
Updating an Admission Record


There are times when it is necessary for a client's admission record to be updated. All of the data elements within an admission record are editable, even for clients who have been discharged by all AWARDS users who have data entry access with the exception of Admission/Project Start Date.

1. From the AWARDS Home Page
2. Select Intake/Admission
3. Enter the client's first name and last name into the associated search 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 record is to be updated
 - a. If the client is currently enrolled in the program the admission record will be displayed
 - b. If the client has been discharged from the program, click the radio button next to 'Edit the demographic fields of this intake record' and click continue

Training - Individual Emergency Shelter

Admission Form: Ima Cat

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

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- Edit the demographic fields of this intake record
 - Create a new intake record and re-admit Ima Cat to this program

6. Make changes or additions to the admission record as necessary
7. Click UPDATE to save the record

Updating a client's name

If a client's name has been entered in reverse (last name then first name) it can be corrected by the AWARDS user, but must be done one name field at a time.

1. Follow steps 1-5 above making sure to enter the clients name in the search fields as they were entered on the admission record
2. Update the First Name field to the correct first name
3. Click UPDATE to save the record
4. Return to the AWARDS Home Page
5. Again, follow steps 1-5 above this time entering the clients name with the updated first name and incorrect last name
6. Update the Last Name field to the correct last name
7. Click UPDATE to save the record