









Client Flags Tip Sheet

Documentation Requirements

The instructions below walk through how to add and remove a Client Flag. Please refer to Quality Managements Policy and Procedure to determine what additional action items need to be done for each Client Flag, as well as the appropriate order for Flags.

What are Client Flags?

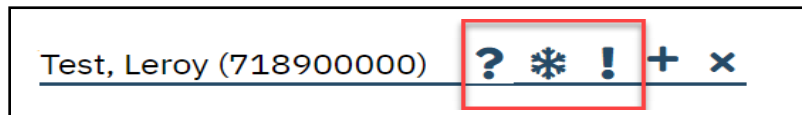
Client Flags alert users with critical beneficiary support information. An icon which corresponds to the Client Flag will show up in the client header. Client Flags will replace the Clinical Pathways process. Below is a list of the icons for each Client Flag as well as a crosswalk to the previously used Clinical Pathways.

Client Flag	Icon
Suicide Risk	
Emergency Room Admission	
Danger to Self or Others	
Health History	
Staff Safety Concern	
Client Hospitalization	
High Risk Client	
Client Does Not Speak English	

Clinical Pathways/Client Flags Crosswalk

Pathway	Icon	Client Flag	Icon
Suicide Risk		Suicide Risk	
Emergency Room Admission		Emergency Room Admission	
Danger to Self or Others		Danger to Self or Others	
Medical Alert		Health History	
Behavioral Alert		Staff Safety Concern	
Acute Psychiatric Inpatient Admission		Client Hospitalization	
High Utilizer/ 3+ Acute Psychiatric Inpatient stays within the previous six months		High Risk Client	
Interpreter Needs		Client Does Not Speak English	

Once a client has been enrolled in a Client Flag, the icon(s) will be visible in the client's header.



Adding a Client Flag

1. Open the Client Flags (Client) Screen and select your client.
2. Click the "paper" icon to create a new flag.



Client Flags (3)

Assigned To Staff Assigned To Role Open As of 06/14/2023 -

Client Flag All Flag Types Work Group All Work Groups All Protocols

Programs Status Active Only

ClientId	Client Name	Flag	Assigned Staff	Display Date	Due Date	Note Field	Work Group
7189...	Test, Leroy	Client does not speak english		06/13/2023		test flag	
7189...	Test, Leroy	Danger to Self or Others		06/13/2023		test flag	
7189...	Test, Leroy	High Risk Client		06/13/2023		test flag	

3. Choose the Type of Flag you are entering for this client. If your client needs additional flags created, you will enter them one at a time.
4. Complete each of the fields that pertain to your client.
5. Please note, the Type, Note, Open and Display date fields are all mandatory and must be completed.
6. Click Insert and then Save.
7. The flag will now populate the note list.

Client Flag Details

Note Information

Type High Risk Client ID 46441 Work Group Active

Level Warning Protocol Protocol Flag ID Program Ei Hogar-SEWP-630 Bercut

Note test flag This flag recurs

Open Date 06/20/2023 Display Date 06/20/2023 Due Date End/Completed Date

Completed By

Link to

Nothing Document Open Assigned Users Assigned Roles

No data to display No data to display

Comment

Permissioned Flag Do not display flag Never Pop Up Always Pop Up



Note List Show Active Only

	Note Type	Work Group	Level	Note	Display	End	Created By	Created On	Provider
<input checked="" type="checkbox"/>	Client does not spe...			test flag	06/13/2023		duthlerk28	06/14/2023	
<input checked="" type="checkbox"/>	Danger to Self or O...			test flag	06/13/2023		duthlerk28	06/14/2023	
<input type="checkbox"/>	High Risk Client			test flag	06/13/2023		duthlerk28	06/14/2023	



Removing a Client Flag

1. Open the Client Flags (Client) screen and select your client.
2. Select the Client Flag from the List Page you wish to end by clicking on the Note.
3. This will open the Flag Type.

Client Flags (3) 🔍 ⭐ ⬇️ 📄 ⚙️

Active Only All Work Groups All Flag Types Effective As Of 06/22/2023

Flag Type	Work Group	Level	Note	Start	End	Created By	Created On
Client does not speak engl...			test flag	06/13/2023		duthlerk28	06/14/2023 06:40 PM
Danger to Self or Others			test flag	06/13/2023		duthlerk28	06/14/2023 06:42 PM
High Risk Client			test flag	06/13/2023		duthlerk28	06/14/2023 06:42 PM

4. Complete the End/Completed Date and Completed By fields.
5. Click the Modify button and then Save.

Client Flag Details 🔍 ⚙️ ⓘ ⬇️ 🗑️ 📄 📁 Save

Note Information

Type: High Risk Client ID: 46441 Work Group: Active

Level: Protocol: Protocol Flag ID: Program: El Hogar-SEWP-630 Bercut

Note: test flag This flag recurs

Open Date: 06/13/2023 Display Date: 06/13/2023 Due Date: End/Completed Date: 06/22/2023

Completed By: Duthler, Kristi

Link to:

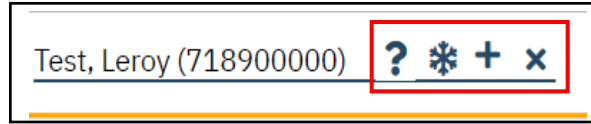
Nothing Document Open Assigned Users: Assigned Roles:

No data to display No data to display

Comment:

Permissioned Flag Do not display flag Never Pop Up Always Pop Up

- After End Dating the Client Flag, the flag will no longer appear in the Client Header or the Client Flags List Page.



Client Flags (2) 👤 ☆ ★

Active Only ▾ All Work Groups ▾ All Flag Types ▾ Effective As Of 06/22/2023 📅 Apply Filter

Flag Type	Work Group	Level	Note	Start	End	Created By	Created On
? Client does not speak engl...			test flag	06/13/2023		duthlerk28	06/14/2023 06:40 PM
* Danger to Self or Others			test flag	06/13/2023		duthlerk28	06/14/2023 06:42 PM