



CFY Client Transfers in Databases

- Identify if the client is currently enrolled in the program
 - In the University of Iowa (U of I) database (<https://careforyourselfiowa.com>), all clients previously entered are listed with the program they last enrolled in identified.
 - If the client is enrolled with another program or has been in the past, contact that coordinator to check current enrollment status. *The most current enrollment may not yet be entered by that program coordinator.*

THE PREVIOUS PROGRAM COORDINATOR SHOULD FIRST AGREE TO THE CLIENT TRANSFER.

- Once the client transfer is agreed upon, use the U of I website (above) to process the request. Login to the website, do the participant search, and click “transfer” for the

Client Name	ID #	Prog#-Client#	Date of Birth	
MARY SMITH	9940	77-19434	9/3/1948	Transfer
MARY SMITH	8101	74-7544	12/11/1954	Transfer
MARY SMITH	7968	74-7316	11/17/1946	Transfer

appropriate client. Verify that it is the correct client and click “Request a Transfer”.

- Once the U of I staff have completed the transfer in the database, you will receive an email. When you receive that email you can then enter the current consent and enrollment information in the U of I database.