



7. Select the first staff that is marked as “active” status but not on your open programs list. This will bring you to the Treatment Team Details Screen.

Generic-1, Non-Slo (490001) + x

### Treatment Team Details

**Treatment Team**

**Treatment Team Member**

Contact       External       Staff       Active

Start Date: 12/03/2021      End Date:

Staff: Ueberrhein, Cassandra Irene

Role:       Program:

Phone Numbers      Addresses      Comments

8. Find the corresponding assignment in Anasazi and the closing date. Enter the closing date as the end date and uncheck Active.

**Treatment Team**

**Treatment Team Member**

Contact       External       Staff       Active

Start Date: 12/03/2021      End Date: 12/03/2021

Staff: Ueberrhein, Cassandra Irene

Role:       Program:

9. Select Save (upper right corner), then close screen (x). The Treatment Team screen will now show that Team Member removed.
10. Repeat as needed.