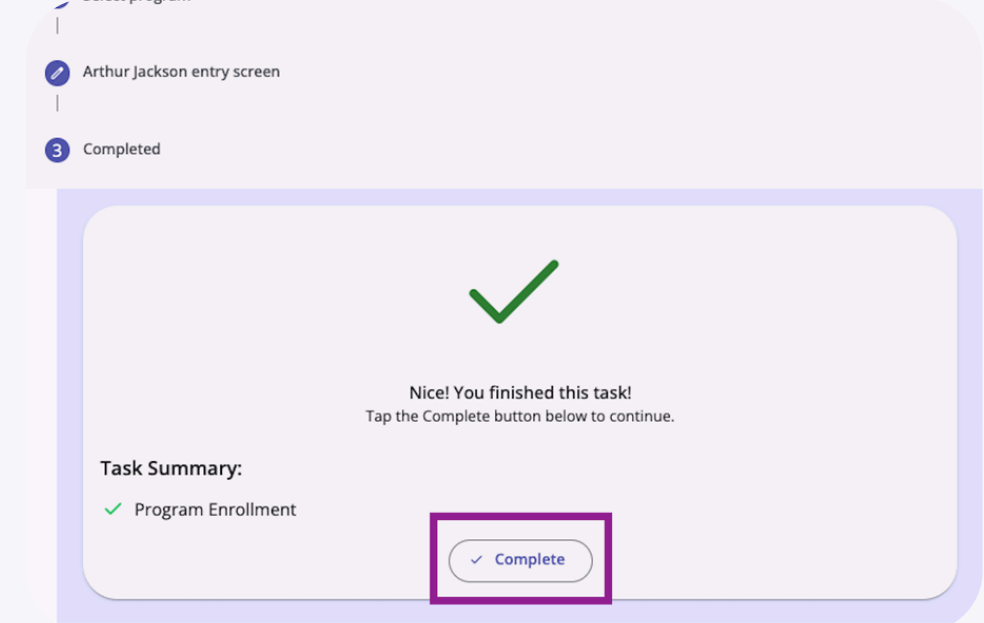


- Select the program you wish to enroll in from the drop-down list
- Select Next



- Enter the Enrollment date
- Complete all fields
- Be sure to review data that was cascaded from the previous program enrollment

- Select Save



- Select Complete

Want to learn more about program enrollments? Visit the Online Help Center.