

1. Go to EHS Weebly nmcaaehs.com
2. Click on Forms.
3. Click on Enrollment.
4. Click on Change of Status Fillable Form.
5. Fill out the top information with your name/your county, then input the child or pregnant mothers name and date of birth.
6. Click on the Status Change box.
7. Click on the EHS box.
8. Click the drop box.
9. Effective date you will input the date you found out they are dropping.
10. For the last day attended, you will put the last **completed** home visit date.
11. In the drop/transfer explanation box, you will add a brief description of why they are dropping. If they are being placed back on the wait list, note when they would be interested in being contacted again.
12. Scroll all the way to the bottom and click on the box for signature and type in your name and date.
13. Click on DMT, R&H, CFS, PSC/SC on the bottom
14. Email to your R & H, the ERSEA Manager (Alicia Temple), the EHS R & H Coordinator (Michelle Maxwell), Michelle Karns, Chris Welton, and your PSC. All individuals can be added into one email