
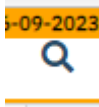


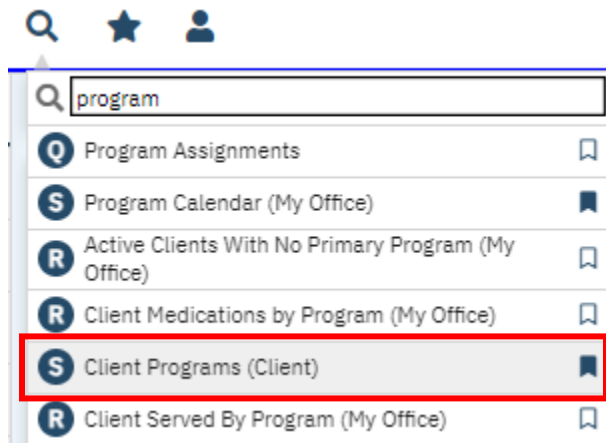
How to Discharge a Client from Programs

1. Open the client profile if you have not done so already. Use the client search options and proceed to step 2 when ready. 

2. Click on the “Search” Icon.



3. Type in Program, Select “Client Programs (Client)”.



4. The Client Program screen will appear. Select the status of the corresponding program that you wish to discharge your PS from.

Client Programs (33)

All Programs Other

Program Name	Status	Enrolled	Discharged	Assigned Staff	Primary	Last DOS	Next DOS
4471A-Central Star BH...	<u>Enrolled</u>	07/11/2023		Patino, Javier	No		
2096A-Pathways Ment...	<u>Enrolled</u>	07/11/2023		Newsome, Patri...	No		
4527N-TP Rural - Outp...	<u>Enrolled</u>	07/10/2023			No		
4528P-TP Rural - Inten...	<u>Enrolled</u>	07/10/2023		Duran, Alexandra	No	07/10/2023 03:45 PM	
4531-Vista	<u>Enrolled</u>	07/10/2023			No		
4622-Urgent Care/Wel...	<u>Discharged</u>	07/07/2023	07/11/2023	Rosen, Amanda	No		
2246A-Outpatient Med...	<u>Enrolled</u>	07/07/2023		Stonehill, Anna...	No		
7011-Turning Point - D...	<u>Enrolled</u>	07/07/2023		Gonzalez, Marcos	No		
2820A-Clinical - Mod E	<u>Enrolled</u>	07/06/2023		Williams, Cary	No		

5. Once selected, you may update the Program Assignment Details page. Be sure to update:

- Current Status
- Discharge Reason (**Option will appear once Current Status is changed**)

- c. Discharged Date
- d. Comment (Provide notation as needed)
 - i. When discharging a PS that has not received services in over a year, your comment/discharge reason should be “Client Disengage in Services/Noncompliant”.
 - 1. **Note:** this is a FCDBH policy. Talk to your supervisor about the discharge policy for your department regarding a specific timeframe to discharge clients.

Program Assignment Details

Program Assignment Additional Information

General

Program Name: 4471A-Central Star BH TAY FSP -Shaw Ave. Primary

Client...: Patient, One

Assigned Staff: [Dropdown]

Comment: [Text Area]

Current Status: Discharged

Discharge Reason: Deceased

Requested Date: 07/11/2023

Enrolled Date: 07/11/2023

Discharged Date: 07/12/2023

Next Schedule Service

Removed

Unused: [Form Fields]

Removed: [Dropdown]

Removed: [Text Area]

6. Save



When discharging a client, remember to remove them from the providers treatment team. See “remove client from Staff Caseload” guide.

7. Notify any additional staff associated with that program, such as case workers or therapists, that the client has been discharged. They will need to follow up with the client or appropriate staff to discuss next steps or reenrollment, as well as submit or finish any documentation or notes.