



# To Discharge a Client

Updated on October 2023

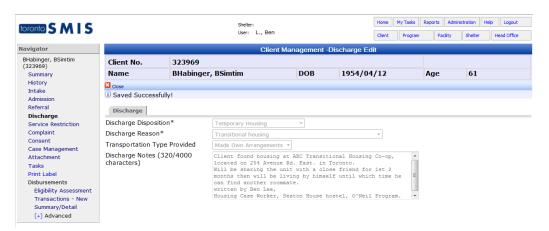
## Home > Client Management (Select Client) > Discharge Edit

# **Business Purpose:**

When your client leaves your shelter, you must discharge them to remove them from the program you have admitted them into. SMIS allows you to discharge clients after they have been admitted. Clients are only discharged from bed programs, not service programs.

#### How to:

- 1. Select the drop-down arrow next to the **Discharge Disposition**\* field and select a disposition (i.e. where a client is discharge to) from the drop-down list.
- 2. Select the drop-down arrow next to the **Discharge Reason**\* and select a reason for why the client is discharged from the drop-down list.
- 3. If known, select the drop-down arrow next to the **Transportation Type Provided** and select a type from the drop-down list.
- Enter discharge related notes such as the forwarding address if know for the Client, other details, etc., in the **Discharge Notes** box (up to 4000 characters maximum).
- 5. Click the **Save** action button to complete the discharge.







## **Important Notes:**

- 1. It is recommended that you fill out as much information as possible on the discharge page as the information becomes View only once the discharge is saved within SMIS.
- The discharge page will display a Status of discharged once you have saved the discharge. Your client will now be discharged from your program and the admission and intake will be changed to View only.



Since a client cannot be admitted into more than one program at a time, SMIS
processes an automatic discharge immediately when you admit a client into one
of your programs when they are already admitted elsewhere.