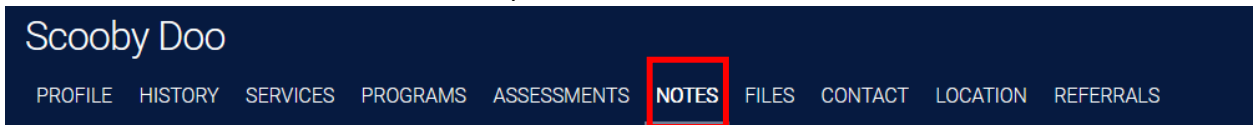




Step-by-Step: Creating a Public Alert

Often times there is information regarding a client that would require the issuance of a public alert. Public alerts can assist clients getting connected to referring agencies, locating lost family members or items, or notifying internally regarding client incidents or suspensions from providers.

1. Login to CSIS.
2. Locate the client you would like to add a public alert.
3. Select the Notes section of the client's profile.

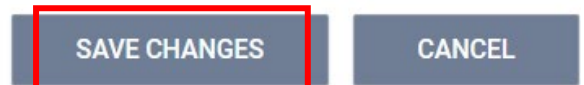


4. Locate the Public Alerts section on the screen. Select "Add Alert."



5. Add a Title, Expiration Date, and detailed note regarding the purpose of the public alert.

6. Select whether the public alert will be set to private and only visible within your agency, or visible to all CSIS users.



7. You will see the Public Alert notification from the client's profile page.

