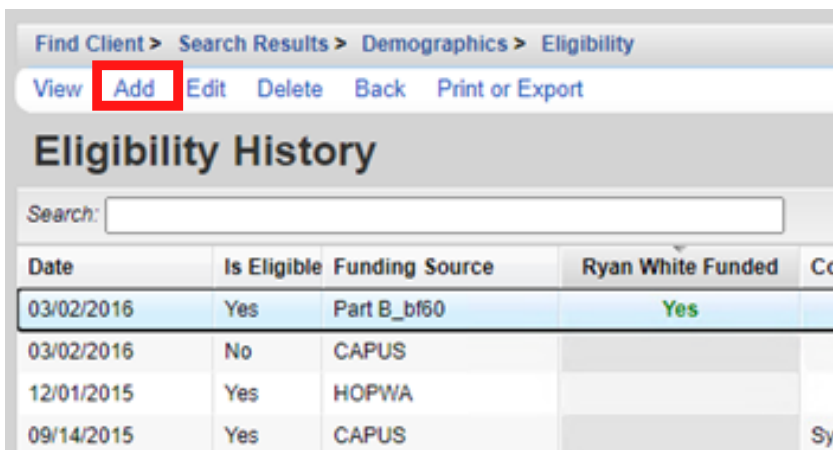


ADDING AN ELIGIBILITY RECORD

01 Click **Add**.



02 Complete the fields below and click **SAVE**.

- Eligibility Date
- Is Eligible
- Funding Source
- Current Review Type
- Next 6 Mos Review Due Date
- Appointment Date (if Applicable)
- Staff or Provider Name
- Comment

Note: Current Review Type, Next 6 Mos Review Due Date, Appointment Date if Applicable and Staff or Provider Name are new fields and should be completed for each eligibility record.

- Eligibility Records should be added:
 - At the time of Enrollment
 - At the time of Disenrollment
 - Every 6 months when a client is actively enrolled
- A new record needs to be added for each Funding Source the client is eligible for.