

Emergency System Instructions – January 2014

This is in response to the emails I received back from you about the “Data consensus” email I sent out last week. Thank you for the input that you sent. Sue and I met today and used your input to come up with a consensus on how to collect the Emergency Data. Here is what we came up with:

1. **Number of Calls** = # of calls by Law Enforcement to CRP.
2. **Number of Consumer Contacts** = The total number of consumers that have had assessments completed by CRP (phone and face-to-face). **see attached template for a reference.
 - a. On the template two additional lines will be added under this line. You will separate out the total.
 - i. One line will be for the # of consumers that have had assessments completed by CRP by phone.
 - ii. Another line will be for the # of consumers that have had assessments completed by CRP face-to-face.
3. **Number of Consumers Diverted from EPC** = # of contacts (as described above **use phone and face-to face count) that were not EPC'd. **see attached template for a reference.
4. Youths (18 years of age or younger) will not be counted.
5. Repeats will be counted.

I hope this clears up any confusion and helps us with being on the same page. Please email me back so that I know that we have reached a consensus and you understand this new process.

Thank you,