



AHIT ALERT REQUESTS STANDARD WORK

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This standard work outlines when an AHIT Alert should be submitted. It also defines responsibilities for Field Offices when submitting an AHIT alert and for After-Hours Teams when receiving and responding to an AHIT Alert.

An AHIT Alert should be submitted for the following circumstances:

1. To execute removals after hours, including on weekends.
2. When a child is to be discharged from the hospital over the weekend and requires a placement to be identified.

Field Office Responsibilities

If Present Danger needs to be assessed by the After-Hours Team:

1. The Specialist completes pre-commencement activities, makes active efforts to locate the child(ren), and documents these efforts using a Locate Efforts note.
2. The Specialist completes an [AHIT Alert \(DCS-1924\)](#).
3. Once completed, AHIT Alert is sent to the Program Manager, or designee, for approval.
4. The Program Manager, or designee, approves the AHIT Alert or determines other actions for the Specialist to take if they do not approve the AHIT Alert.
5. If approved, the Specialist sends the AHIT Alert to their region's inbox, or other designated email.
6. The Specialist calls the AHIT number and discusses the request with the After-Hours Team.
 - a. If the region does not have an AHIT team, the Specialist will be advised by their Program Supervisor if they need to make contact with an On-Call team member.
7. The Specialist must be available to answer the phone numbers provided on the AHIT Alert during the time they are requesting an after-hours response.

If Present Danger has already been assessed:

1. The Specialist and Program Supervisor complete the Present Danger Determination and Present Danger Plan Clinical Supervision Discussions.
2. If appropriate, the Specialist drafts a Present Danger Plan in the electronic record.
3. If the plan is for DCS to take custody and for AHIT to remove the child, the Specialist completes and ensures approval of a Court Authorized Removal (CAR) and completes a Placement Packet.
4. The Specialist completes the [AHIT Alert \(DCS-1924\)](#).
5. Once completed, the AHIT Alert, a draft Present Danger Plan (as appropriate), approved CAR (as appropriate), and Placement Packet (as appropriate) are sent to the Program Manager, or designee, for approval.
6. The Program Manager, or designee, approves the AHIT Alert or determines other actions for the Specialist to take if they do not approve the AHIT Alert.
7. If approved, the Specialist sends the AHIT Alert, a draft of the Present Danger Plan (as appropriate), the approved CAR (as appropriate), and Placement Packet (as appropriate) to their region's inbox, or other designated email.
8. The Specialist calls the AHIT number and discusses the request with the After-Hours Team.
 - a. If the region does not have an AHIT team, the Specialist will be advised by their Program Supervisor if they need to make contact with an On-Call team member.
9. The Specialist must be available to answer the phone numbers provided on the AHIT Alert during the time they are requesting an after-hours response.

After-Hours Responsibilities:

1. The After-Hours team responds to the Field Specialist's request and informs the Specialist if the After-Hours team is able to complete the request.
2. Time permitting, the After-Hours Team completes the request.
3. The After-Hours Specialist ensures documentation of any action taken is up-to-date in the electronic record.
4. The After-Hours Specialist emails the assigned Specialist and provides a valid working state-issued and personal cell phone number.
 - a. This contact information is used in the event the Field Specialist needs to obtain additional information at the time of initial follow up.