

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 Custom User Group Message Audit Delete Message Content</div> <div>Sunday 21 May 2023</div>
Agency Reports	Change Password	User List	
Individual Home Page	User Privileges	Manage Archive Legacy Archive Upto Jul 2011	
Settings	Care		
	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

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](#)

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[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

MM/DD/YYYY

* 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)

- 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

Cancel


Back

Done

- 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.

Cancel

Back

Done

- Once saved, a success message will be presented

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

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