TIPS Move-In Process

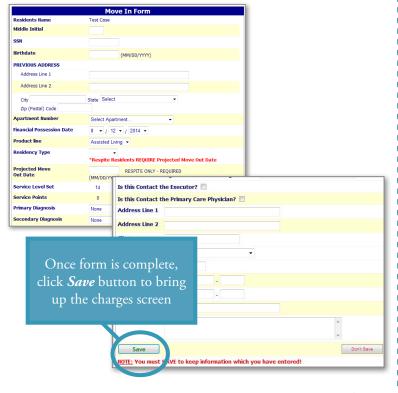**1** Log into TIPS from the Applications Tab on the Intranet

2 Click on the *Inquiry/Move-In* button
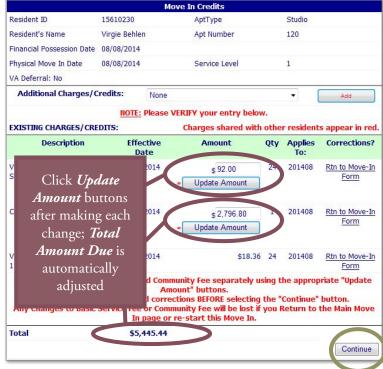

3 Click on the *Resident Name*

Cottonwood Place (1956) **TIPS Month - September 2014**

☐ Show Day Respite ☐ Show Previous Tenants ☐ Show Deleted Applicants

Please, Click on the Tenant's name to begin the Move In process.

Edit	Care	Resident	ResidentID	Status	App Fee	Move-In	Delete
[Edit]	Assess	Behlen, Virgie	15610230	Applicant			Delete Now
[Edit]	Assess	Behlen, Virgie	15610231	Applicant			Delete Now
[Edit]	Assess	Kallweit, Marvin	15610107	Applicant			Delete Now
[Edit]	Assess	Kummetz, Arlene	15610139	Applicant			Delete Now
[Edit]	Assess	Foth, Doris	15610148	Applicant			Delete Now

4 Complete *Move-In Form* with resident information

Move In Form

Residents Name — Test Case
Middle Initial
SSN
Birthdate (MM/DD/YYYY)
PREVIOUS ADDRESS
Address Line 1
Address Line 2
City — State Select
Zip (Postal) Code
Apartment Number — Select Apartment...
Financial Possession Date — 8 / 12 / 2014
Product line — Assisted Living
Residency Type
*Respite Residents REQUIRE Projected Move Out Date
Projected Move Out Date (MM/DD/YY) RESPITE ONLY - REQUIRED
Service Level Set — 14
Service Points — 0
Primary Diagnosis — None
Secondary Diagnosis — None

Is this Contact the Executor? ☐
Is this Contact the Primary Care Physician? ☐
Address Line 1
Address Line 2

Save — **Don't Save**
NOTE: You must SAVE to keep information which you have entered!

Once form is complete, click *Save* button to bring up the charges screen

5 Adjust the *Basic Service Fee* (R&B) and *Community Fee* charges to the agreed amount written on the Residency Agreement

Move In Credits

Resident ID	15610230	AptType	Studio
Resident's Name	Virgie Behlen	Apt Number	120
Financial Possession Date	08/08/2014		
Physical Move In Date	08/08/2014	Service Level	1
VA Deferral: No			

Additional Charges/Credits: None — Add

NOTE: Please VERIFY your entry below.

EXISTING CHARGES/CREDITS: Charges shared with other residents appear in red.

Description	Effective Date	Amount	Qty	Applies To:	Corrections?
V...S	2014	$ 92.00 — Update Amount	24	201408	Rtn to Move-In Form
C	2014	$ 2,796.80 — Update Amount	1	201408	Rtn to Move-In Form
V...1	2014	$18.36	24	201408	Rtn to Move-In Form

...d Community Fee separately using the appropriate "Update Amount" buttons.
...d corrections BEFORE selecting the "Continue" button.
Any changes to Basic Service Fee or Community Fee will be lost if you Return to the Main Move In page or re-start this Move In.

| **Total** | **$5,445.44** | | | | **Continue** |

Click *Update Amount* buttons after making each change; *Total Amount Due* is automatically adjusted

Once changes are complete, select the *Continue* button to bring up the Summary Page; you will verify data is correct, then finalize the move in

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