

To Discharge a Client

Updated on October 2023

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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.
4. 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.

The screenshot shows the 'Client Management - Discharge Edit' form in the SMIS system. The client information is as follows:

Client No.	323969
Name	BHabinger, BSintim
DOB	1954/04/12
Age	61

The form includes a 'Discharge' section with the following fields:

- Discharge Disposition***: Temporary Housing
- Discharge Reason***: Transitional housing
- Transportation Type Provided**: Made Own Arrangements
- Discharge Notes (320/4000 characters)**: Client found housing at ABC Transitional Housing Co-op, located on 254 Avenue Rd. East. in Toronto. Will be sharing the unit with a close friend for 1st 2 months then will be living by himself until which time he can find another roommate. written by Ben Lee, Housing Case Worker, Seaton House hostel, O'Neil Program.

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.
2. 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.

Program Name	Admission Date	Discharge Date	Discharged By	Updated By	Status	Actions
545 Lakeshore Blvd. W. Mens	2023/10/11 11:26:00 AM				admitted	Discharge
545 Lakeshore Blvd. W. Women	2023/09/27 02:30:35 PM	2023/10/11 11:26:00 AM	Smith, Laura		discharged	View Update
545 Lakeshore Blvd. W. Couple	2023/09/27 11:13:13 AM	2023/09/27 02:30:35 PM	Smith, Laura		discharged	View
545 Lakeshore Blvd. W. Women	2023/09/26 01:51:04 PM	2023/09/27 11:13:12 AM	Smith, Laura		discharged	View

4 items found, displaying all items.

3. 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.