**Provider Job Aid (Non-CE Workflow) **

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| **Complete Program Enrollment** | **Unit Assignment** | **Unit Transfers** |
| 1. Click on the *Programs Tab*. Scroll down to the *Programs: Available s*ection. 2. Select the program and click *Enroll.* 3. Complete the program enrollment screen.     \*Please note: Enable the *Include Group Members* toggle to include family members in the enrollment. | 1. When under the *Units/Beds Tab*, click *Add Unit*      1. Enter *Start Date*. 2. Click on *Available Units*. 3. Select the applicable unit.      1. Click Save and Close. | Clients may need to move to another unit due to reasonable accommodations, unit repairs, etc. Follow these steps to transfer a client to another unit.   1. Go to the *Units/Beds Tab*. 2. Click edit next to the current unit/bed.      1. Add an *End Date* to the current unit. 2. Click *Add Unit* and assign the client to a new unit. |