

Enrollment of Individuals in a Program

Enrolling individuals in at least one program is necessary to perform the majority of documentation within Therap.

Users assigned with the **IDF Admin** *Administrative Role* will be able to enroll all the individuals for a selected Program using the **Enrollment-By Program** feature in Therap.

- Enroll Individuals
- Edit Enrollment Date
- Discharge Individuals

Enroll Individuals

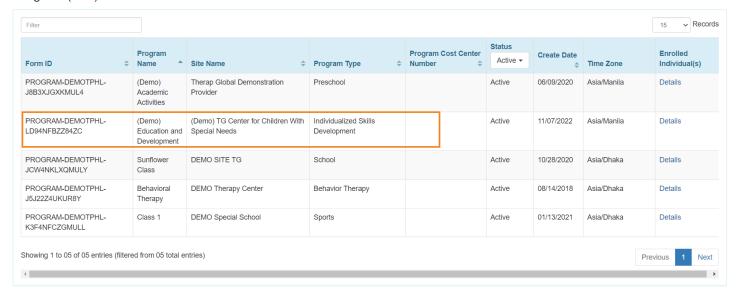
1. On the **Admin** tab, click on the **By Program** link beside **Enrollment** under the **Care** section.



2. On the **Program (Site)** page, click on the preferred program in which you want to enroll the individuals.



Program (Site)

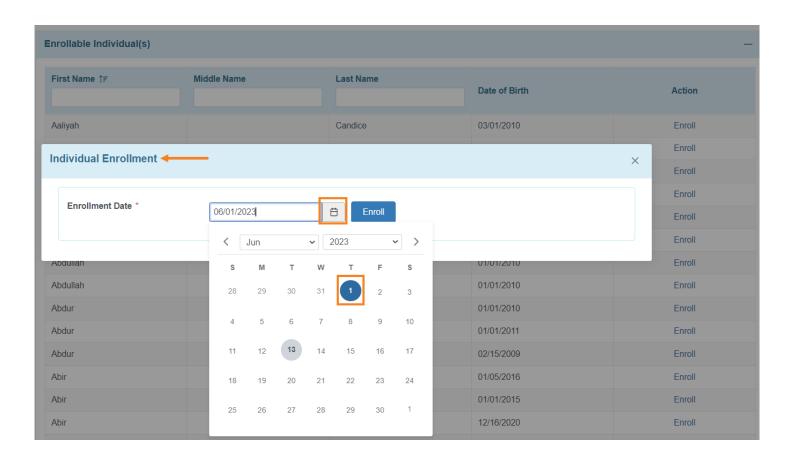


3. From the Enrollable Individual(s) section, click on the Enroll link.

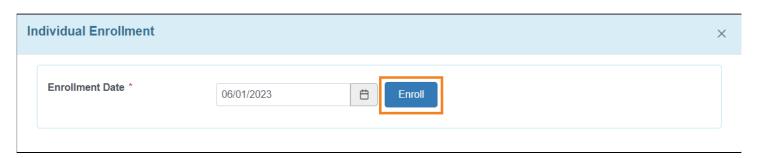


• The **Individual Enrollment** window will be shown. Click on the calendar icon to select the date of enrollment.





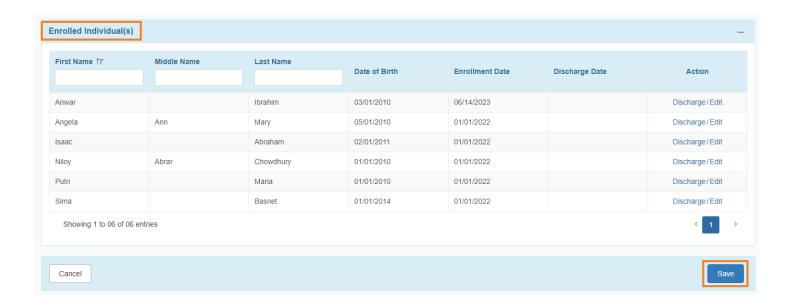
• Click on the **Enroll** button to enroll the individual.



