

Terminations - SR

SR Providers may manage SR enrollment online by going to Enrollments> Manage SR Enrollments>View/Edit SR Enrollments. * Not all fields are visible, and you will need to use the slide bar at the bottom the SR enrollment list (Scroll down to the bottom of the list) and scroll to the right to see additional fields. The fields available are as follows:

Child Name	Birth Date	Age	Parent Name
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>

Billing Group	At Risk	RW	Eligibility Start Date	Redetermination Due Date
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>

Developmental Screening Due Date	Care Level	Unit of Care	Child Care Schedule	Full Time CoPayment	Part Time CoPayment
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>

Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	

Under the last column, “Action”, you will see two options, “View Payment Certificate” and “End Enrollment” To terminate or end enrollment use the scroll bar and slide it to the right to see the last column.

Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
	Enrolled	<input type="button" value="View Payment Certificate"/> <input type="button" value="End Enrollment"/>

Click on the “END ENROLLMENT” button
 Next, you will see a box that pops up:



End child SR enrollment

Do you want to end this Provider Enrollment?

Once you click “Yes” to end the Provider Enrollment, the following box will appear.

End SR Enrollment

You have chosen to end enrollment for this child.

End Enrollment Reason *

-- Select a Termination Reason --

End Enrollment Effective Date *

MM/DD/YYYY

Last Attendance Date *

MM/DD/YYYY

Is there a past due parent fee? *

Yes No

Past Due Parent Fee

\$

Is there a payment plan in place?

Yes No

Please attach payment plan document.

No file chosen



You will need to choose the end enrollment reason. Next, enter the “End Enrollment Effective Date”. Last, answer the question, “Is there a past due parent fee?”
 If you answer, “YES”, it will prompt you for more information.

Enter the past due parent fee amount.
 Answer, “Is there a payment plan in place?” (Yes/No)
 If yes, attached payment plan documentation.
 Last, Click Save

Past Due Parent Fee *

\$

Is there a payment plan in place? *

Yes No

Please attach payment plan document. *

No file chosen

If you do not have a past due parent free you will answer, “NO”, and click “Save”.
 A box will appear confirming your enrollment: (Click “OK”)

Confirm Confirm End Enrollment ✕

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

End Enrollment

Child enrollment was successfully ended.

Once a child is terminated you will now see in those changes reflected in the “Enrollment End Date” Field and the Status will show as “Enrollment Ended (Terminated)”

Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
02/24/2019	Enrollment Ended (Terminated)	

