# Enrolling Families in a Home Visiting Program

Roles that Have Access: Home Visit Manager, Home Visit Supervisor, Home Visitor

Families that are participating in your Home Visiting Program need to be manually "Enrolled" in the program in order to accurately track their program participation. Enrolling a family is also integral to the accuracy of several reports that are automatic inside of the Hubbe system. In this instruction sheet, we will cover how to enroll a family in a Home Visiting Program.

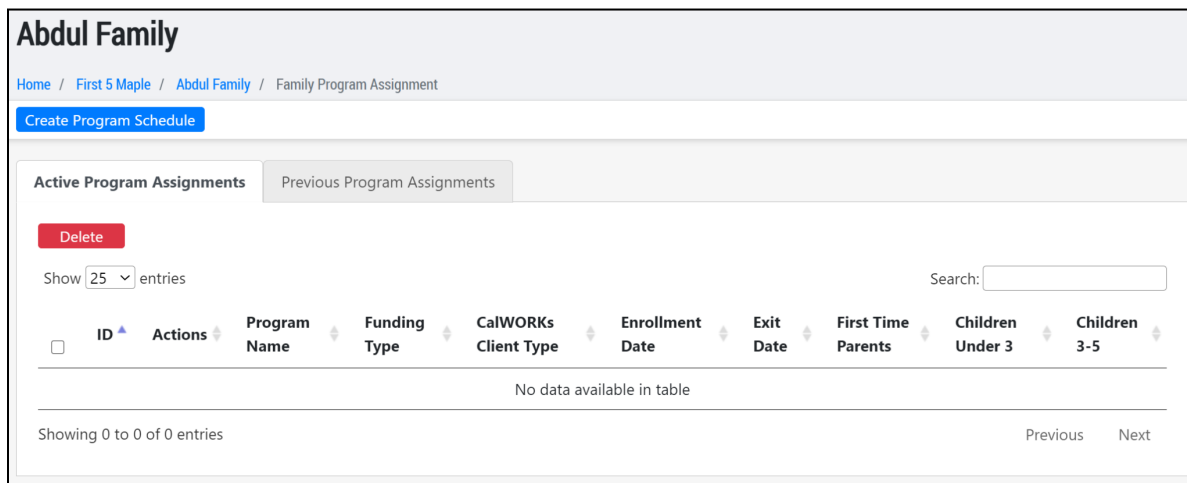## Enrolling a Family

1

In order to enroll a family into a Home Visiting Program, navigate to the **Family** record of a family that you would like to enroll.
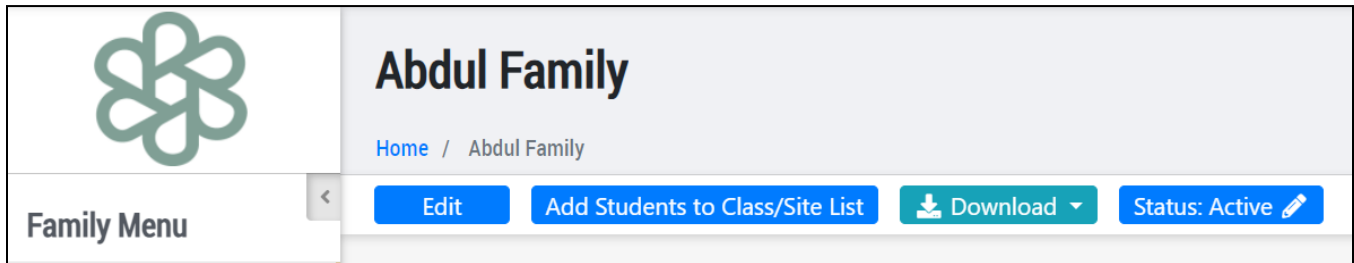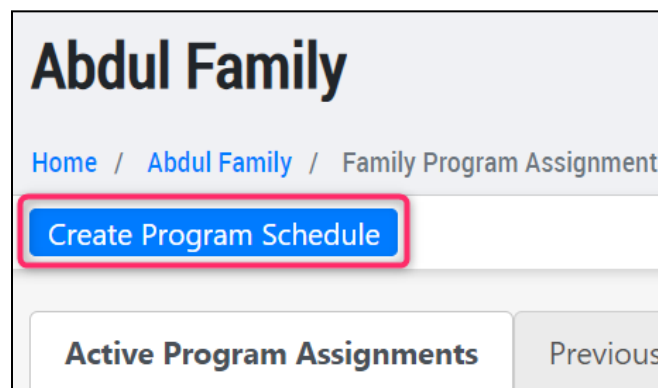

2

From the **Family** record, click on the "Family Services" menu item and then select the "Family Program Assignment" sub-menu item.
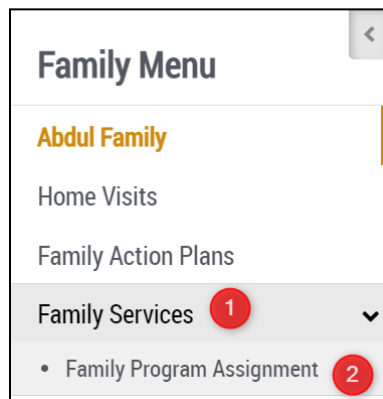
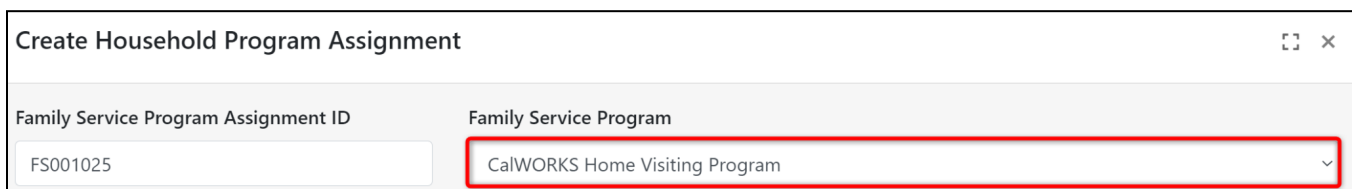You can begin the formal enrollment process on the Family Program Assignment page.

3 There initially won't be information shown in the "Active Program Assignments" tab. In order to create a new program family for a schedule (enroll them), click on the blue "Create Program Schedules" button at the top of the record.

4 This will open the "Create Household Program Assignment" modal. Within this modal, you must first select the Family Service Program to enroll this family in. If this drop-down field is blank, then contact your Manager/Supervisor, as additional setup is needed before you can enroll a family.

If there are values showing, you can select the correct one from the drop-down.

5 Once you select the program, additional information will populate in the modal. All of the fields inside of this modal are **required**, except for the "Exit Date" as you may not know what the exit date will be at the time of enrollment. You can enter the exit date once the family is no longer enrolled with the program.

Fill out all of the fields highlighted in red (as shown in the screenshot below) to the best of your ability. All of these fields will have a significant impact on reporting.

6   Once you have correctly entered all of the information, you can finalize the enrollment process by clicking on the blue "Save" button at the bottom of the modal.
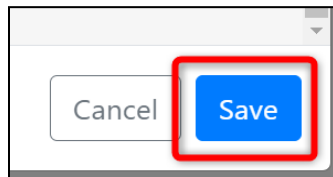
7   Now an active program assignment will appear in the grid for this family.