

## How to- Automate ASD Opt Out Email Reminder

There is a power automate weekly email reminder that is sent out every Thursday for PIC Staff. It's set up as follows:

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**Recurrence**

Parameters Settings Code View About

Recurrence \*

Interval \* 1 Frequency \* Week

Time Zone (UTC-09:00) Alaska

Start Time 10:20

On These Days Thursday

At These Hours 10

At These Minutes 20

Preview  
Runs at 10:20 on Thursday every week

Flowchart:

```
graph TD; A[Recurrence] --> B[Expression GetFutureTime]; B --> C[Send an email];
```

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**Expression GetFutureTime**

Parameters Settings Code View About

Interval \* 1

Time Unit \* Week

Flowchart:

```
graph TD; A[Recurrence] --> B[Expression GetFutureTime]; B --> C[Send an email];
```



Send an email



Parameters Settings Code View Testing About

To \* Switch to Advanced Mode

PICemployees@picak.org X

Enter part of a name or email address to find more people

Subject \*

ASD Opt Out Reminder

Body \*

Normal Arial 15px B I U A <>

Hello all,  
This is the reminder to complete an Opt Out Form with the family, in the [Admin tab in RT](#) if you have a child on your caseload who is opting out of notification to ASD. This will automatically task the DE team to stop the notifications to ASD in the State DB.  
Remember, this is to stop the automatic notification to ASD that a child is in our care and parents may opt out of having their child's name and DOB sent across, which happens at 30 months and after.  
If you have any questions, please reach out to Vic or Micheala.  
Thanks,  
Micheala Phillips

Recurrence



Expression  
GetFutureTime



Send an email

