

Discharge Individuals

Users can use the feature to **Discharge** individuals if they have finished providing services to them.

Users assigned with the **IDF Admin Administrative Role** or the **Individual Admit/Discharge** caseload-based *Super* role will be able to discharge individuals in the system.

1. On the **Admin** tab, scroll down to the **Care** section and click on the **List** link beside **Individual Demographics**.

Admin	Title	New List Import from Excel Search Imported Excel	<div>Drafts</div> <div>Custom User Group</div> <div>Message Audit</div> <div>Delete Message Content</div> <div>Sunday</div> <div>21</div> <div>May 2023</div>
Agency Reports	Change Password	User List	
Individual Home Page	User Privileges	Manage Archive Legacy Archive Upto Jul 2011	
Care			
Settings	Individual Demographics	List Search Custom Fields	
	Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel	

2. From the **Individual Search** page, select the individual who you need to Discharge.

Individual Search

15 Records

Form ID	Individual	Social Security Number	Medicaid Number	Medicare Number	Status	Birth Date	Case Status	Entered By	Admitted By	Last Updated By	Admission Date	Individual ID Number	Time Zone
IDF-DEMOTPHL-J9M4JSPWUMULF	Abraham, Isaac				Admitted	02/01/2011	Active	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	Rahman, Imran / Academic Coordinator- IE	01/02/2020		Asia/Manila
IDF-DEMOTPHL-K9V4NHPZDMUL3	Abraham, Paul				Admitted	05/17/2010		Rahman, Imran / Academic Coordinator- IE	Rahman, Imran / Academic Coordinator- IE	Akter, Amina / Academic Coordinator	01/03/2020		Asia/Manila
IDF-DEMOTPHL-H7R4NGBY2MULH	Afreen, suha				Admitted			Hossain, Anita / Academic Supervisor	Rahman, Imran / Academic Coordinator- IE	Rahman, Imran / Academic Coordinator- IE	06/01/2022		Asia/Manila

Showing 1 to 3 of 3 entries

Previous
1
Next

3. **Individual Demographic Form** of the individual will be opened. At the bottom of the page click on the **Discharge** button.

Individual Demographic Form (IDF) Admitted ⓘ

T-Notes

Individual Paul Abraham

Photo 1

Title Mr

First Name Paul

Middle Name

Birth Date 05/17/2010

SSN

E-mail

Race

Tribe

Photo 1 Date

Gender Male

Last Name Abraham

Suffix

Goes By

Medicaid Number

Phone Number

Ethnicity / Hispanic Origin

Class Membership

Residential Address

Attention or in care of

Address

Location

Primary Phone

Additional Phone

Secondary Phone

Mailing Address

Attention or in care of

Address

Primary Phone

Additional Phone

Secondary Phone

[View PDFs](#)

Cancel

Back

SComm

Mark as Deceased

Discharge

Mark as Pending Admission

Edit


4. Discharge Date and Discharge Reason must be filled out. If needed Comments

can be added in the **Discharge Comments** field.

- Click on the calendar icon to select the **Discharge Date**.

Discharge Individual
Admitted ⓘ
T-Notes

Individual
Paul Abraham

* Discharge Date


* Discharge Reason

Discharge Comments

Remove Individual From Enrolled Program(s)

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

- Select the **Discharge Reason** from the dropdown options.

Discharge Individual Admitted ⓘ

T-Notes

Individual Paul Abraham

* Discharge Date

MM/DD/YYYY

* Discharge Reason

- Please Select -

Discharge Comments

Remove Individual From Enrolled Program(s)

Cancel Back

Done

- Please Select -
Aged Out
Death
Declined Services
Error Correction
Found Ineligible
Funding Status Changed
Individual Choice
Moved Out Of Service Area
Moved Out Of State
Non-Responsive
Other
Service Completion
Services Terminated By Provider
Successful Completion Of Program

- To remove an individual from the programs they are enrolled in, users can put a tick (☑) mark next to the **Remove Individual From Enrolled Program(s)** field. If users want to keep the individual enrolled in the programs, they can leave the checkbox unchecked.

* Discharge Date

05/01/2023

* Discharge Reason

Service Completion

Discharge Comments

Paul has completed his session in our school. He has completed all his IEP's and now he can do his daily activities independently.

About 2870 characters left

Remove Individual From Enrolled Program(s)



5. After entering necessary information, click on the **Done** button at the bottom of the page.

CancelBack

Done

- Once saved, a success message will be presented

The form IDF-DEMOTPHL-HEE4NF7ZQMULG has been successfully 'Discharged'

Back to [Form](#) | [List](#)
