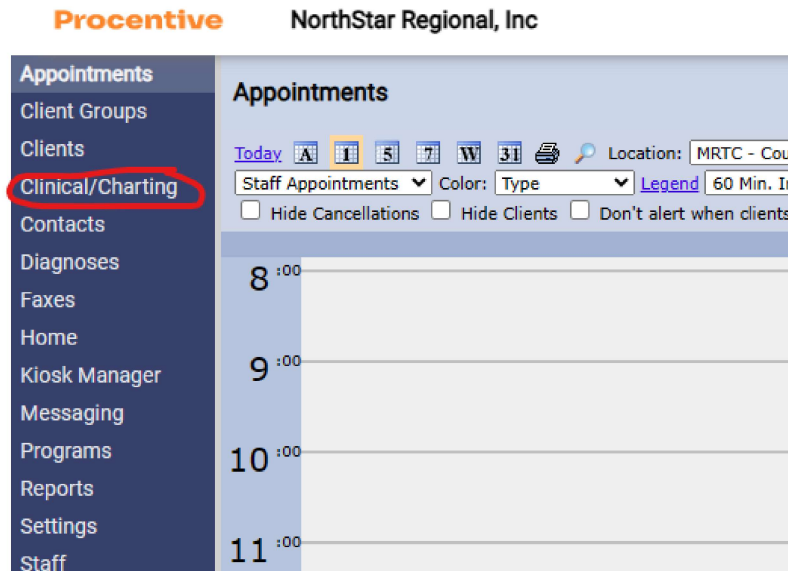
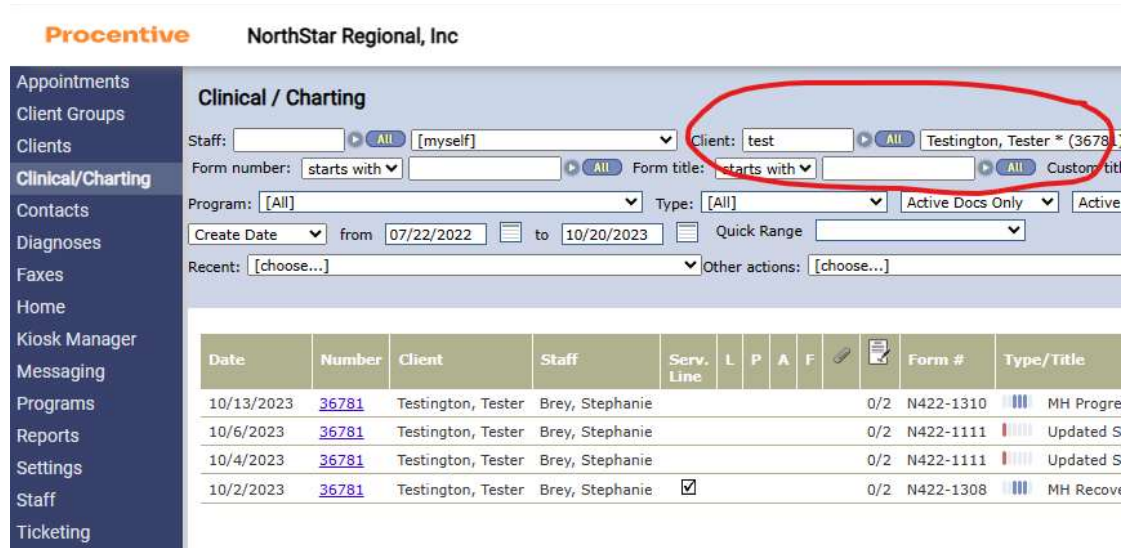


HOW TO: Safety/Crisis Plan

1. Safety/Crisis Plans can be completed by any clinical staff in the facility. This form was designed to be easy-to-use and clear so that it will be functional for both staff and clients.
2. Create the note/record in the client's file
 - a. Click "Clinical/Charting" on the lefthand side.



- b. Search the client by typing their name or client number into the "Client" box and ensuring the correct client is selected in the drop-down menu.



- c. Click the “+ Add” button in the upper righthand corner.

