Alert Setup Overview

I want to create an alert in my agency to…	Alert Type	Recommended Message to Users	Recommended Next Activity Due (Days after trigger point)	Recommended Days Prior to Due Date for Alert to Appear	Recommended Days to Expire After Alert Generated
Show when a client is turning a certain age, such as 18.	Client Turning Age {x}	Client Turning 18	6570 (18th birthday)	14	28
Notify us that a discharge has been created and the case is still open.	Close Discharged Case	Close case/intake for discharged client	0	0	180
Indicate active clients that have not had a miscellaneous note or encounter created for some period of time.	Inactive Client	Inactive Client – Discharge clients no longer receiving services	30	20	34
Indicate active clients with an annual Fee Determination due.	Periodic Fee Determination Due	Fee Determination Due	364	30	364
Indicate the active clients where a treatment plan has been created and signed off, and a treatment plan review is due.	Treatment Plan Review	Treatment Plan Review Due	0	15	45
Indicate that an ATR 4 client's GPRA Follow-Up Assessment is due.	GPRA Followup Due	ATR GPRA Follow Up Due	180	14	74