



INSTRUCTIONS ON ADDING HEALTH & SAFETY WARNING ALERT

(To Be Completed Immediately Upon Your Knowledge of Members *with Temp of 99.5 °* meeting additional criteria listed in categories 1-4 at bottom of page 1)

1. Go to Consumer Tab in MH-WIN

Consumer Chart



Go to Consumer Chart, consisting of all documents in EMR and a page of links that makes it easier to move from one form to another within a consumer's chart.

[+ myPage](#)

2. Scroll down to Chart Notes and Health & Safety Warnings - Click to Open Chart Notes and Health & Safety Warnings



Click here to add, view, and update Consumer Chart Notes and Health & Safety Warnings. The Health and Safety warning will be displayed in on every Consumer screen. Health and Safety warnings can be turned on and off as needed.

[+ myPage](#)

3. Click on Notes:

Last Name	First Name	Member ID	DOB	SSN	Admission(s)	Case Status	
Doe	John	00000011	08/12/1982	*****8444	DWHNN Direct Contract DWHNN CMH CRSP: All Well-Being Services d/b/a AWBS - Main Office	MH: Open SUD: Open	Notes

4. Add Note: Enter date; Click Yes – “Confidential”; Add Note (See selection below); Check box “This is a Health and Safety warning message....” Click - “Save”

Note

Note Date: Confidential: Yes No

Note:

characters left: 4096

This is a Health and Safety warning message, check this box to show this warning message on consumer pages

[✓ Spell Check](#)

SAVE CANCEL

CHOOSE ONE and ADD to the NOTE section:

1. Symptomatic COVID-19 – Quarantine with Temps
2. Tested for COVID-19 with negative results
3. Tested for COVID-19 and positive for virus
4. Hospitalized due to COVID-19

After completing the ALERT for the member's record. Make Sure to complete:

1. Incident Report and submit to ORR
2. Enter a Critical/Sentinel Event in MH-WIN
3. Upload all documentation related to testing and/or hospitalization. Include all dates, times, and staff who may have been involved along with their position.
4. All follow-up plans must also be documented in the Critical/Sentinel Event.
5. Refer to DWIHN webpage for all updates on COVID-19 (dwihn.org)

If you have any questions – please contact one of the following staff:

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