

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.

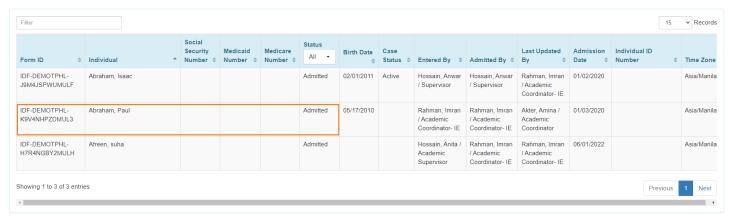
1. On the **Admin** tab, scroll down to the **Care** section and click on the **List** link beside **Individual Demographics**.



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

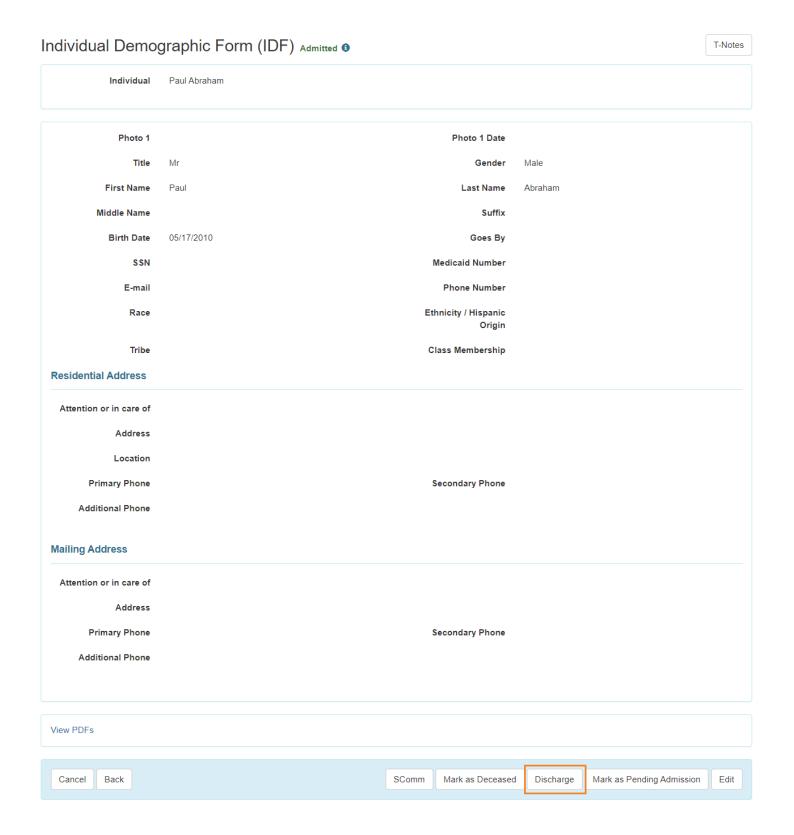


Individual Search



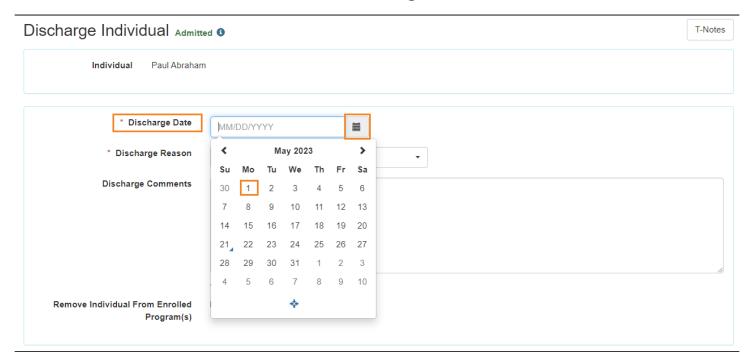
3. **Individual Demographic Form** of the individual will be opened. At the bottom of the page click on the **Discharge** button.





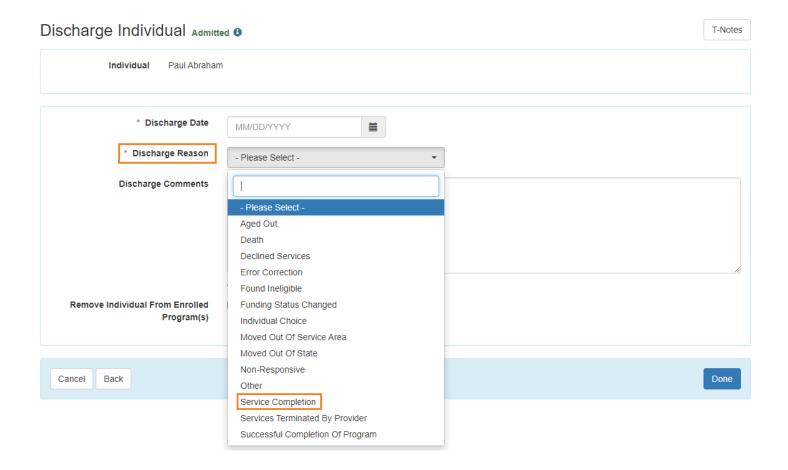


- 4. Discharge Date and Discharge Reason must be filled out. If needed Comments can be added in the Discharge Comments field.
 - Click on the calendar icon to select the **Discharge Date**.



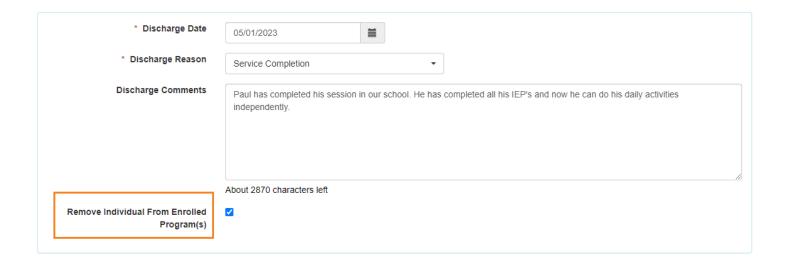
• Select the **Discharge Reason** from the dropdown options.





• 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.





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



• Once saved, a success message will be presented

