



How To – Change a Family’s Status

1. From “Home” Select the **Family Tasks** tab.
2. If you do not see your families, click the blue **My Active Families** bar under the navigation tabs.
3. Find the family you would like to change the status for
 - a. If you do not see the family you may find them by hovering over the **Placed, Inactive & On Hold Families** box and clicking each of the three links (“Families Placed With a Child”, “Inactive Families”, “On Hold Families”).
4. Once you find the family, click the drop down box in the family’s row, and choose **Change Family’s Status**.
5. Select the status for the family (‘Inactive’, ‘On Hold’, or ‘Placed’) and click Submit Change.
 - a. Be cautious, you will be unable to change a family’s status back to active if you change it.