

# EMAIL ALERTS FOR OVERDUE SDM ASSESSMENTS

Reminder email alerts will be sent for overdue SDM Safety and Risk Assessments, as follows:

Safety Assessment Alert Name / Timeframe	Risk Assessment Alert Name / Timeframe	Recipient
Safety Overdue 3 days (CSW)	Risk Overdue 31 days (CSW)	CSW
Safety Overdue 10 days (SCSW)	Risk Overdue 35 days (SCSW)	SCSW
Safety Overdue 15 days (ARA)	Risk Overdue 45 days (ARA)	ARA
Safety Overdue 15 days (RA)	Risk Overdue 45 days (RA)	RA
Safety Overdue 20 days (DD)	Risk Overdue 55 days (DD)	DD

The following is a sample SDM alert email for an overdue Safety Assessment:

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**Subject:** Safety Assessment Over Due 20 days (DD) is available

## **Safety Assessment Over Due Alert: 20 business days or more**

ATTENTION *Children's Social Worker/Supervisor/ARA/RA/DD,*

You are receiving this automated email to remind you that a Structured Decision Making (SDM) Safety Assessment is due/past-due for one or more families.

- The SDM Safety Assessment is to be completed within two business days of initial face-to-face contact and approved within 24 business hours.

This email is sent each Monday based on data as of the previous Sunday. The pending assessments are listed below:

Referral Number	Referral Name	Received Date	Referral Response Type	First Complete Contact Date	No. Business Days
XXXX-0000-0000-1234567	Gale, Dorothy LG – 5D	07/18/2019	5 Day	08/06/2019	-22
0000-0000-0000-1234567	Doe, Melanie - 5D	08/01/2019	5 Day	08/06/2019	-22
0000-0000-0000-2345678	Bacon, Francis - 5D	08/01/2019	5 Day	08/07/2019	-21
0000-0000-0000-3456789	Washington, Martha - 5D	07/26/2019	5 Day	08/01/2019	-25

Please see the current SDM Policy and FYI Bulletin on timely submission and approvals of SDM tools.

[0070-548.24, Structured Decision Making \(SDM\)](#)

[Timely Submission and Approval of Structured Decision Making \(SDM\) Tools](#)

Your efforts to keep children safe and strengthen families are very much appreciated.

Thank you!