

Updating an Admission Record

All data can be updated in the admission record if it is later discovered that it was entered incorrectly with the exception of the Admission Date (this is done by submitting a help desk ticket). To update an admission record do the following:

1. Select Intake/Admission
2. Click the Program drop-down menu select the program associated with the client to be admitted
3. Enter the client's First Name, Last Name into the associated fields
4. Click Continue. The Consumer Lookup Results page is displayed
5. From the Applicant Column, click the name of the client for whom the admission form is to be updated
 - a. If the client is currently enrolled in the program the Admission form is displayed
 - b. If the client has been discharged from the program, click the radio button next to "Edit the Demographic fields of this admission record" and click continue
6. Make changes or additions to the admission record as necessary
7. Click Update to save the record

Training - Permanent Housing
Admission Form: **John Doe**

The selected admission record has been used to admit John Doe who has since been discharged. This record cannot be used for re-admission. Please select one of the following options:

Edit the demographic fields of this intake record

Create a new intake record and re-admit John Doe to this program

Updating a Discharge Record

1. From the AWARDS Home page select Discharge. The Discharge Menu page is displayed
2. Select the program the client from which the client is to be discharged from the Program drop-down menu
3. Click Process Discharge. The Client Discharge Roster Selection page is displayed
4. Select the Discharges from radio button and enter the client's discharge dates in both the "from" and "to" fields, click Continue. Only those records for discharges taking place within the date range in the Discharges from and to fields on this page will be available for updating.
5. Select the name of the client to be discharged and click Continue
6. The Discharge Information page for the client will display
7. Update or correct the necessary information
8. Click Apply. The discharge information is saved and a read only report version of the discharge record is displayed

Training - CoC Permanent Housing Consumer Discharge Roster Selection

Current Program Roster

Discharges from 1/1/16 to: 09/13/2017
