

# Emergency Contacts Report

The Emergency Contacts Report identifies clients who are missing an emergency contact in the client record.

The image shows a two-step process for generating the Emergency Contacts Report. In the first step, the user navigates to the 'Printing/Tracking' menu and selects 'Caseload Summaries'. In the second step, the user selects 'Contacts' from a list of criteria to filter the cases.

From **Printing/Tracking**, select **Caseload Summaries**.

Select  **Contacts**.

**Printing/Tracking** menu items:

- Client Forms
- T19s and SIRs by Date
- Caseload Summaries**
- Statistical Summaries
- Report Tracking
- Service Summaries
- Enter Report Completion Date
- Waiver
- Intake Tracking
- Early Start Tracking
- Early Start Audit Reports
- Early Start Intake Referrals

**Show Me Cases By:**

- Address
- Zip Code
- Rolodex Info
- Residence/Day Program
- Language
- Ethnicity
- Diagnosis
- Insurance Carriers
- Medicaid Waiver
- T19 Eligible
- By Age
- By Birthmonth
- Inquiry Cases
- Client Email Addresses
- COVID-19 Immunizations
- Contacts**

Then select

Emergency Contacts

Continue ➔ Caseload Contact Reports ✕

- NCI Contacts
- ESC Contacts
- ESC Without a Contact
- Emergency Contacts
- Clients W/O Emergency Contact
- Legal Contacts
- Primary Family Contacts
- All Contacts by Client

From the selection screen, replace the ??? with the caseload code in all CAPS. Then click

Continue ➔

Continue ➔ Select Records ✕

Type comparisons, press Enter. Specify OR to start each new group.  
Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, LIKE, IS, ISNOT...

AND/OR	Field	Test	Value (Field, Number, 'Characters', or ...)
	C.CCASM	EQ	???
AND	A.CONTSTUS	EQ	*
AND	A.CONTUCI	GT	0
AND	A.CONTTYPE	EQ	E
AND	A.CONTASEQ	EQ	b.akey#
AND	A.CONTRSEQ	EQ	d.bseq#

More...

Field	Text	Len	Dec
C.CCASM	SERVICE COORD.	3	
A.CONTUCI	UCI#	10	
C.CLAST	CONSUMER LAST NAME	14	
C.CFRST	CONSUMER FIRST NAME	11	
C.CMIDI	MIDDLE INITIAL	1	

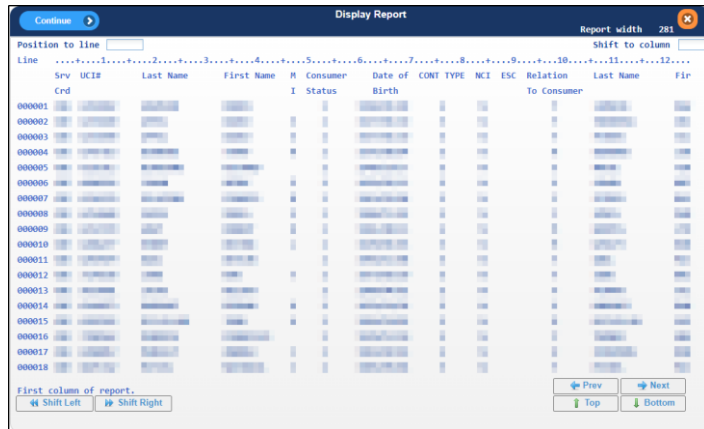
More...

F3=Exit    F9=Insert    F11=Display names only    F12=Cancel  
F18=Files    F19=Next group    F20=Reorganize    F24=More keys

The program will display a report listing the clients without an emergency contact.

To print or email the report as a

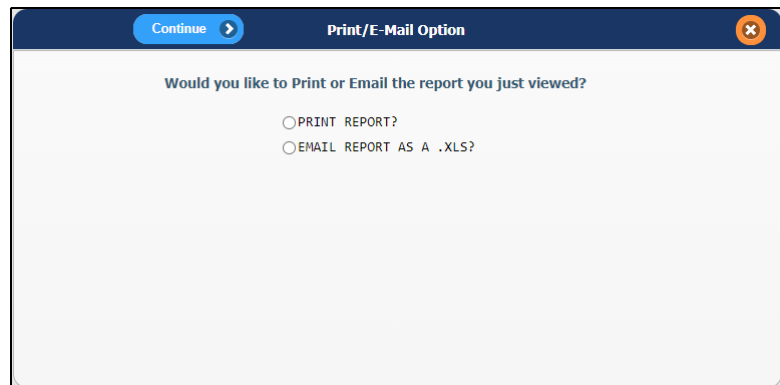
.XLS, click 



The screenshot shows a window titled "Display Report" with a "Continue" button in the top left. The window contains a table with the following columns: Line, Srv, UCI#, Last Name, First Name, M, Consumer, Date of Birth, CONT TYPE, NCI, ESC, Relation, Last Name, and Fir. The table lists 18 rows of client data. At the bottom of the window, there are navigation buttons: "Prev", "Next", "Top", and "Bottom".

Select one of the following output options:

- PRINT REPORT?
- EMAIL AS A .XLS?



The screenshot shows a dialog box titled "Print/E-Mail Option" with a "Continue" button in the top left. The dialog box contains the text "Would you like to Print or Email the report you just viewed?" and two radio button options: "PRINT REPORT?" and "EMAIL REPORT AS A .XLS?".