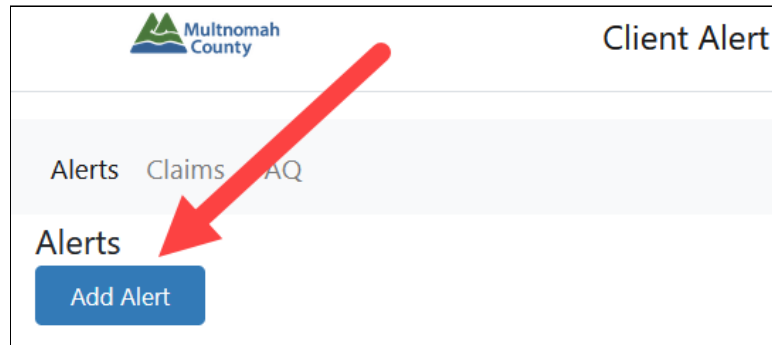


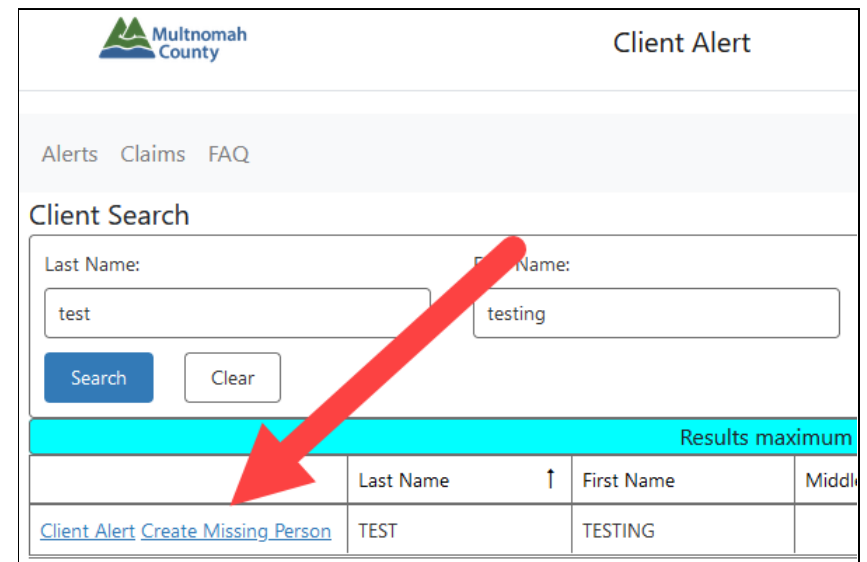
## Creating a Missing Person Report:

1. Select “Add Alert”



2. Search for the client (Note, if the name is common, you may need to add search terms to refine your search, a maximum of 100 results are returned). If your client is not in the system, add the client to the relevant source system, or if you do not have access, contact your direct supervisor.

3. Once the client is identified, Select “Create Missing Person.”



4. The information will automatically populate fields with information from the client database. Please verify that the demographic information is up to date. If the information is not correct, the information will need to be updated in the database prior to entry of Missing Person alert (update manually or contact your direct supervisor).

Alert Id: 66	Client: PAT TEST	Alert Type: Client Alert	Alert Status: Pending Active	Date Submitted:	Source System: UCR
<b>Person</b>					
First Name:	PAT	Last Name:	TEST	Middle Name:	A
Preferred Name:		Gender:	Female	Prime/Alt Id:	KU200Y1S
Date of Birth:	5/8/1940	Primary Spoken Language:	English	Needs Interpreter:	No
Military Status:		Phone:	(503) 252-5879		
Race:	White				
Ethnicity:	Not Latino/Hispanic				
<b>Address</b>					
Provider:					
Address Line 1:	7520 SE Madison				
Address Line 2:					
City:	Portland	State:	OR	Zip:	97215

5. Once you've entered all known client demographic information, click "Next."

Alert Id: 66	Client: PAT TEST	Alert Type:
<b>Person</b>		
First Name:	PAT	Last Name:
Preferred Name:		Gender:
Date of Birth:	5/8/1940	Primary Spoken Language:
Military Status:		
Race:	White	
Ethnicity:	Not Latino/Hispanic	
<b>Address</b>		
Provider:		
Address Line 1:	7520 SE Madison	
Address Line 2:		
City:	Portland	State:
<input type="button" value="Next"/>		

6. Select the Case Manager (CM) from the dropdown menu if known. The CM's phone, email and program will auto populate. Please review the client database for the current CMs name if the current CM is not the writer.

