

# **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	Drafts Custom User Group
Agency Reports	Change Password	User List	Message Audit Delete Message
Individual	User Privileges	Manage   Archive   Legacy Archive Upto Jul 2011	Content
Home Page	C	Sunday	
Settings			04
-	Individual Demographics	List   Search   Custom Fields	21
	Individual Intake	New   Pending Admission Notes   Import from Excel   Search Imported Excel	May 2023

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



#### Individual Search

Filter													15	✓ Records
		Social			Status		0			1		1		
Form ID \$	Individual 🔶	Number \$	Number \$	Number \$	All 👻	Birth Date	Status \$	Entered By  🌩	Admitted By 🗘	By \$	Date ¢	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 entri	ies											Pre	evious	1 Next

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

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#### Individual Demographic Form (IDF) Admitted ()

Individual	Paul Abraham				
Photo 1		Photo 1 Date			
Title	Mr	Gender	Male		
First Name	Paul	Last Name	Abraham		
Middle Name		Suffix			
Birth Date	05/17/2010	Goes By			
SSN		Medicaid Number			
E-mail		Phone Number			
Race		Ethnicity / Hispanic Origin			
Tribe		Class Membership			
Residential Address					
Attention or in care of					
Address					
Location					
Primary Phone		Secondary Phone			
Additional Phone					
Mailing Address					
Attention or in care of					
Address					
Primary Phone		Secondary Phone			
Additional 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	ischarge Individual Admitted ()						T-Notes		
Individual Paul Abraham									
* Discharge Date	ММ/	DD/YY	ΥY						
* Discharge Reason	<		M	ay 202	3		>	•	
Discharge Comments	Su	Мо	Tu	We	Th	Fr	Sa		
Discharge Comments	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		1
	4	5	6	7	8	9	10		
Remove Individual From Enrolled Program(s)				*					

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

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Discharge Individual Admitted						
Individual Paul Abraham						
* Discharge Date	MM/DD/YYYY 🗮					
* Discharge Reason	- Please Select -					
Discharge Comments						
	- Please Select - Aged Out Death					
	Declined Services Error Correction	li				
Remove Individual From Enrolled Program(s)	Found Ineligible Funding Status Changed Individual Choice Moved Out Of Service Area					
	Moved Out Of State					
Cancel Back	Non-Responsive Other	Done				
	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.



• Once saved, a success message will be presented

