

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.

Click here to take the yearly group member survey!

Youth Roster

View, sort, download, add, and edit the youth roster.

Selected Sites (6) Active

Download Youth Roster Bulk Upload Add Youth

Showing 1 of 372 Remove Filter

Actions	WrapID	Site	Site ID	First Name	Last Name	Care Coordinator	Language	Agency	Status
	LANE-635	DEMO SITE 1 - Pacific Source Marion Polk	136	Kate	Austen	Brooke R	English	DEMO - Marion County	Active

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

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

Discharge [Close]

Basic Information | Demographic Information | Enrollment | **Discharge** | Contact Information

Kate Austen
Wrap ID: LANE-635
Site: DEMO SITE 1 - Pacific Source Marion Polk

Exit Date - Optional ⓘ
Pick a date

Exit Reason - Optional
-- Select reason --

Rating of needs met - Optional ⓘ
0 1 2 3 4 **5** 6 7 8 9 10

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.

The screenshot shows a web application window titled "Discharge" with a close button (X) in the top right corner. The interface has a navigation bar with five tabs: "Basic Information", "Demographic Information", "Enrollment", "Discharge", and "Contact Information". The "Discharge" tab is currently selected and highlighted in a light blue color. Below the navigation bar, there is a purple header area containing the youth's name "Kate Austen", her "Wrap ID: LANE-635", and her "Site: DEMO SITE 1 - Pacific Source Marion Polk". The main content area contains three optional fields, each with a blue information icon (i):

- Exit Date**: A date picker field with the placeholder text "Pick a date".
- Exit Reason**: A dropdown menu with the placeholder text "-- Select reason --".
- Rating of needs met**: A horizontal scale from 0 to 10. The number 5 is highlighted in a dark blue box, indicating it is the selected rating.

 A red rectangular box highlights the three optional fields.

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* ⓘ 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.