

## 4.2.3 Member Information Profile

### WBRS On Line Help

[TABLE OF CONTENTS](#)

## Creating a Member Information Profile (MIP)

A member's MIP is the *parent* form for all their documents. That means the member's other documents (like the enrollment and exit) **inherit** some of the data from the MIP.

1. If you haven't already done so, [record the member commitment in the ACT](#). After that you'll be able to click a link to create the member's MIP.



**Member Information Profile vs. Member Enrollment Form:** The first step in entering a new member is to fill out a MIP. The MIP is a *worksheet*. This is different from the Member Enrollment *Form*. The new member is not enrolled until the Member Enrollment form is completed and approved.

2. Click the *Create MIP* link for the member on the ACT form.

### 2002-2003 Commitments

REACH AmeriCorps Site ID#: 00ASCI0160301

Commitments in red text are 25 days or more past their expected start date. You must approve the member enrollment, or

**Click Create MIP to create an MIP for a member.**

use choose one of the following options to update the expected start date

first	middle	last	term	commitment start date	commitment end date	commitment cancelled	edit
Fir	Beech	Alder	FT	01/01/2003			
Herat	Nuristan	Bamiyama	PT	02/07/2003	12/31/2002	<a href="#">Enroll</a>	
Wind	Fire	Data	FT	02/07/2003	11/02/2002	Expired	
Kabul	Afgh	Gardez	FT	02/07/2003	12/15/2002	Expired	
Kabul	Jahlabad	Kandahar	PT	02/07/2003	11/03/2002	Expired	
Happy		McCourt	FT	12/01/2003	02/28/2003	<a href="#">Create MIP</a>	
Cant	Enroll	Me	FT		10/01/2002	<a href="#">Enroll</a>	
Patzquaro	Eriquaro	Quetzlcoatl	FT	02/07/2003	01/01/2003	<a href="#">Create MIP</a>	
Mireya		Ramirez				<a href="#">Enroll</a>	
Paper	Scissors	Rock	FT	02/06/2003	02/06/2003	<a href="#">Enroll</a>	
Earth	Air	Water	FT	02/06/2003	11/01/2002	Expired	

6 active commitments, 1 slots available

Add Row

If you're at a National Ed Award program that uses subsites, you may need to select a subsite after clicking *Create MIP*. Please see [Enrolling Members at EAPs with Subsites](#).



If the member has served **two previous terms**, you might want to familiarize yourself with CNCS policy on [third-term members](#) and its enforcement in WBRS.

3. Fill in all the information on the MIP. (Please make sure dates are in mm/dd/yyyy format.)



**Expected Date of Completion:** It seems unintuitive, but for a one-year term of service the expected completion date is not the start date plus one year. (That would make the member's term a year and a day.) So, for example, a member starting on **09/15/2002** must complete on **09/14/2003** (not **09/15/2003**).

Please take special care to fill out the MIP **correctly**. The MIP is the basis for all the member forms. If you enter incorrect information, the data on subsequent documents (enrollments, time logs, etc.) for that member will also be incorrect. The incorrect enrollment information will also be downloaded to the Corporation. For more on that see [Correcting Member Information](#).

4. Select a Save option and click *Save this Form*. For more on saving see (what else) [saving](#).

First select a save option

Then click *Save this Form*

You must save this form or your work will be lost!

**Save Options**

Incomplete - InProcess  
 Complete - Awaiting Approval  
 Approved

**Save this Form**

---

Document Audit Trail Created by: Minnie Mouse on 08/2

[Edit History](#)  
Minnie Mouse 08/29/2000 02:23:27 PM CST

---

[Group Access Rights](#)

### Note on Operating Sites (not for EAP programs that use SIPs)

If your GIP has operating sites listed on it, you can enter members under them. (For instructions on how to have operating sites listed on your GIP, please see [Add Operating Sites for a Program or Site.](#))

Once sites have been listed on your GIP, each MIP you create under that GIP will have a drop-down populated with the operating sites that have been entered on your GIP. The drop-down appears under on the MIP just under the member checklist. Just select the site you want from the list and the member will appear under that site in the Members main view.

8. Parental consent for Members under 18

9. Health Care Enrollment

Program Name: Americorps\*State E  
 Program ID#: 04ESHPRT010001  
 SubSite: Blind Site

**If your GIP has operating sites listed, this drop down will appear on MIPs**

Select Operating Site:

- Select -

- Select -

My Operating Site

Blind Site

Hind Site

## Error messages

Some common errors and error messages you might encounter when you save an MIP, and their causes:

- The start date on the Member Information form is earlier than the Grantee Information Profile start date*** By law, members cannot begin their service on dates before or after the Member Enrollment Period. You need to make the member's start date on or after the Member Enrollment Period on your GIP. If the Member Enrollment Period dates for your program on the GIP are incorrect, please see [Making Changes to Grantee Information Profiles.](#)
- Member from Previous term has not been exited*** This cryptic message means that WBRS has found the SSN you entered for the member elsewhere in the system, and that the member's status for that service term is still *active*. Sometimes the member has served elsewhere and the previous program has not yet exited the member.

Another frequent problem: if someone inadvertently entered the member under the wrong grant year, they may still have been able to save that MIP as incomplete, even if there was no grant for that year. Now, the system will detect that erroneous MIP, and return the error message and not allow you to save the one you're working on.

Rarely, WBRS commits some sort of error in storing the member's SSN. In that case, you'll need to file a

[help request](#) with us.

- **HTTP Web Server: Lotus Notes Exception - Unable to interpret Time or Date** This means that WBRS cannot digest something that you put into one of the date fields. The most common error is entering an impossible date, like 09/31/1972 for a DOB (can you spot the problem?). Sometimes a user will enter a dash ( - ) instead of a slash ( / ) for the dates (WBRS wants slashes).
- **If you left information** out of any of the *required* fields, a dialog box will pop up prompting you to enter that information. The dialog boxes will keep annoying you until you complete all the fields.

[WBRS](#) | [TABLE OF CONTENTS](#) | [PREVIOUS](#) | [NEXT](#)