Alert Id: 66      Client: PAT TEST      Alert Type: Client Alert      Alert Status: Pending Active      Date Submitted:      Source System: UCR

Contacts

Case Manager: Brian HUGHES      Case Manager Email: brian.hughes@multco.us

Preferred Phone Number: (503) 988-4907      Phone Type: Work

Case Manager's Program: Aging, Disability and Veterans Services Division      Can the Case Manager be contacted:

Public Guardian Name:      Public Guardian Email:

Preferred Phone Number: ( ) - -      Phone Type: Select One

Save   Save And Next   Previous   Next   Cancel

7. If a client has a known public guardian, add their information to the optional fields.

Alert Id: 66      Client: PAT TEST      Alert Type: Client Alert      Alert Status: Pending Active      Date Submitted:      Source System: UCR

Contacts

Case Manager: Brian HUGHES      Case Manager Email: brian.hughes@multco.us

Preferred Phone Number: (503) 988-4907      Phone Type: Work

Case Manager's Program: Aging, Disability and Veterans Services Division      Can the Case Manager be contacted:

Public Guardian Name:      Public Guardian Email:

Preferred Phone Number: ( ) - -      Phone Type: Select One

Save   Save And Next   Previous   Next   Cancel

8. Click “Save and Next” to save your work and continue. **Note - data entered by the user will not be saved if the page is navigated away from, or a tab is changed, until the “Save” or “Save and Next” buttons are clicked.**

Alert Id: 66      Client: PAT TEST      Alert Type: Client Alert      Alert Status: Pending Active      Date Submitted:      Source System: UCR

**Contacts**

Case Manager: Brian HUGHES      Case Manager Email: brian.hughes@multco.us

Preferred Phone Number: (503) 988-4907      Phone Type: Work

Case Manager's Program: Aging, Disability and Veterans Services Division      Can the Case Manager be contacted:

Public Guardian Name:      Public Guardian Email:      Phone Type: Select One

Preferred Phone Number: ( ) - -

9. The Missing Person page will be covered in four sections. First, if the missing person was reported by someone other than the person submitting the Missing Person alert, add their details to the top fields. These fields are not required as the submitter may also be the reporter.

Alert Id: 68      Client: PAT TEST      Alert Type: Missing Person      Alert Status: Pending Active      Date Submitted:      Source System: UCR

**Missing Person**

Reported By Name (if not submitter):      Phone: ( ) - -

Relationship to missing person: Select...      Specify Relationship: **If "Other" selected from relationship**

Reporter Job:

10. Next, are a series of **required** drop down selections. Select a value for each field. Unknown is an option.

Alert Id: 68	Client: PAT TEST	Alert Type: Missing Person	Alert Status: Pending Active	Date Submitted:	Source System: U
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### Missing Person

Reported By Name (if not submitter):

Relationship to missing person:  Specify Relationship:

Reporter Job:

Phone:

Is the missing person 60 yrs or older?: \*

Does the person have a physical disability?: \*

Does the person have an intellectual/developmental disability?: \*


Does the person receive SSI or SSDI?: \*

Has law enforcement been notified?: \*


Is person missing from a facility?: \*


Was there a caregiver responsible at the time?: \*

Does the person have a Public Guardian?: \*




11. The last two dropdown fields are for follow up. The submitter should complete these fields once the situation is resolved.

Is person missing from a facility?: *	No	
Was there a caregiver responsible at the time?: *	Unknown	
Does the person have a Public Guardian?: *	Unknown	
Date Person Found:		
Was the person harmed?:	Select...	If yes describe: <input type="text"/>
Missing Person outcome:	Select...	



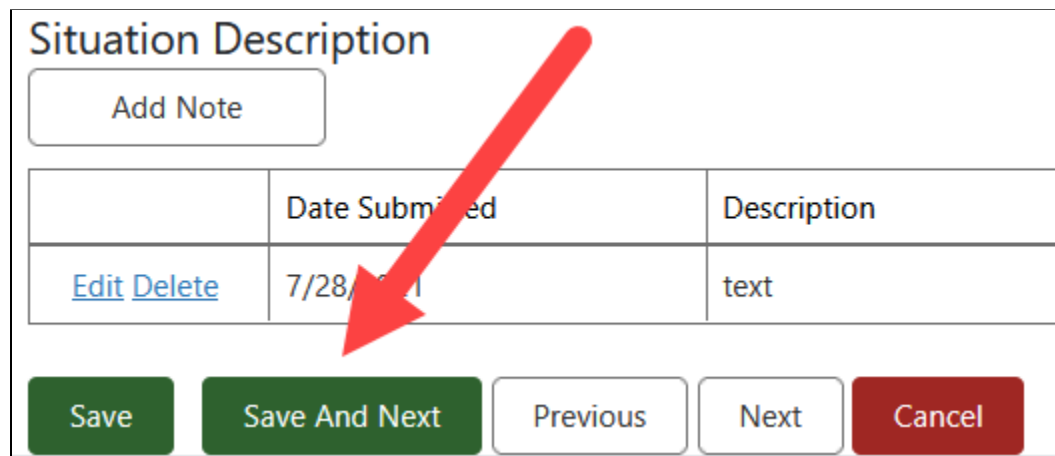
12. Finally, at the bottom of the page is the “Situation Description.” Click “Add Note” to enter a narrative description of the situation. A pop up text box will appear that you enter text into. Click Save to finish.

