

Scenario:

SOR Initiator prompted by SOR-RL to enter a parent / guardian notification for a client that does not require it (e.g. Legally independent adult, Interim society care).

1. On the **Notifications** page, click .

2. On the **Add Service Provider notification** page:

- a. select the client from **Related client** drop down.
- b. select **Parent(s)/Legal guardian(s)** from **Select the type of notification** drop down.
- c. Click the box:

Notification was not made due to no applicable parent or guardian

d. A text box appears. Describe reason for notification not necessary.

e. Click .

e.

SOR Initiator Tipsheet

Parent/Guardian Notification Not Applicable to Client

3. The **Parent(s)/Legal guardian(s)** for the client is addressed.

SOR-RL → Serious Occurrence → Notifications

1 Context
Go to: Site, date, and time

2 Occurrence
Information
Go to: Individuals involved, Categories, Notifications

3 Description
Go to: Description and next steps

4 Further Details
Go to: Individual's views, Supporting documents

5 Submit to ministry
Go to: Sign-off, Serious Occurrence report summary

Hide steps

Notifications

Who has been notified by service provider

Add

Individual name	Type	Contact name	Date	Action
Jonathan Doe	Parent(s) / Legal guardian(s)			

Exit Save Save & next

Number of clicks: 8

Time to complete: less than 1 minute