

**PARIS Downtime Service Event Working Sheet**  
**For Primary Care/Addiction Services & ICY, Community Family Health, Communicable Disease Control Programs**  
 For Manual Procedures in the Event of a System Downtime

<b>CHA</b>	<b>Team</b>	<b>Client PARIS ID#</b>	<b>Date of Birth (dd/mm/yyyy)</b>	<b>Sex</b>
<b>Client Last Name</b>		<b>First Name</b>	<b>Preferred Name/Alias</b>	
<b>Service Event Date (dd/mm/yyyy)</b>	<b>Service Event Time</b>	<b>Service Event Duration</b>	<b>Contact Type</b>	
<b>List activities and providers involved with each activity during this Service Event:</b>				
<b>Activity:</b>				
<b>Involved Provider(s)</b>				
<b>Activity:</b>				
<b>Involved Provider(s)</b>				
<b>Activity:</b>				
<b>Involved Provider(s)</b>				
<b>Activity:</b>				
<b>Involved Provider(s)</b>				
<b>Note other information that has changed and will require updating in PARIS such as new alerts, address changes, newly involved organizations etc.</b>				
<b>Will the chart require a re-print of the Facesheet? Yes/ No</b>				
<b>Will the chart require a re-print of the Referral Report? Yes/ No</b>				

**Please indicate when the information from this Form has been entered into PARIS:  
 Note: Once downtime information has been entered in PARIS, discard this working sheet.**