
To Admit a Client

Updated on February 2018

[Home](#) > [Client Management](#) > [Admit](#) >



Business Purpose:

In SMIS, an admission is only for clients who will be staying in a shelter bed or in a family room with beds.

Once you have processed an intake, your next step is processing an admission within SMIS to place your client in a program best suited to meet their needs. You must ensure that the client has an active intake before you can process an admission. Admissions are only processed for bed programs. You can NOT admit clients into any of your service programs.

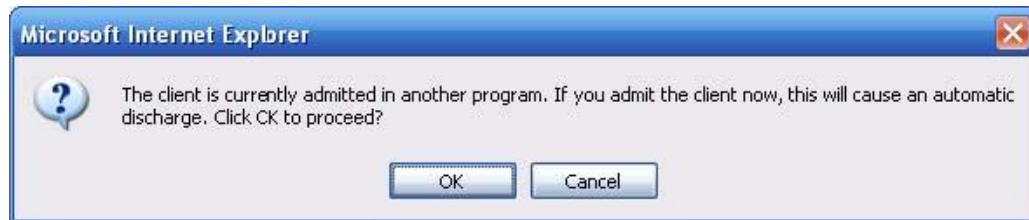
A digital signature pad is available for the client to sign his/her name upon admission.

How to:

1. Select the drop-down arrow next to the **Assign Room** and select a room from the drop-down list.
2. For singles programs, select the drop-down arrow next to the **Assign Bed** and select a bed from the drop-down list.
3. Enter or update any other information in all non-mandatory fields in the **Admission Information** and **Next of Kin** tabs on the screen as necessary. For the primary worker assigned to the client, use the drop-down arrow next to the **Primary Worker** field.
4. Select the **Sign** button located at the bottom of the page.
5. Using the signature pad provided ask the client to sign his/her name on the signature pad and select the **Save Signature** on the signature popup. Select the **OK** to close the saved signature.
6. Select the red **X** at the top of the signature pad popup to close the digital signature window.
7. Select **Save** to save the admission. The  Saved Successfully! message should appear.
8. Click on the  **Preview Signature** button to view the client signature in a pop-up window when applicable.

IMPORTANT NOTES:

1. If a client is already admitted in another bed program at another shelter, admitting them to your program will cause an automatic discharge from the other shelter. Click OK to acknowledge the warning message below.



2. The admission date is the date the admission was SAVED in SMIS, and cannot be changed.