




How to Move-In Residents





Description

The day the Resident moves into the community, you will need to record this by moving the Resident record into the Suite.

Three conditions must be satisfied to do this:

-  There must be a Move-In Planner for the Prospect
-  Resident records must have been created by the Move-In Planner
-  The suite must be available

Once moved in, the system will:

-  Mark the Suite Status Occupied
-  Create Census Record(s)
-  Update the start date and active status on the lease
-  Update the start date on all recurring charges

Step by Step

- 1** Navigate to the Resident's Move-In-Planner
- 2** Click on the **Move-In Resident** button
- 3** Verify the information and check off the **Move-In Resident(s)** checkbox
- 4** Click **Save**

▼ Resident Information	
Resident First Name	John
Resident Last Name	Sawyers
Assisted Living	<input type="checkbox"/>
▼ 2nd Occupant Information	
Sharing First Name	<input type="text" value="Mary"/>
Sharing Last Name	<input type="text" value="Sawyers"/>
Assisted Living	<input type="checkbox"/>
▼ Move-In Verification & GO	
Stay Type	Permanent
Community	<u>iaRetirement - GTA</u>
Suite	<u>799</u>
Move-In Date	<input type="text" value="2/21/2013"/> [<u>2/14/2013</u>]
Move-In Resident(s)	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="QuickSave"/> <input type="button" value="Cancel"/>	

Note: Move In Residents moves in both Residents simultaneously. If one or both Residents are not moving in immediately, they should be moved in and an absence record should be created. See “How to Record a Resident Absence” for further instructions.