

Appendix M – Remove Clients from Waiting List

Users can Remove Clients from Waiting List by changing the Service Status.

1. Select Add/Update Services

Provider Client Services				
Date	Service Code	Service Name	Service Status	Allow Care Recipients
9/25/2013	042	IN-HOME LEVEL 2 - PERSONAL CARE	W	No
9/25/2013	020	HOME DELIVERED MEALS	A	No
Add/Update Services				
Provider Client Assessments				
Assessment Date	Functional Status	Nutrition Health Score		
9/25/2013	At Risk	High Risk Of Malnutrition	Details.....	

Figure 142 - Service Status

2. Click the down arrow under Service Status as shown below for the drop down to display choices.

	Service Code	Name	Service Status
<input checked="" type="checkbox"/>	020	HOME DELIVERED MEALS	Active ▼
<input checked="" type="checkbox"/>	042	IN-HOME LEVEL 2 - PERSONAL CARE	Waiting ▼

Next Cancel

Figure 143 - Change Service Status

3. Select Inactive to remove Provider Client Service from Waiting List.

	Service Code	Name	Service Status
<input checked="" type="checkbox"/>	020	HOME DELIVERED MEALS	Active Inactive Waiting
<input checked="" type="checkbox"/>	042	IN-HOME LEVEL 2 - PERSONAL CARE	Waiting

Next Cancel

Figure 144 - Change Waiting Status

4. After changing the Service Status to Inactive from Waiting, click Next button. The User will be presented with a screen. Click Finish to return to the Provider Client Record.

Note: If the Service Status is changed to Active and the Next button selected, the Assessment Screens will display for User to complete.