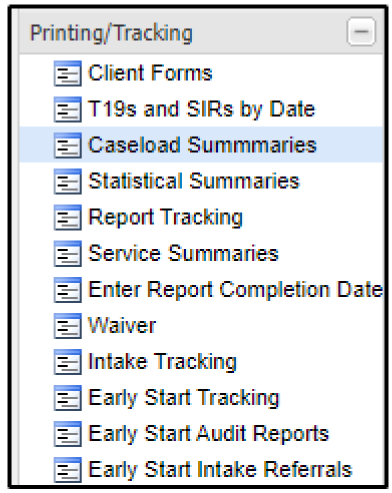
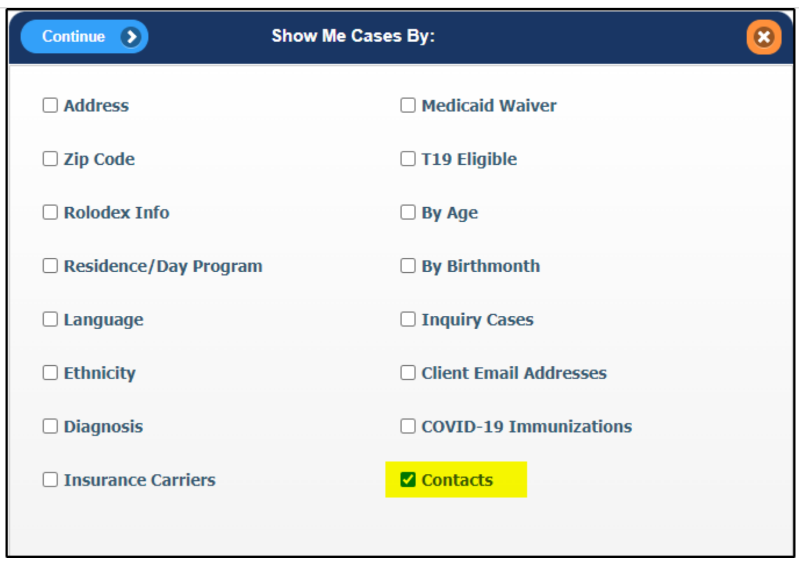
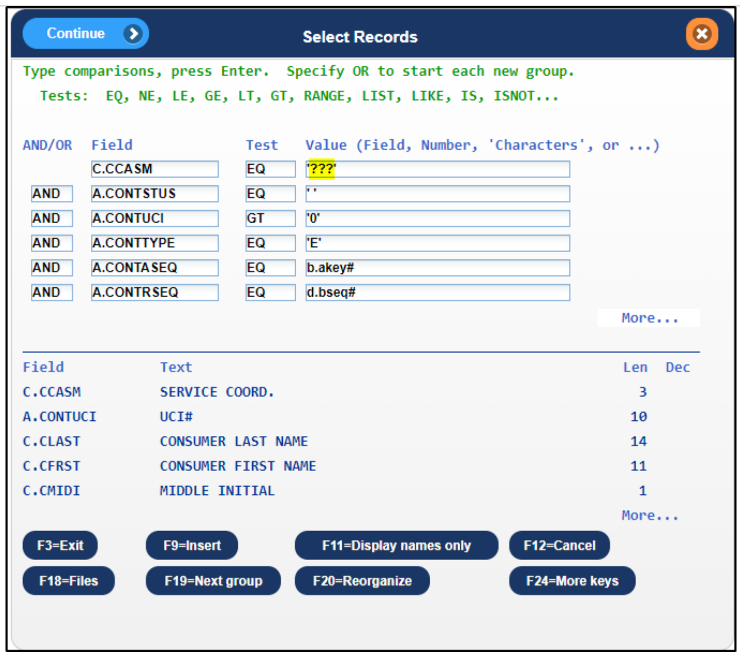
Emergency Contacts Report

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

<table>
<tr>
<td>From Printing/Tracking, select Caseload Summmaries.</td>
<td>
</td>
</tr>
<tr>
<td>Select Contacts.</td>
<td>
</td>
</tr>
</table>

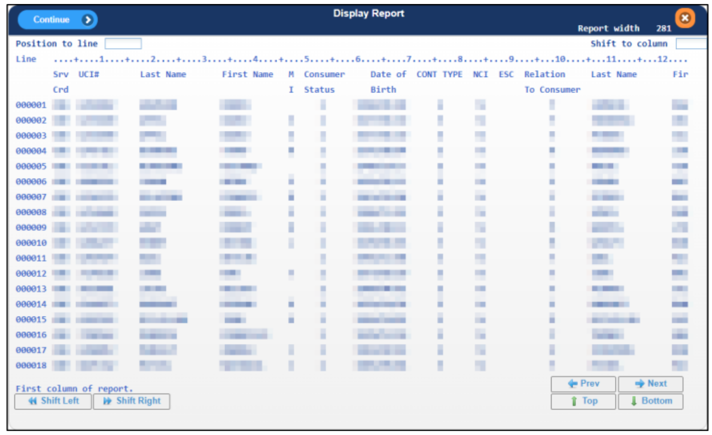
Then select ☑ Emergency Contacts.

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



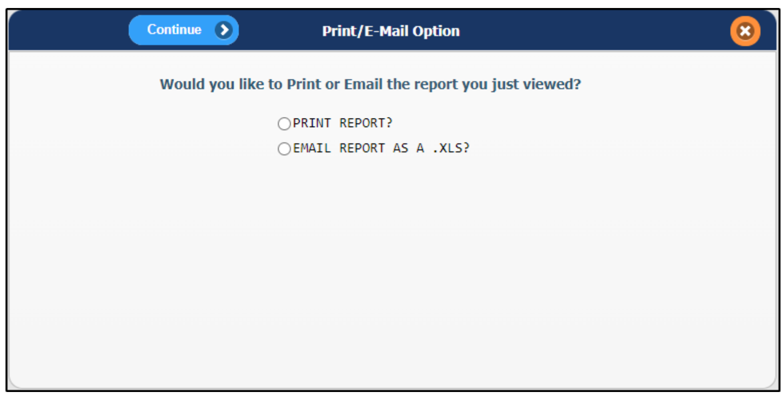
The program will display a report listing the clients without an emergency contact.

To print or email the report as a .XLS, click Continue.



Select one of the following output options:

- PRINT REPORT?
- EMAIL AS A .XLS?



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