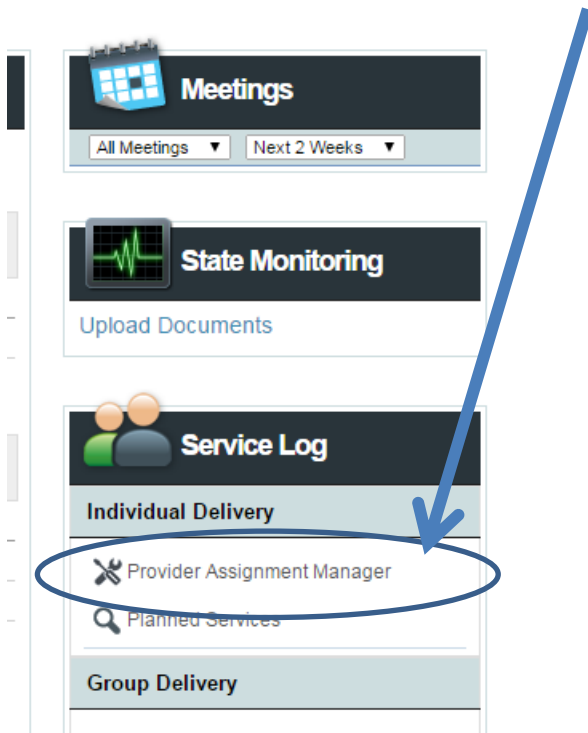
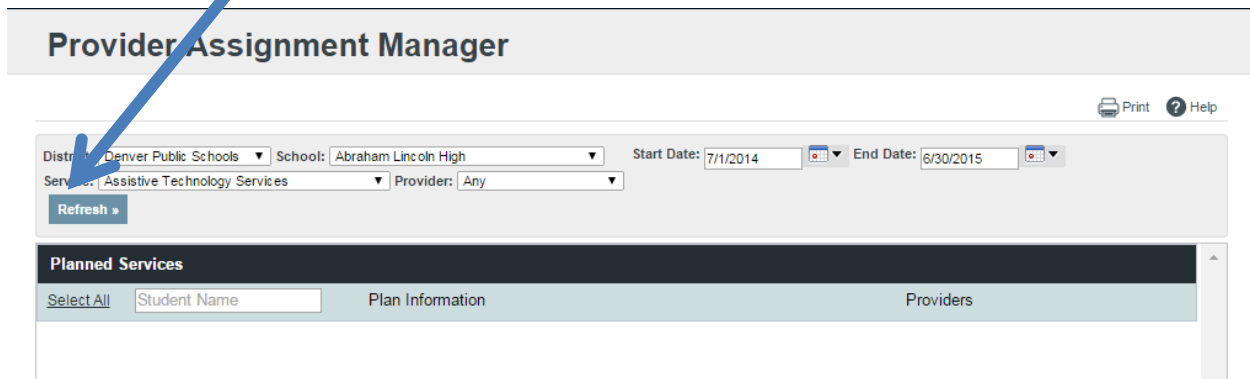


## Removing Service Providers at the End of the School Year

- Log into Enrich
- Under Service Log
  - Select Provider Assignment Manager

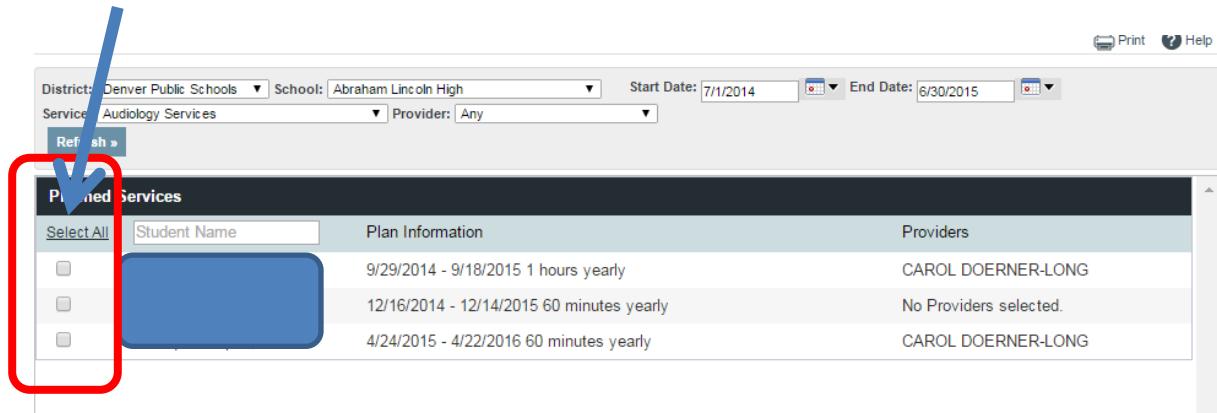


- Once the Provider Assignment Manager is open
- Select a School from the drop down menu
- Select a Service from the drop down menu
- Change the Start Date to 07/01/2014 and the End Date to 06/30/2015
- Leave Provider as Any
- Click on **Refresh**