Situation Description			
<input type="button" value="Add Note"/>			
Date Submitted	Description	Submitted By	
No data			



13. Select "Save And Next" to continue.

**Note - data entered by the user will not be saved if the page is navigated away from, or a tab is changed, until the "Save" or "Save and Next" buttons are clicked.**



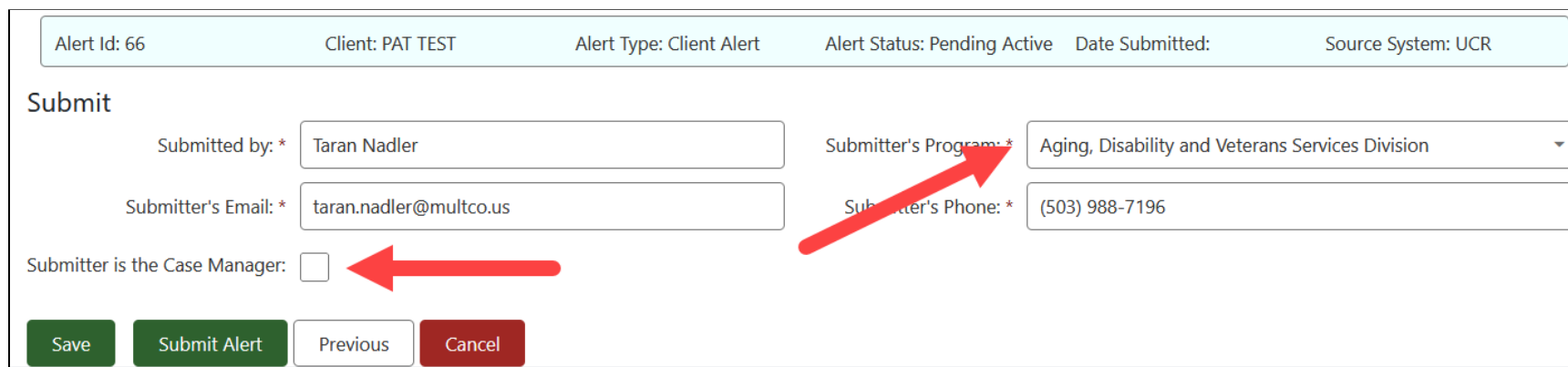
Situation Description

Add Note

	Date Submitted	Description
<a href="#">Edit</a> <a href="#">Delete</a>	7/28/2021	text

Save Save And Next Previous Next Cancel

14. Ensure the submitter information is accurate.



Alert Id: 66 Client: PAT TEST Alert Type: Client Alert Alert Status: Pending Active Date Submitted: Source System: UCR

Submit

Submitted by: \* Taran Nadler

Submitter's Program: \* Aging, Disability and Veterans Services Division

Submitter's Email: \* taran.nadler@multco.us

Submitter's Phone: \* (503) 988-7196

Submitter is the Case Manager:

Save Submit Alert Previous Cancel

15. The submitter will need to choose their program from the drop down menu. If the case manager is submitting the report, the checkbox “Submitter is the Case Manager” should be selected. To finish, click “Submit Alert.”

Alert Id: 68    Client: PAT TEST    Alert Type: Missing Person    Alert Status: Pending Active    Date Submitted:    Source System: UC

**Submit**

Submitter by: \* Taran Nadler    Submitter's Program: \* Aging, Disability and Veterans Services Division

Submitter's Email: \* taran.nadler@multco.us    Submitter's Phone: \* (503) 988-7196

Submitter is the Case Manager:

[Save](#)   [Submit Alert](#)   [Previous](#)   [Cancel](#)

16. If you need to make immediate changes you can select “Previous” or click on any of the navigation tabs.

Alerts   Person   Contacts   Client Alert   Submit   Claims   FAQ

Alert Id: 66    Client: PAT TEST    Alert Type:

**Submit**

Submitted by: \* Taran Nadler

Submitter's Email: \* taran.nadler@multco.us

Submitter is the Case Manager:

[Save](#)   [Submit Alert](#)   [Previous](#)   [Cancel](#)



17. You can go back and edit the Alert if needed to update information.

Alerts Claims FAQ

Alerts

Add Alert

Search...

	Alert Id	Date Su... ↓	Last Name	First Name	Middle Na...	Prime/Alt ID	Date Of Bir...	Submitted ...	Alert Type	Status	Source Sys...
	🔍	🔍 📅	🔍	🔍	🔍	🔍	🔍 📅	🔍	🔍	🔍	🔍
<a href="#">Edit</a> <a href="#">Delete</a>	66	07/27/202...	TEST	PAT	A	Contains RU200715	05/08/1940	Taran Nadler	Client Alert	Active	UCR

18. Once the alert is submitted, the case manager will follow up on the report and complete necessary action steps to provide support around a missing person.

19. In order to locate an alert that has been written, staff can search by clicking into any of the heading bar search options including Alert Id (if known), last name, or Prime ID.