**COMPLETED BY:**

1. Clinical staff that have completed a thorough evaluation of the safety risks.

**COMPLIANCE REQUIREMENTS:**

1. Only to be completed for a client that requires a Safety Alert.
2. All clinically appropriate elements should be completed.
3. The Safety Alert shall be updated when the alert no longer pertains to the client.

**DOCUMENTATION STANDARDS:**

1. CYF SOC
   1. Does not allow the Safety Alert to be completed by an MHRS staff.
      1. This includes: 0-5 kids, children, ESU, and TBS
2. Safety Alerts should be used by the clinical to alert other clinicians of a possible safety risk with the client.
3. The clinician shall exercise caution in selecting from the list as it will be visible on the client FaceSheet.
4. It is expected that clinical staff consult with a supervisors and/or peers before determining a system-wide Safety Alert is warranted.
5. Every assessment within the EHR must be completed and final approved in a timely manner.
6. When it is not completed and final approved, the system will prevent other servers from launching any assessments that contain shared fields. An assessment that is not final is at risk for deletion by another server.
7. Paper forms are only to be completed when the EHR is not accessible and the expectation is that the information on those forms is entered into the EHR as promptly as possible.
8. Assessments are not considered valid until they are thoroughly completed and final approved with all required signatures.