Procentive NorthStar Regional, Inc

Clinical / Charting

Staff: [All] [myself] Client: test [All] Testington, Tester * (36781) 01/01/1951

Form number: starts with [All] Form title: starts with [All] Custom title: starts with [All]

Program: [All] Type: [All] Active Docs Only Active Clients Only

Create Date from 07/22/2022 to 10/20/2023 Quick Range

Recent: [choose...] Other actions: [choose...]

Date	Number	Client	Staff	Serv. Line	L	P	A	F	Form #	Type/Title	Form Active	Program	Date Created	Date Modified
10/13/2023	36781	Testington, Tester	Brey, Stephanie						0/2 N422-1310	MH Progress Note	Yes	MH Clinic	10/13/2023	10/13/2023
10/6/2023	36781	Testington, Tester	Brey, Stephanie						0/2 N422-1111	Updated Standard Diagnostic Assessment	Yes	MH Clinic	10/6/2023	10/20/2023
10/4/2023	36781	Testington, Tester	Brey, Stephanie						0/2 N422-1111	Updated Standard Diagnostic Assessment	Yes	MH Clinic	10/4/2023	10/4/2023
10/2/2023	36781	Testington, Tester	Brey, Stephanie	<input checked="" type="checkbox"/>					0/2 N422-1308	MH Recovery Group/Lecture	Yes	MH Clinic	10/2/2023	10/2/2023

- d. A pop-up will appear titled “New Treatment Information” - under Treatment Plan, select “N422-1041 Safety/Crisis Plan” and click OK.

New Treatment Information - Work - Microsoft Edge

https://app.procentive.com/treatment/add.jsp?sid=1dCB3kvEJw...

Client

Treatment Plan

- N422-1201 Individual Abuse Prevention Plan (IAPP)
- N422-1203 MH Treatment Plan
- C140210 MI/CD Individual Treatment Plan
- N422-1204 MI/CD Individual Treatment Plan
- R68-1203 MI/CD Individual Treatment Plan
- N422-1041 Safety/Crisis Plan
- N422-1200 Treatment Plan

Progress Note

- N422-1303 Case Management Note
- N422-1309 Communication Note
- PRO-1336 DAANES 6 Month Review
- N422-1301 Intake Note
- N422-1310 MH Progress Note
- N422-1304 Psychiatric Note

OK Cancel

- e. Enter the date at the top of the service so that Procentive will begin to auto-save the document as you work on it.

The screenshot shows a web browser window with the URL <https://app.procentive.com/treatment/edit.jsp?sid=1dCB3kvEJwd&mode=add&form=21201&clinchartinggroup=&client=2...>. The page displays a form for editing a service. The 'Effective date' field is set to '12/1/2023' and is circled in red. Other fields include 'Date ineffective' (3/29/2024), 'Service Line' ([choose...]), and 'Program' ([none]). The page also features a 'Safety/Crisis Plan' section with two text input fields. The bottom of the page has a navigation bar with buttons for 'Print...', 'Show blanks', 'Autosave: 1 minutes', 'Tabs', 'White', 'log', 'diagnoses', 'client', 'dashboard', 'Save', 'Lock', and 'Help'.

3. Ask client questions as indicated and fill out the form:

The screenshot shows the same Procentive web application interface, but with the 'Safety/Crisis Plan' section filled out. The first question, 'How do you define a crisis? What does that look like and feel like for you?', has the response 'When I feel out of control and don't know what to do. I feel overwhelmed.' The second question, 'What situations in the past have led to a crisis for you?', has the response 'Feeling trapped, break-ups'. The third question, 'How can you tell when you aren't doing well? What do you notice yourself thinking, feeling, and doing?', has several checkboxes selected: 'Irritability', 'Difficulty with daily tasks', 'Cravings/thoughts of using', and 'Confusion/difficulty making decisions'. The 'Other:' field is empty. The bottom navigation bar is the same as in the previous screenshot.

4. Crisis numbers and contact information for crisis residences for various counties are listed at the bottom of the form, so that when we print it out for a client there will be information available to them as they need it.



5. Have the client sign the document, save, & sign it yourself. Print as desired/useful for clients.



6. You're done! :)