Quick Reference Card: Discharge

The **Discharge** Task is available for successful completion in **TRAC-IT** in the following scenarios:

1. Through the initial **Referral, Intake Visits and Eligibility Determination** process flow, if a parent decides to not pursue EI services or a child is ineligible for example
2. Through the **Initial IFSP** tasks BEFORE the IFSP is completed
3. Through the **Transition and Discharge** process flow for a child who is receiving EI services

**Note: If a child has an IFSP, you are only able to access the Discharge task through the completion of the transition tasks.**

**Steps to Discharge a Child:**

1. Select the **Discharge Date**.
2. Select the **Discharge Reason** from the drop-down menu options by clicking in the field.

*The discharge reasons available in the drop-down menu are based on the birth date of the child AND the discharge date. The reasons will be different if the discharge date is left blank. Please enter a discharge date BEFORE selecting a discharge reason.* The table below lists the possible discharge reasons and when they are available in **TRAC-IT**:

<table>
<thead>
<tr>
<th>Available in TRAC-IT</th>
<th>Discharge Reason</th>
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</thead>
</table>
| **If child is exiting PRIOR to eligibility determination:** | ➢ Unable to Contact  
➢ Deceased  
➢ Declined Eligibility Determination  
➢ Family Moved  |
| **If child is exiting AFTER eligibility determination:**  | ➢ Eval – Ineligible  
➢ Eligible/Declined Services  
➢ Eligible/Unable to Contact  
➢ Eligible/Declined Assessment for Service Planning  
➢ Eligible/Ineligible at Assessment for Service Planning  
➢ Eligible/Deceased  |
| **If child is exiting AFTER an IFSP is completed:** | ➢ Another Part C System in Virginia  
➢ Deceased  
➢ Exit at Age 3 – No Referrals  
➢ Exit with Referrals  
➢ IFSP Completion (Child less than 3)  
➢ Left Virginia  
➢ Lost Contact with Family  
➢ Parent Withdrew  
➢ Part B Referral, Eligibility not yet determined  
➢ Public School/Part B Eligible |
**Note:** TRAC-IT will automatically discharge the child at 12:01am on next day (i.e., discharge date is 4/5/22, the child will be discharged at 12:01am 4/6/22). Please be sure to select the correct date.

The discharge date can be updated as long as it is not in the past. To change the discharge date, you would create an Ad Hoc Task to **Update Discharge Date**. Once the discharge date is in the past, it cannot be edited.

Once a child is discharged, the case file is not able to be changed. You are not able to change any information, but can upload documents, create contact notes, and update insurance. Be sure all the information is accurate prior to discharging the child.

In this task, the reasons selected related to timeliness throughout the child’s enrollment are listed for your review.

You are able to update the reasons before discharging the child. You **will not be able to complete the Discharge task if a timeliness reason is required and it is not entered.**
Specific Discharge Scenarios

The following pages review how to discharge a child from the different tasks in TRAC-IT. In general, you should complete the task related to the last clinical activity before discharging a child. For example, if an intake visit has occurred, you should complete the Intake visit task and discharge from the next available task. You can review the QRC – Order of Task for a list of the tasks in order.

If you have any questions, save the information in the task and contact the Support Desk. Once you select Discharge in TRAC-IT, you will not be able to add additional information into the child’s record, except insurance and contact notes.

At Referral

You are able to discharge a child and close the referral in the Referral task by selecting this outcome button:

If you select the Close Referral button, the referral will close and the discharge date will be the date the task is completed. A reason will not populate in the discharge reason field. If you need to adjust the date, contact the Support Desk.

At Schedule Appointments and Assign Service Coordinator

If the family initially agrees to the referral, but then will not be proceeding to the intake visit, you can discharge the child from the Schedule Appointments and Assign Service Coordinator task. You will need to complete the first Insurance/PCP Information task. Then, TRAC-IT will generate the Schedule Appointments and Assign Service Coordinator task for you.

To discharge a child from this task, please select one of the following outcome buttons:

If you select one of the discharge buttons, the referral will be closed and the discharge date will be the date you complete the task. A reason will not populate in the discharge reason field. If you need to adjust the date or reason, contact the Support Desk.
At Intake Visit

If the family decides to not participate in the scheduled intake visit, you can discharge the child from the Intake Visit task. You are able to discharge the child by selecting the following outcome button:

Once this button is selected, the Discharge task is created for your completion. The intake visit information is not saved in TRAC-IT since you are indicating the intake did not occur.

Note: If the intake did occur, click Complete so the intake visit information is saved. Then discharge the child from the next available task.

At Eligibility Determination

IMPORTANT: If you discharge from this task, the eligibility of the child will not be saved in the child’s record. This means the child will not be found eligible or ineligible and you may not have the correct discharge reasons. If you have any questions, click Save and contact the Support Desk for guidance.

By discharging the child in this task, you are indicating the family is not participating in the eligibility determination. You can discharge the child by clicking on the discharge outcome button:

Once you click this button, a Discharge task will be available for your completion. Eligibility-related discharge reasons will not be available since the child is not eligible or ineligible.
Discharging an INELIGIBLE CHILD

To discharge an **ineligible** child, you must first complete the **Eligibility Determination** task. You should complete the parental consent, add the date of the eligibility determination, and mark the child as ineligible:

You should then complete the task by clicking **Complete**. This will mark the child as ineligible:

Once you select this option, the child will be found ineligible and a **Notify Parent of Ineligibility** task will be created. You should complete this task and then the **Discharge** task will be created for your completion. The ineligible-related discharge reasons will be available for your completion.
Discharging a Child found **Eligible** at the Determination but **INELIGIBLE** at the ASP

In this situation, you must first find the child eligible and then find the child ineligible. To accomplish this in **TRAC-IT**, please follow these steps:

1. Complete the auto-generated **Eligibility Determination** task and find the child **ELIGIBLE**
2. Complete the **Notify Parent of Eligibility** task
3. When child is found ineligible at ASP, create an ad hoc **Eligibility Determination** task through the **Create Task +**
4. In this second **Eligibility Determination** task, find the child **INELIGIBLE**
5. Complete the **Notify Parent of Ineligibility** task
6. Complete the **Discharge** task

**At IFSP**

If the family has agreed to the eligibility determination and ASP, but decides to not complete the IFSP, you can discharge the child from the **IFSP** task.

*Note: If you discharge a child from the IFSP task, the information entered into the IFSP is not saved unless you click save BEFORE selecting the discharge option.*

To discharge a child before the completion of the IFSP, use the discharge outcome button:

![Discharge button](image)

Once you select discharge, a **Discharge** task will be generated for your completion. Remember, the information entered into the IFSP task is not saved automatically unless you clicked **SAVE** before discharging the child.
After IFSP

After an IFSP is completed, TRAC-IT requires transition information to be entered before discharging a child. You will need to complete the following tasks:

1. Transition Plan
2. Schedule TPC
3. TPC
4. Any timeliness tasks created related to the transition plan/TPC

Once these tasks are completed, the discharge task will be generated for you.