Note: To enroll all the individuals of a selected program, users can follow the above steps.

4. Users can see the enrolled individuals name under the **Enrolled Individual(s)** section. Click on the **Save** button to save the enrollments.





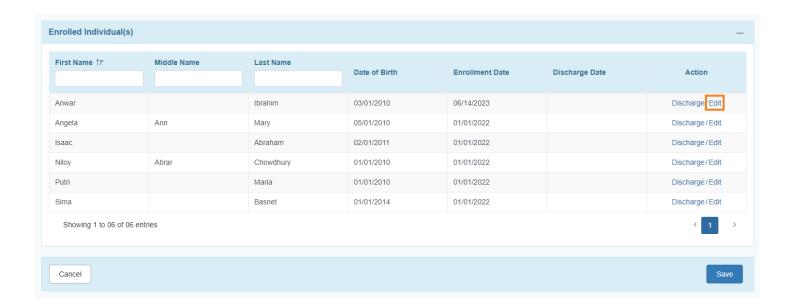
Edit/Discharge Individuals from the Program

Users can **Edit** the **Enrollment Date** and also **Discharge** the individuals if needed from the **Individual Enrollments** page.

Edit Enrollment Date

• To edit the **Enrollment Date** click on the **Edit** button.





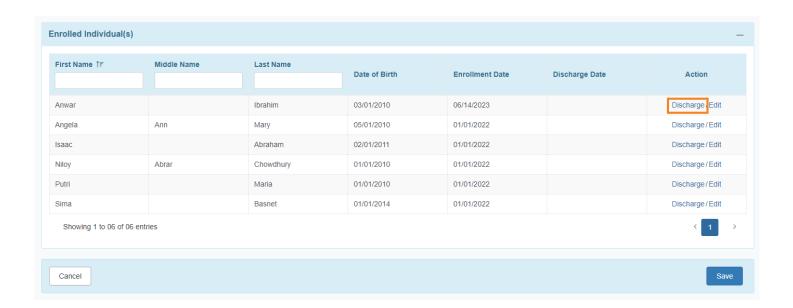
• From the Enrollment Date window select the preferred date and click on Continue.



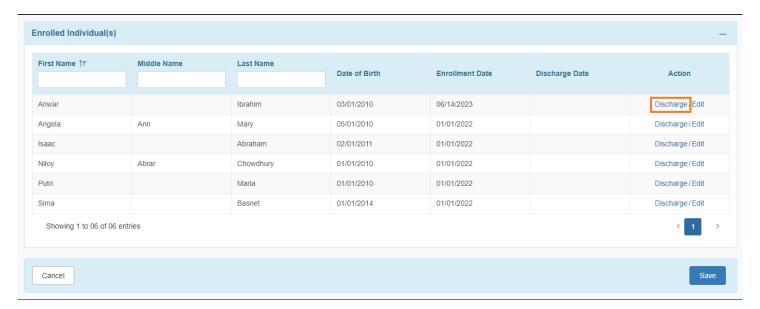
Discharge Individuals

• To discharge the individual click on the **Discharge** button under the **Enrolled Individual(s)** section.



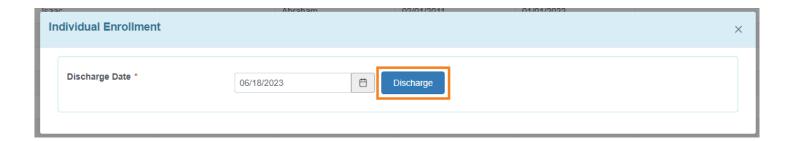


 On the Discharge Date window, enter the Discharge Date and click on the Discharge button.



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• Users must click on the **Save** button to save the enrollment related information.

