

Enroll Individuals to Program from Pending Admission

1. Click on the **Pending Admission** link beside the 'Individual Intake' option on the Admin tab on your Dashboard.

Care

Individual Intake	New Pending Admission Import from Excel
Individual	List By Program Search Archive Legacy IDF Archive
Individual Enrollment Archive	By Program By Individual

2. On the 'Individual Pending Admission' page, click on the **Program Enrollment** link under the 'Action' column.

Individuals Pending Admission

Please Select

Num A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 items found, displaying all items.

Individual Name ▲	Birth Date ◆	Medicaid Number	Entered Date ◆	Action	Notes
Allen, David	01/15/1988		02/25/2015	Program Enrollment	Show Notes

3. This will take you to the 'Program Enrollment' page. To enroll the individual to a Program, click on the **Enroll** link corresponding to the Program in the 'Enrollable Program(s)' section.

Program Enrollment

Individual Details

Individual Name: David Allen
 Individual Status: Pending Admission

Enrollable Program(s)

(1 of 21) [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [Next] [Previous]

Program Name	Site Name	Action
1st Street Group Home	Group Home	Enroll ←
2nd Street Group Home	Group Home	Enroll

(1 of 21) [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [Next] [Previous]

Enrolled Program(s)

(1 of 1) [Next] [Previous]

Program Name	Site Name	Enrollment Date	Discharge Date	Action
No records found.				

(1 of 1) [Next] [Previous]

- Enter an enrollment date for the Program and click on the **Enroll** button.

Enrollment Date [Close]

Enrollment Date * [Calendar]

- The Program will be listed in the 'Enrolled Program(s)' section on the 'Program Enrollment' page. When you are done, click on the **Save** button at the bottom of the page.

Enrolled Program(s) -

(1 of 1) |< << 1 >> >|

Program Name	Site Name	Enrollment Date	Discharge Date	Action
1st Street Group Home	Group Home	08/31/2016		Discharge / Edit

(1 of 1) |< << 1 >> >|

Cancel
➔
Save

Admit Individuals from Pending Admission using Individual Data Form

To Admit individuals with Pending Admission status using Individual Data form, follow the steps below:

1. Click on the **Pending Admission** link beside the 'Individual Intake' option on the Admin tab on your Dashboard.

Care

Individual Intake

Individual

Individual Enrollment Archive

New Pending Admission
[Import from Excel](#)

[List](#) | [By Program](#) | [Search](#) | [Archive](#) | [Legacy IDF Archive](#)

[By Program](#) | [By Individual](#)

2. On the 'Individual Pending Admission' page, click on the individual's name to admit the individual into the system.

Individuals Pending Admission

Please Select
Apply Filter
Show All

All
Num
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

1 items found, displaying all items.
1

Individual Name	Birth Date	Medicaid Number	Entered Date	Notes
➔ Allen, David			07/05/2011	Show Notes

3. After clicking on the individual's name, you will be taken to the Individual Data page of the respective individual. The status of the individual will be shown as 'Pending Admission'.

Individual Data

David Allen (Pending Admission) ←
Form ID: IDF-DEMOTH-EAS4MHSX7DF6N
Entered By: Samantha Shaw, Admin User on 08/24/2016 12:26 AM

Identification Data [Jump to](#)

First Name David	Last Name Allen
Middle Name	Suffix
SSN	Birth Date

- To admit the individual into the system, scroll down to the bottom of the Individual Data page. Click on the **Admit** button to enter the individual into the system.

Back Delete Edit Individual Data Admit Send via SComm

- Clicking the 'Admit' button will take you to the 'Admit Individual' page. Enter the Admission Date and click on the **Done** button.

Admit Individual

Admission Date:*

Back → Done