Discharging a Youth Record in WrapStat

All youth records should have an **Exit Date**, **Exit Reason**, and **Rating Of Needs Met** entered upon transitioning from Wraparound. This is crucial because WrapStat pulls a sample of all eligible youth, and if youth are not correctly discharged in WrapStat, they could be incorrectly included in a WFI-EZ or TOM 2.0 sample.

Following are step-by-step instructions for discharging a Youth Record when the youth and family transition out of the Wraparound planning process.

1. Find the youth name in the **Youth Roster** by scrolling to the youth name or searching for the youth by name or WrapID.
2. Click on the yellow Edit icon on the left side of the row in the **Youth Roster** for the youth you need to discharge.

3. A window will open for data entry of the youth's information showing five different tabs.

4. Click on the **Discharge** tab.

5. The following youth information should be entered in the **Discharge** tab:

    a. **Exit Date:** enter the date that the Care Coordinator last had contact with the youth and family.

    b. **Exit Reason:** select reason from the drop-down list. (This list was created by WERT.)

    c. **Rating of Needs Met:** Rate on a scale from 0 to 10 how well the needs of this youth were met, with 0 being "not at all met" and 10 being "completely met". Your program may come up with your own rules for how to score this question, make sure that the rules are applied consistently.

6. System Involvement section (all fields optional). This allows you to get a second time point for the questions that are asked in the Enrollment tab when you are creating the youth record.

a. Previous or current juvenile justice involvement

b. History of expulsion/suspension from school

c. History of in-patient hospitalization or residential treatment for mental health reasons

d. History of emergency room visits for mental health reasons

e. Previous or current child welfare involvement

f. Number of runaways

System Involvement - *Optional*   ℹ Include events that occurred within the youth's time in Wraparound.

Previous or current juvenile justice involvement - *Optional*
  ○ Yes ○ No ○ Don't Know

History of expulsion/suspension from school - *Optional*
  ○ Yes ○ No ○ Don't Know

History of hospitalization or residential treatment for mental health reasons - *Optional*
  ○ Yes ○ No ○ Don't Know

History of emergency room visits for mental health reasons - *Optional*
  ○ Yes ○ No ○ Don't Know

Previous or current child welfare involvement - *Optional*
  ○ Yes ○ No ○ Don't Know

History of runaways - *Optional*
  ○ Yes ○ No ○ Don't Know

[Previous]   [Save]

7. Click the green **Submit** button at the bottom right to save the youth record.