

DISCHARGING CLIENTS

Discharging client workflow Program Administrator (PA) or Clinician (CLI)

1. If a client successfully completes a program:
 - a. fill out the CANS Discharge form
 - b. then fill out the Short Discharge form when a client does leave (use the Unicare discharge date)
 - i. Discharge Type – select N/A
 - ii. Discharge To – select N/A
 - iii. Discharge To Level of Care – select Unknown
 - iv. Then click Save
2. If a client does not successfully complete a program:
 - a. only fill out the Short Discharge form when a client does leave (use the Unicare discharge date)
 - i. Discharge Type – select N/A
 - ii. Discharge To – select N/A
 - iii. Discharge To Level of Care – select Unknown
 - iv. Then click Save

*****NOTE – temporary process until further notice*****