

Reminders for New Case Assignments

Last Modified on 03/28/2022 8:51 am EDT

About

The Reminders badge that is located on the Navigation Menu is used to alert Providers of new Case Assignments and to provide insight into caseload when new cases are assigned. This functionality can be enabled or disabled by anyone with access to System Setup (Supplemental). When a client is assigned to a user in the Case Assignments section of the client's Face Sheet, the Reminders badge for that user will increase. Once the Notification checkbox within the Reminders List for the Case Assignment is selected, the Reminders badge will decrease.

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Enable/Disable Reminders Badge Notifications

1. Navigate to the Reminders tab: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Reminders tab.**
2. Click the **Display Reminders Badge** toggle to the right to turn the feature on or to the left to turn the feature off.
3. Click the **Update** button to save your changes.

Reminders Badge Increase

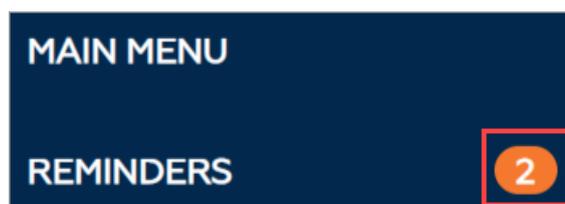
1. In the Navigation Menu, an orange numbered badge is displayed next to Reminders.



2. Within the Face Sheet, staff are selected for a client's Case Assignments.

Case Assignments			
Note: changing a program creates a Transfer Form that gets signed and sealed automatically.			
Primary Program: * No Wrong Door	Secondary Program: 24/7 Emergency Telepho...	Third Program: Select A Program	Fourth Program: Select A Program
Primary Admission Date: 4/2/2021	Secondary Admission Date: 4/4/2021	Third Admission Date:	Fourth Admission Date:
Contact 1: NextStep Solutions	Contact 2: Hope Recovery Center	Contact 3: None	Contact 4: Hope Recovery Center

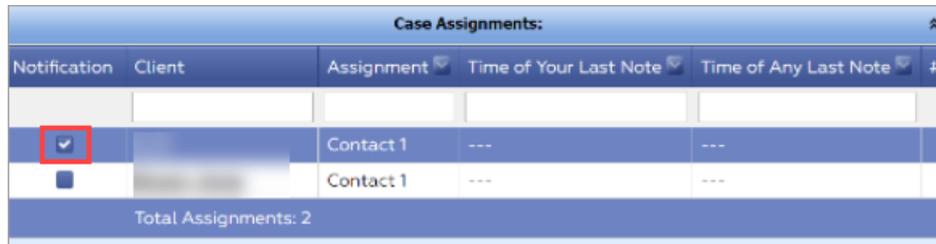
3. Once the Case Assignments are saved to the Face Sheet, the Reminders badge will increase if your name was selected to be assigned to the client.



Note: The badge count updates every 15 minutes.

Reminders Badge Decrease

1. Navigate to the Reminders List: **Navigation Menu > Reminders.**
2. In the Reminders List, scroll down to **Case Assignments.**
3. Select the **Notification** checkbox to remove the reminder for a specific client.



Notification	Client	Assignment	Time of Your Last Note	Time of Any Last Note	#
<input checked="" type="checkbox"/>		Contact 1	---	---	
<input type="checkbox"/>		Contact 1	---	---	

Total Assignments: 2

4. The Reminders badge decreases by the number of checkboxes you've selected.