



# Referral – Risk Factors

## MH Residential Job Aid

The *Risk Factors* screen allows the user to document the Consumer's risk factors that will need to be considered in the search for MH Housing as well as any substance use history they may have.

### Risk Factors

▼ Risk Factors \* ⓘ

Risk factors to include all current and past risk factors

Suicidal Ideation and/or Attempt (Active or passive thoughts, plan, and/or behaviors to carry out plan) \*

☐ Yes ☐ No

Homicidally (Active or passive thoughts, plan, and/or behaviors intended to carry out plan) \*

☐ Yes ☐ No

Physical harm or abuse to others \*

☐ Yes ☐ No

Destruction of Property \*

☐ Yes ☐ No

Fire Safety Issues (Fire setting, unsafe cooking or smoking) \*

☐ Yes ☐ No

Victim of Trauma/Abuse: Sexually Abused, Physically Abused \*

☐ Yes ☐ No

Sexually inappropriate or offensive behaviors leading to physical harm to self or others \*

☐ Yes ☐ No

Reckless behavior leading to physical harm to self or others \*

☐ Yes ☐ No

Megan's Law \*

☐ Yes ☐ No

Access to weapons \*

☐ Yes ☐ No

Medical risk (Physical illness, chronic or acute) \*

☐ Yes ☐ No

▼ Substance Use History

Is the applicant currently using drugs or alcohol? \*

-Select-

▼



Does the applicant have a history of substance abuse? \*

-Select-

▼





## Navigation

1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **Risk Factors** tile.
2. The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
  - a. **CAUTION:** The **Back** button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.
3. Once all of the mandatory fields have been entered, click **Save** at the bottom of the screen to complete this screen.
4. The **Submit** button will remain light blue and inactive until all of the mandatory screens have been completed in the Referral.
  - a. Mandatory screens will have a  next to the Left Navigation tile for that screen.
  - b. Once a screen has been completed, this icon will change to a  which indicates that the mandatory information for this screen has been entered and saved.



## Risk Factors

1. **Risk Factors** : For each risk factor, indicate whether or not it applies to the consumer using the ☐ Yes or ☐ No radio buttons.

**Risk Factors**    
Risk factors to include all current and past risk factors

Suicidal Ideation and/or Attempt (Active or passive thoughts, plan, and/or behaviors to carry out plan) \*

☐ Yes ☐ No

Homicidality (Active or passive thoughts, plan, and/or behaviors intended to carry out plan) \*

☐ Yes ☐ No

Physical harm or abuse to others \*

☐ Yes ☐ No

Destruction of Property \*

☐ Yes ☐ No

Fire Safety Issues (Fire setting, unsafe cooking or smoking) \*

☐ Yes ☐ No

Victim of Trauma/Abuse: Sexually Abused, Physically Abused \*

☐ Yes ☐ No

Sexually inappropriate or offensive behaviors leading to physical harm to self or others \*

☐ Yes ☐ No

Reckless behavior leading to physical harm to self or others \*

☐ Yes ☐ No

Megan's Law \*

☐ Yes ☐ No

Access to weapons \*

☐ Yes ☐ No

Medical risk (Physical illness, chronic or acute) \*

☐ Yes ☐ No

- Suicidal Ideation and/or Attempt (Active or passive thoughts, plan, and/or behaviors to carry out plan)
  - Homicidality (Active or passive thoughts, plan, and/or behaviors intended to carry out plan)
  - Physical harm or abuse to others
  - Destruction of Property
  - Fire Safety Issues (Fire setting, unsafe cooking or smoking)
  - Victim of Trauma/Abuse: Sexually Abused, Physically Abused
  - Sexually or physically leading to physical harm to self or others
  - Reckless behavior leading to physical harm to self or others
  - Megan's Law
  - Access to weapons
  - Medical risk (Physical illness, chronic or acute)
2. Marking a Risk factor as a ☒ Yes will open up a required text field. Document an explanation of how this risk factor applies to the Consumer including dates of significant events.




Suicidal Ideation and/or Attempt (Active or passive thoughts, plan, and/or behaviors to carry out plan) \*

☒ Yes ☐ No

Explain ( Include Dates of Significant Events):

3. Once the screen is completed and saved, it can be updated at any time.

- a. To view any prior entries, click on the History Icon [  ] inside the title bar of the Risk Factors pane.

▼ Risk Factors \* 

- b. The *Risk Factor History* pop-up will open.

Risk Factor History

Updated Date	Updated By
2/27/2017	Amy Wienand

Show  entries

First Previous  Next Last

Cancel

- c. Click on the line of a specific update to view all of the information that was saved on that date.

Risk Factor History

Updated Date	Updated By
2/27/2017	Amy Wienand

Show  entries

First Previous  Next Last

Suicidal Ideation and/or Attempt (Active or passive thoughts, plan, and/or behaviors to carry out plan) \*

☒ Yes ☐ No

☐ Yes ☒ No

Gang involvement \*

☐ Yes ☒ No


Access to weapons \*

☐ Yes ☒ No

Medical risk (Physical illness, chronic or acute) \*

☐ Yes ☒ No

Cancel

- d. Click  to close the *Risk Factor History* pop-up.



## Substance Use History

▼ Substance Use History

Is the applicant currently using drugs or alcohol? \*

-Select- ▼

Does the applicant have a history of substance abuse? \*

-Select- ▼


1. 

▼ Substance Use History


:

▼ Substance Use History

Is the applicant currently using drugs or alcohol? \*

-Select- ▼ 

Does the applicant have a history of substance abuse? \*

-Select- ▼ 

- a. *Is the applicant currently using drugs or alcohol?*: Indicate whether or not the Consumer is currently using drugs or alcohol by selecting "Yes" or "No" from the drop-down.
  - b. *Does the applicant have a history of substance abuse?*: Indicate whether or not the Consumer has a history of substance use by selecting "Yes" or "No" from the drop-down.
2. Click 

Save

 at the bottom of the screen before navigating away from the 

Risk Factors

 screen otherwise any information that has been entered or updated will not be saved. The screen cannot be saved unless all of the mandatory [ \* ] information has been entered.
  3. The 

Next

 button at the bottom of the screen can be used to navigate to the next screen within the Left Navigation tiles.

## For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm> or <http://dhsassist.dhs.allegheny.local> for internal users.