## Initiate Interventions Exercise

1. Navigate to the **Case Homepage** by clicking the recent agrmnts/cases section of the left navigation menu.
2. Click on the case ID and name of your client to access the homepage.
3. Click the RTW action plan link in the left navigation menu under case actions. You will be taken to the **Action Plan Summary Page**.
4. Click the blue, hyperlinked intervention in the action plan summary that you want to initiate. The **Action Plan Details Page** will appear.
5. Update the status from planned to in progress.
	* As a best practice, update the start date of the intervention to the actual start date, if different than what was originally entered.
	* Remember, ENS funded interventions should have a Sunday start date and a Saturday end date.
6. Click save. You will be returned to the **Action Plan Summary Page**.
7. Notice that:
	* The status of the intervention has been updated to in progress.

*<<end of exercise>>*