QRG – Edit Family Member Date Added

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as "cheat sheets" quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR –Reports are unable to read services entered for HoH or HH because of the date incongruency. By editing the Family Member Added Date, it will resolve issues of missing services on reports currently not showing because services were provider prior to the family members being a part of the household.
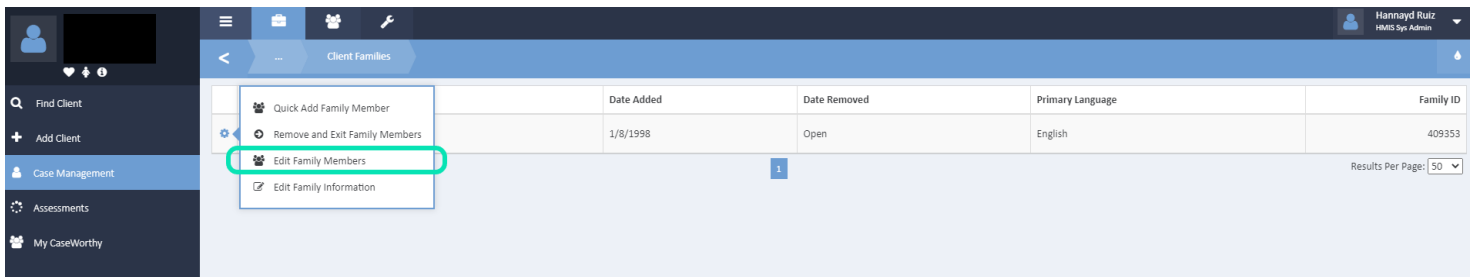
This guide is useful for End Users to correct data quality issues.
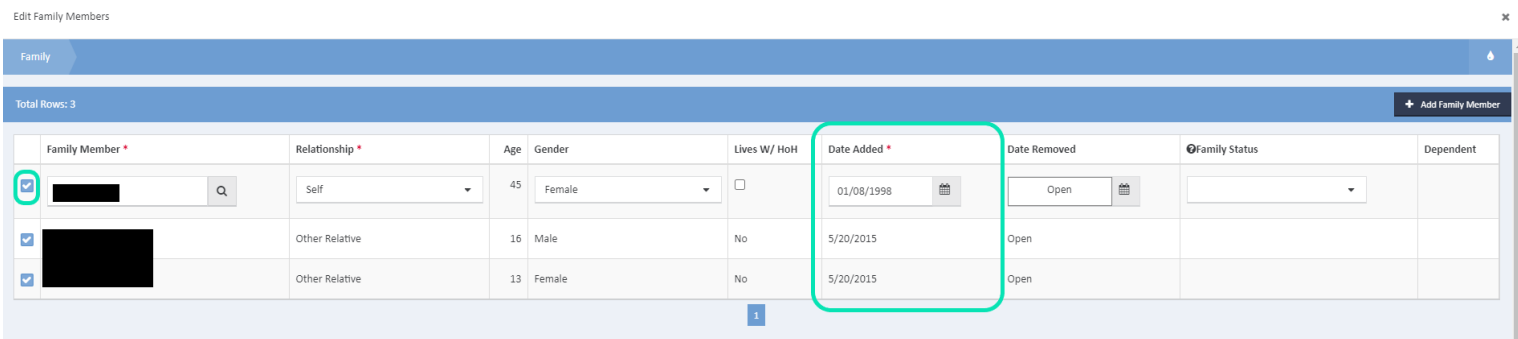
EDIT FAMILY ADDED DATE

1. Go to Case Management > Family and Contact > Select Family icon
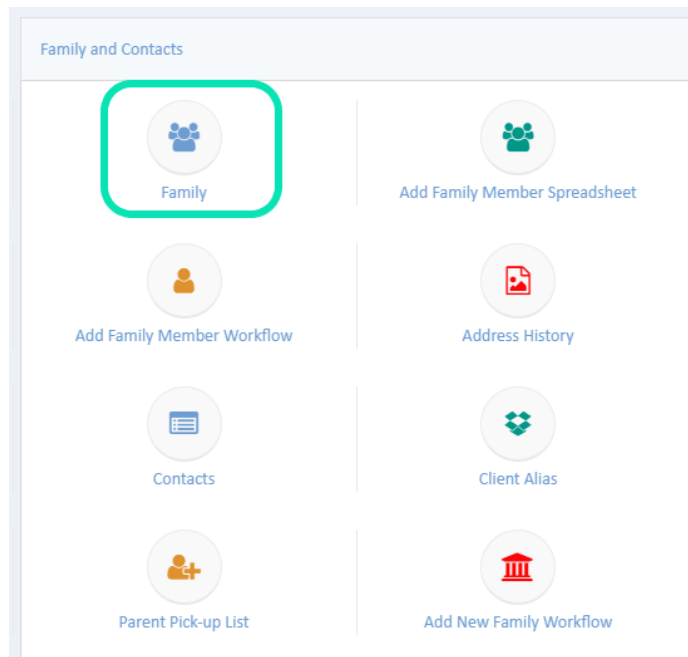
2. Gear > Edit Family Members

3. Select the box next to the client's name that you want to edit > Edit Date Added > SAVE

FOR SUPPORT

For this or other support please reach out to MARC by opening a helpdesk ticket: http://www.kcmetrohmis.org/helpdesk.htm.