Case Managers

Add yourself as a Case Manager to track your case load! To do add yourself as a case manager, do the following:

- Click the Case Managers tab (1)
- Click Add Case Manager (2)
- Select all clients in the household composition (3)
- Select yourself by selecting the “Me” radio button (4)
- Click Add Case Manager (5)
  - End Date should only be completed when the Case Manager relationship ends

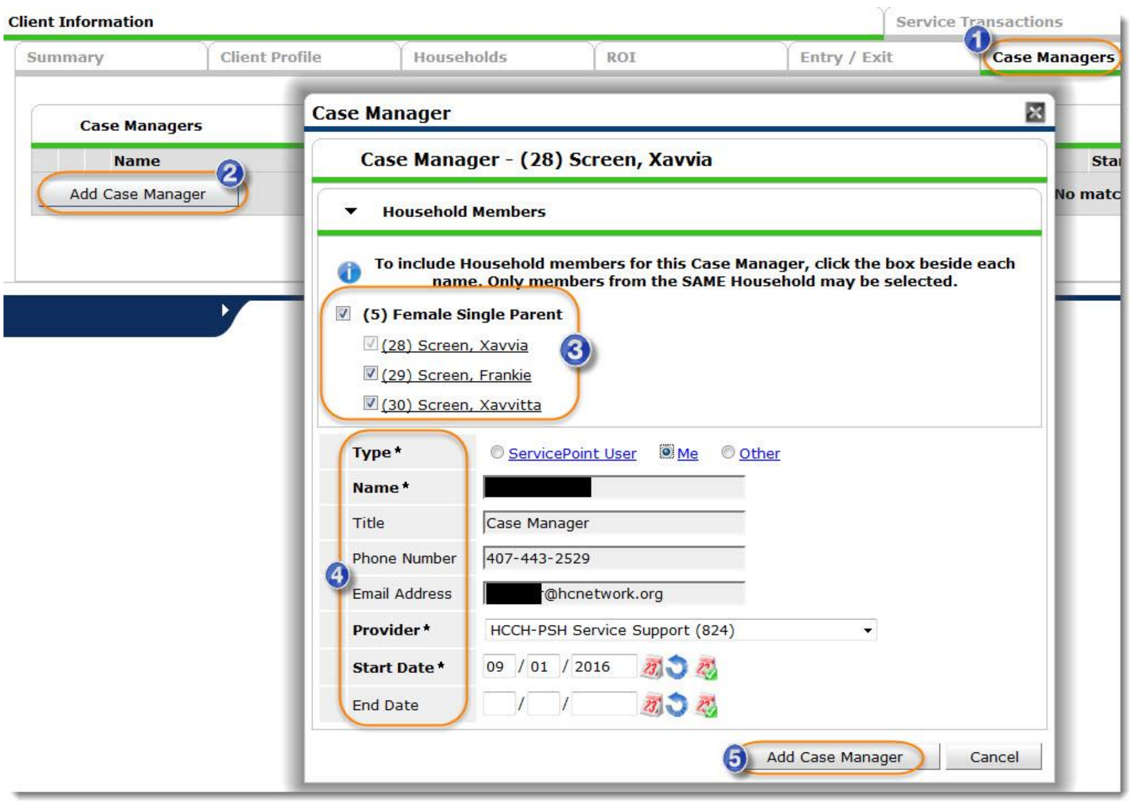

Figure 1