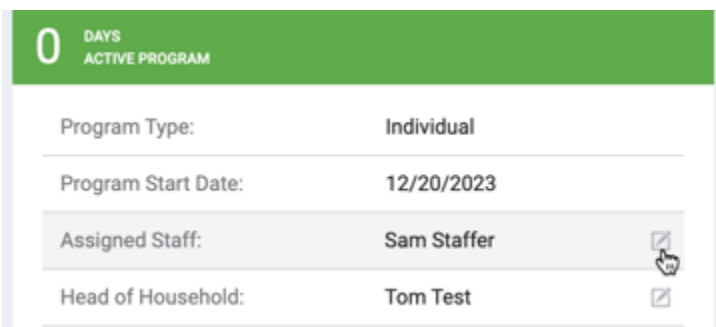


# Modify Assigned Staff of a client's program enrollment

When a staff member records a program enrollment in a client record, the system automatically adds the staff member to the Assigned Staff section of a client's enrollment.

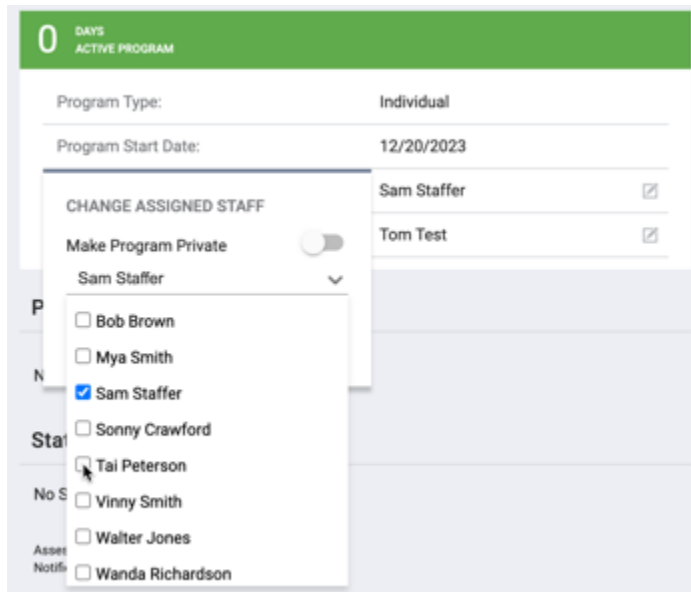
A client enrollment without an active assigned staff will not receive **Program Auto-Exit** and **Assessment Due Warning Notifications**.

The panel to the enrollment's right displays the **Assigned Staff**, which you can edit by clicking the edit icon.



The screenshot shows a client enrollment panel with a green header indicating '0 DAYS ACTIVE PROGRAM'. Below the header, there are several fields: 'Program Type: Individual', 'Program Start Date: 12/20/2023', 'Assigned Staff: Sam Staffer', and 'Head of Household: Tom Test'. Each of the last two rows has a small edit icon (a square with a pencil) to its right. A mouse cursor is hovering over the edit icon for 'Assigned Staff'.

You can select multiple staff members by clicking the checkbox next to each name. You can also remove the staff member automatically assigned during enrollment.



This screenshot shows the same client enrollment panel as above, but with the 'Assigned Staff' dropdown menu open. The dropdown is titled 'CHANGE ASSIGNED STAFF' and includes a 'Make Program Private' toggle switch. Below the title, there is a list of staff members with checkboxes: Bob Brown, Mya Smith, Sam Staffer (checked), Sonny Crawford, Tai Peterson, Vinny Smith, Walter Jones, and Wanda Richardson. A mouse cursor is pointing at the checkbox for Tai Peterson. The background panel shows 'Program Type: Individual', 'Program Start Date: 12/20/2023', and 'Assigned Staff: Sam Staffer' with an edit icon.