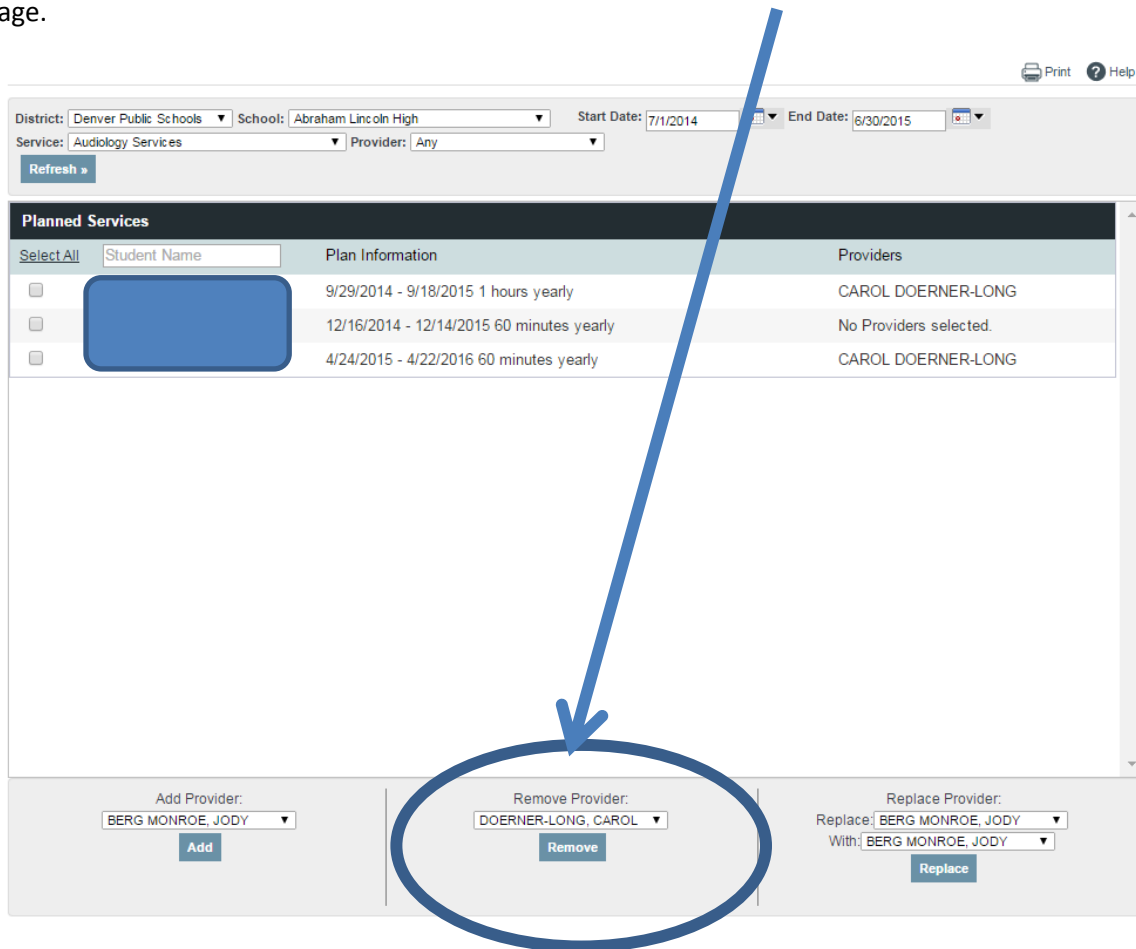


After **Refresh**, you will get a list of all the students and their providers for the selected service.

Click on **Select All**



Find the first Provider on the list of Planned Services in the **Remove Provider:** list at the bottom of the page.



