

Non-Client Crisis Intervention Form

PURPOSE

The purpose for the Crisis Intervention Non-Client form is to report the service to the Iowa Department of Public Health and to have documentation of the crisis contact.

DEFINITION

The definition of a crisis intervention service is "responding to a crisis situation resulting from substance abuse or necessary for the maintenance of the recovery process." This service can be provided on a face-to-face or over-the-phone contact. You may perform this kind of crisis service on people who are not in ASAC's system and should be recorded on a Non-Client Crisis Intervention form. This is not completed for any current ASAC clients.

PROCEDURE

When a counselor has done a crisis on a non-client, the Non-Client Crisis Intervention form should be completed.

1. Fill out the clients name if known. If not known then put Unidentified, Male, or Female.
2. Fill out town the client is calling from if known. If not known then put the town that your office is in.
3. Client number should be left blank unless you know what it is.
4. Amount of Minutes - Should be recorded in 15-minute increments, such as 15, 30, 120, 135, etc. The amount of minutes should be the time spent providing the crisis service.
5. Facility - Use the facility code that you're component is assigned.
6. Date of Crisis - Use the date the counselor provided the service.
7. What County - Use the county codes the crisis was done in.
8. Sex - Use 1 for Male, 2 for Female.
9. Pregnant at the time of contact - Use 1 for yes, 2 for No.
10. Former Client- Use 1 for yes, 2 for no. This is a very important question. If the client has been here before then we need to get their client number. If you answer yes to this question then the data department will look up the client numbers when the form is turned in.
11. Presenting Crisis and Your Solution/Recommendation - Please write a brief description of the crisis and the counselor's solution/recommendation.
12. Staff Signature - certifies that the information on the crisis form is correct.

This information will be written on a two-ply form. The white (original) copy will be sent to the Data Department before the next working day by Noon. The counselor performing the service will keep the yellow copy or if this was a crisis on a former client, then send the yellow copy to the file room to be filled with the client's old file.