**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**

**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.

**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)

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