

## How to Add a Note to a Reportable Event

1. Anchor/ select the specific Reportable Event:

SEARCH CRITERIA:

Type: ALL Group: ALL

All  Current Reportable Events  Date Range: [ ] to [ ]

Event ID: [ ]

Include Reportable Events without clients:  **Go**

Listing: All

M/S	Id	Name	Type	Originator	
X	893454	Test RE	OADS Reportable Event (After 05/31/2018) [Version 1]	LISA MARIE MERRILL	APPLE APPLIANCE / **

2. While in the Reportable Event, click on the “Show” menu at the top right of the page and select “Notes List.”

CRYSTAL TIDWELL of DHHS July 31, 2018

- Assessment List
- Notes List**
- Reportable Events Activities

3. At the Notes screen, click **ADD**. Enter the Title of the note and the date, click **NEXT**

The Notes List page provides the capability to manage notes for a person, provider, or organization. Notes can stand-alone. Notes can be linked to people and/or providers.

**ADD**

4. At this screen, select **DS Reportable Event Note**.

Note  
07/31/2018

CRYSTAL TIDWELL  
TERRY DUCK  
DHHS / REGION 1 PORTLAND

- DS Plan Review Note [Version 1]
- DS PUBLIC GUARDIANSHIP NOTE [Version 1]
- DS REPORTABLE EVENT NOTE [Version 1]**
- DS Representative Payee Note [Version 1]
- DS SIS Note [Version 1]

**PREVIOUS** **FINISH**

5. Complete the note by adding the pertinent information and click **SAVE**. You may exit the Reportable Event.