Re-enter an Enrollment

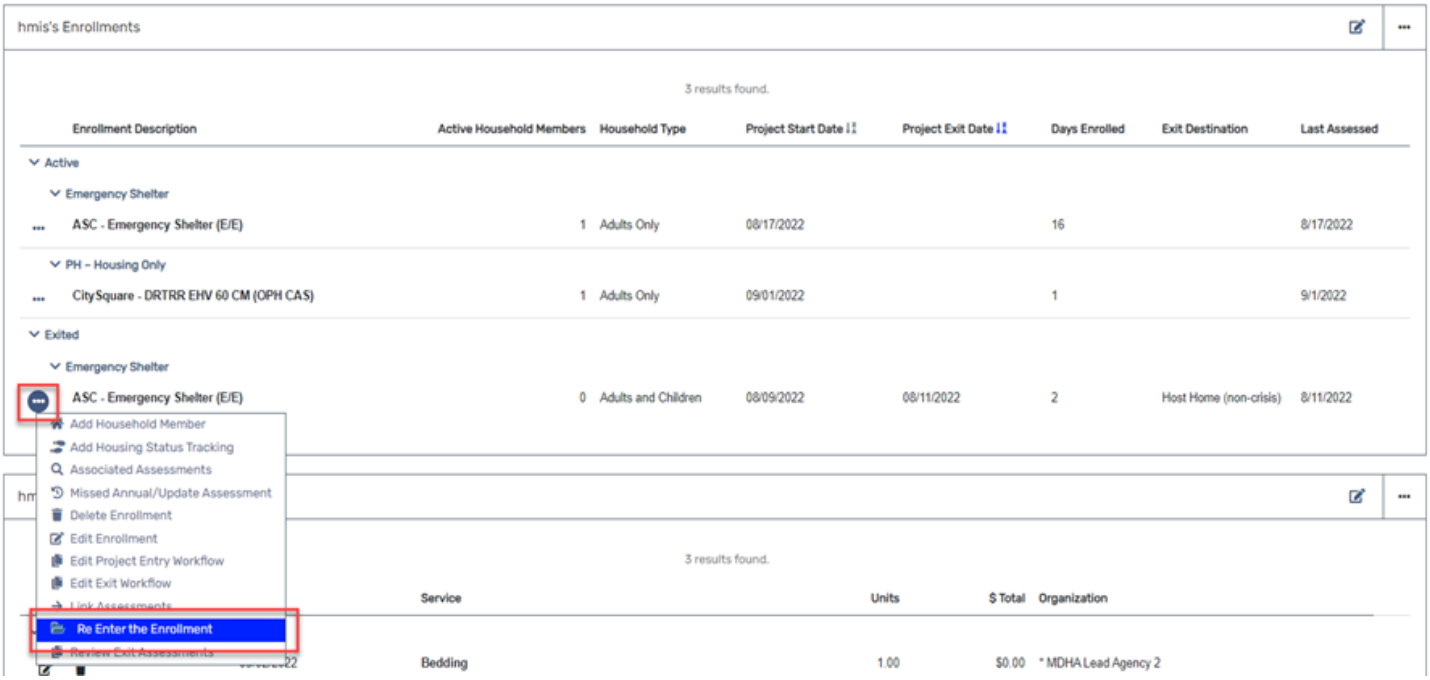
Introduction

If a client has been incorrectly exited from the program, use the Reenter Enrollment feature to enter the client back into the program. This option is only available to HMIS users for 90 days. If the client has been exited for more than 90 days, submit a request to the HMIS admin to delete the exit.

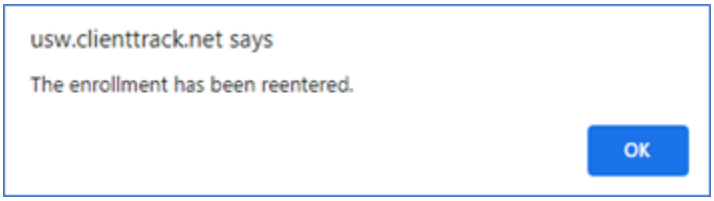
Steps to Re-enter

Begin on your Client Workspace and find the client whose record you need to edit.

On the Client Dashboard, find the enrollment that was incorrectly exited and click the action buttons and select "**Re Enter the Enrollment**".



Check for a popup confirming that the enrollment has been reentered and click OK.



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