

## Updating a Discharge Record

From time to time it may be necessary to update a client’s discharge record. Maybe ‘Other’ was originally selected as a destination and needs to be corrected for data quality purposes or ‘No exit interview completed’ may have been originally selected due to the client leaving one day and not returning, but you have since learned their whereabouts. No matter the reason why a discharge record needs to be updated, it is something that can easily be done by users in AWARDS.

1. From the AWARDS Home Page select Discharge. The Discharge Menu Page is displayed
2. Select the program from which the client was 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 date in both the “from” and “to” date fields.

### Training - CoC Permanent Housing Consumer Discharge Roster Selection

5. Click CONTINUE – Only those records for discharges taking place within the date range in the Discharges from and to fields will be available for updating
6. Select the name of the client whose discharge record needs to be updated from the Former Consumer drop-down menu
7. Update or correct the necessary information. For more information on Destination responses please see [Alternative Destination Responses to be used in Place of ‘Other’](#) document in the Resource section of our website.

8. Click Apply. The discharge information is saved and a read only confirmation version of the discharge record is displayed.