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:

Send an email

Parameters   Settings   Code View   Testing   About

To *

P PICemployees@picak.org   ✕

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

Switch to Advanced Mode

Subject *

ASD Opt Out Reminder

Body *

↺ ↻ | Normal ⌄ Arial ⌄ 15px ⌄ | **B** *I* U̲ 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

⊕