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| **Summary:**  Use Enroll Clients into Program page to create and manage your Client’s Case File |  |
| * The Client Dashboard puts key client information at your fingertips * You can search by Client, Household or your entire Case Load |  |
| **Start**: **Begin Entry Process on ENTRY tab:**   * Click **NEW** * Select Program and Entry Date * Answer any additional information as required * Click **SAVE**   If Family/Household program, the Select Household Member Popup window will be displayed  Case Manager and Consent may be changed if needed after Save |  |
| **Next**: **Answer Entry Questions on QUESTIONS tab:**   * Answer required Questions * Click **NEXT** or Page Number to answer additional questions * Some questions may require a comment or may jump to another question based on your answer |  |
| **Last**: **Save Answers on Response Summary tab**   * Click **END** to view Response Summary * Review your answers * to make corrections, select the Group and click **RETURN TO QUESTION** * Click **SAVE ANSWERS** when complete * You may need to enter date after saving   History tab may display any answer edits |  |