Click on **Remove**

**Complete this process for Each Provider and Each Service at the selected School**

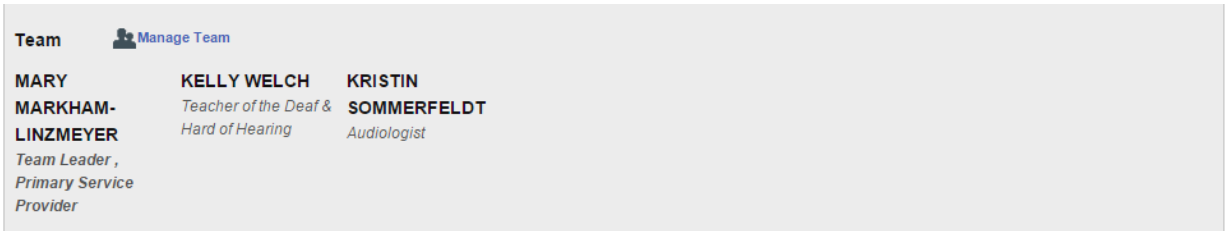
## Removing Primary Providers and Teams at the End of the School Year

Log into Enrich

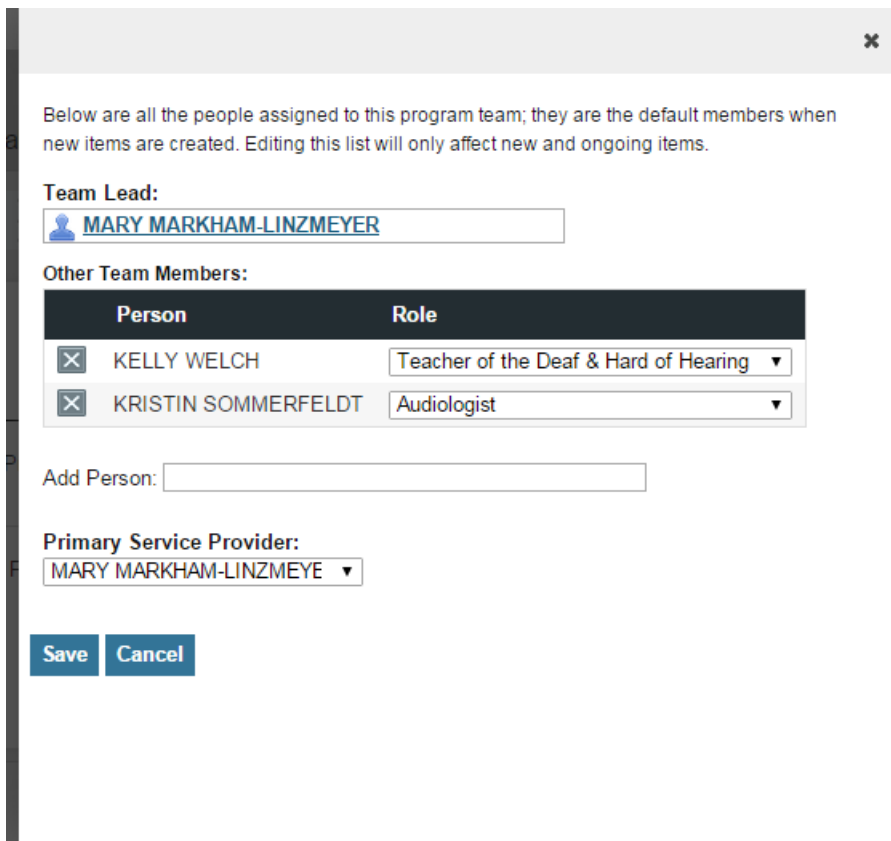
Search for a student on your list

Select Programs

Scroll of the bottom of the screen and Select – Manage Team



Unselect all Team Members by clicking on the “X”



Delete all names in both the Team Lead field and the Primary Provider field

Save

Your window should look like this

✕

Below are all the people assigned to this program team; they are the default members when new items are created. Editing this list will only affect new and ongoing items.

**Team Lead:**

**Other Team Members:**  
*No team members currently selected*

Add Person:

**Primary Service Provider:**

**Save** **Cancel**

**IF There are any Service Providers still active:**

**Transfer Within State**  
 1/30/2014 - 1/28/2015

**Team Lead:** AMY KALINCHUK **View Details** 🔍

<p><b>Services</b> <span style="float: right;"><a href="#">Assign Providers</a> 🔍</span></p> <p><a href="#">Specialized Instruction - Literacy</a>              Direct - 450 minutes weekly by ELIZABETH GARCIA <span style="float: right;"><b>Log</b></span></p> <hr/> <p><a href="#">Specialized Instruction - Literacy</a>              Direct - 100 minutes weekly by AMY KALINCHUK <span style="float: right;"><b>Log</b></span></p>	<p><b>Goals</b> <span style="float: right;"><a href="#">Goal Progress</a> 🔍</span></p> <p style="background-color: #ffff00; padding: 5px;">1 progress report due on 10/24/2014 <a href="#">Enter</a></p> <p><b>1) Reading: When given an ability level one-minute times reading bi-weekly, Savannah wi...</b></p> <hr/> <p><b>2) Reading: Given a nonfiction selection, Savannah will verbally or in writing state th...</b></p>
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**Select the Service**

**Edit the Providers**

**Remove**

**Save**

**Go to the next student on your list and repeat the process**