# https://commons.multco.us/sites/commons.multco.us/files/style-guide/documents/multnomah_county_logo_300.png Aging, Disability, & Veterans Services CLIENT ALERT FORM (revised 2-10-15)

**SENDER INFORMATION:**  
Sender’s (your) name:      

Sender’s (your) email:        
Sender’s (your) phone number:        
Your Department/Program:   
Are **you** the client’s case manager?  Yes  No \**If “No,” please fill out the next section:*

**CLIENT’S CASE MANAGER** *(if different from Sender):*  
Case Manager Name:        
Case Manager’s department/program:   
Case Manager’s direct phone number:

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[**THIS CLIENT ALERT IS EFFECTIVE FROM**](#CallCenterInstructions)**:**

Submission Date: Click here to enter a date.

[Deletion Date](#Check1): Click here to enter a date.

**CLIENT INFORMATION:**

Full Legal Name: *(First, Middle initial if known, Last)*        
Date of Birth:      

**VETERAN STATUS:**

Has the client served in the military? (*yes, no, or unknown*):

Is the client a surviving spouse of someone who has served in the military? (*yes, no, or unknown*):

**CLIENT ADDRESS:**  
Building/Facility Name *(if applicable):*      

Street Address:

Apt. or Unit #:

City:

State: OR Zip:

Primary phone:        
Additional Phones/Contacts (*specify cell, emergency contact, facility, etc*.):      

**REASON FOR ALERT** *(check* ***at least one****, and all that apply)* **:**

Client is suicidal  
 Client is homicidal/violent  
 Client demographics needed  
 Specific intervention needed  
 FYI: Client status report  
 To update prior alert  
 Client is special program  
 Provide referral/appt. info  
 Client is a frequent caller  
 Limit number of calls  
 Limit call duration

**[SITUATION DESCRIPTION:](#Situation" \o "Briefly describe your client’s situation, if the call center receives a call from--or regarding--your client.  Please do NOT:  use abbreviations/acronyms, cut-and-paste long narratives/jargon from OR ACCESS, etc.)**

[**CALL CENTER INSTRUCTIONS:**](#CallCenterInstructions)

[**AFTER HOURS ON-CALL CONSULTANT INSTRUCTIONS:**](#AfterhoursOnCallConsultant)