

Anonymous Crisis Intake

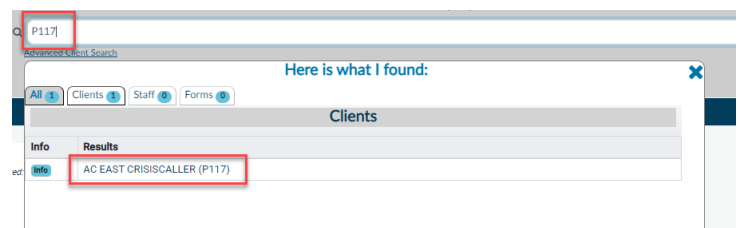
Purpose: how crisis programs document anonymous calls/contacts

Note – this is completed in place of a crisis progress note for individuals wishing to remain anonymous

Steps:

1. Search for program's anonymous client and select – see MRN assignments below

Program	MRN	Client Name
CCT	P156	CRISISCALLER,CCT
CART	P403	CRISISCALLER,CART
Milwaukee Mobile Crisis	P555	CRISISCALLER,MOBILE
CM Geriatric	P115	CRISISCALLER,GERIATIRC
AC East	P117	CRISISCALLER,AC EAST
AC North	P120	CRISISCALLER,AC NORTH
AC South	P128	CRISISCALLER,AC SOUTH
TRT	P382	CRISISCALLER,TRT



2. Open the **Anonymous Crisis Intake** form via the *"What can I help you find?"* search menu or via *My Favorites*
3. Click **Add**
4. Enter **Who is requesting Crisis Mobile Team**
5. Select **Contact Type**
6. Select **Program**
7. Select **Risk**
8. Enter **Date of Birth** if known
9. Enter **Intake Date**
10. Enter **Intake Time**
11. Complete **Intake Note**
(details of the interaction, service provided, and referrals made)
12. Click **Intake Information continued** on lefthand side of form
13. Enter **Duration**
14. Select **Contact Origin**
15. Select **Intervention Type**
16. Select **What is the next step?**
17. List **Writer entering the form**
18. Click **Submit**

