To Admit a Client

Updated on October 2023

Home > Client Management > Admission > Admission/Update

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.

Prerequisites: Create at least one new Intake for a new or existing client if one does not already exist.

1. If an intake already admitted, click on Update ink in the Action column.

Admissions						
Program Name	**Admission Date**	**Discharge Date**	**Admitted By**	**Updated By**	**Status**	**Actions**
Birkdale Residence - Bedded Program	2023/10/04 01:07:26 PM		Smith, Laura	Smith, Laura	admitted	Update

2. If there is no intake record, create one. After creating the intake, click the on Admission button on the Client Management - Add/Edit Intake page. After clicking on the button, you will be taken to the Client Management – Admission page.

How to:

1. **Client Management – Admission** page.

   - Close button – closes the Client Management – Admission page.
   - Save button on the top – saves the entered information
   - Help button – a new window opens - Admission document guidelines.
   - Save button on the bottom – saves the entered information.
   - Top button – takes you to the top of the page.

   Buttons on top:

Client Management - Admission

✖ Close   **🖫 Save**   **❓ Help**

Buttons below:

⌃ top

🖫 save

2. **Client** section (non-editable fields): *Client No*, *Name*, *DOB*, *Age.*

3. **Program** section (non-editable fields): *Program*, *Admission Date*, *Status.*

4. **Admission Information** section (non mandatory, editable fields): *Primary Worker, Locker#, # of Bags.*

Admission Information		
Primary Worker	**Locker#**	**# of Bags**
A., Emily	56	2

5. **Next of Kin** section (non mandatory). Editable fields: *Name*, *Relationship*, *Tel*, *Stret 1*, *Street 2*, *City*, *Province*, *Postal Code*, *Country.*

Next of Kin		
Name	**Relationship**	**Tel**
Tony Tony	friend	xxx-xxx-xxxx
Street 1	**Street 2**	**City**
55 John St		Toronto
Province	**Postal Code**	**Country**
ON	M5V 3C6	Canada

6. **Bed/Room** section (mandatory). Click on *Assign Room** and *Assign Bed** drop-down arrow and select an option of the lists.
   - Single program:

Bed/Room	
Current Room	**Assign Room**
Men	Men
Current Bed	**Assign Bed**
11	11

- Family program:

Bed/Room

Current Room
404

Assign Room
404

7. Click on the save button located at the bottom of the page.
8. The message Saved Successfully! should appear at the top of the page.

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.

Confirmation

The client is currently admitted in another program.
If you admit the client now, this will cause an automatic discharge.
Click OK to proceed?

OK   Cancel

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

3. If *Assign Room* option was not selected, the following error messages will be displayed:

Client Management - Admission

✕ Close   🖫 Save   ❷ Help

Please note that there are one or more errors on this page. You will not to be able to save this page until these errors are corrected.

Bed/Room
Please select room

Bed/Room

Held Room

Held Bed

Assign Room

[--- ▾]

Please select room

Assign Bed

[--- ▾]

4. If **Assign Bed** option was not selected, the following error messages will be displayed:

Client Management - Admission

[**✗ Close**] [**🖫 Save**] [**❓ Help**]

Please note that there are one or more errors on this page. You will not to be able to save this page until these errors are corrected.

Bed/Room

Please select bed

Bed/Room

Held Room

Held Bed

Assign Room

[Men ▾]

Assign Bed

[--- ▾]

Please select bed