Appendix M – Remove Clients from Waiting List

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

1. Select Add/Update Services

Figure 142 - Service Status

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

Figure 143 - Change Service Status

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

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.