

M E M O R A N D U M

Date: 10/5/2017
To: Outreach Program Staff
From: Quality Care Management
Subject: Engagement Attempts Template

The Engagement Attempts Template is to be used by Outreach programs: Triage, Homeless Outreach, RISE, Justice Alliance, and Assisted Outpatient Treatment for clients that are not currently open to the county.

Procedure:

1. If the client does not have a previous client number or pre-consumer number, create one by going to Menu/Client Registration.
2. Document the contact or contact attempt on the Engagement Attempts Template under the client's pre-consumer number or previous client number.