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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 displayedCase 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 |  |