



INTAKE SUPPLEMENTAL SHEET

Reviewed 8/14/09 Build 1.80.1

IN-1, Record a CA/N Intake

Task 5. Record detailed information about the participants P. 8

Step 3. Click **Apply**. The system saves your work and keeps you on the Child Functioning screen.

Step 4. Skip this step. Proceed with the exercise as written.

IN-2. Record a Family in Need of Services Intake

Task 3. Add participants to the intake P. 19

The infant, known as “Baby Doe,” is the only participant. Add her to the intake as a participant.

Step 3. Grid

Click the **Unknown box** located below screen title “Participant Details;” do not record First and/or Last Names.

In Available Roles, Select: Child subject of a non-CA/N Intake (child subject). Click **Add>** to move your selection to the Selected Roles field.

Note:

(When you save or apply the screen, the system creates a new participant record but enters UNKNOWN-INTAKE [#] in the name fields.

If you know only the last name, enter the name first, then select this check box. The system enters UNKNOWN-INTAKE [#] in the name field you left blank.

You can add a participant name later, when you have the information. When you remove the check mark, the name fields become enabled, allowing you to enter the participant’s first and last names. The system assigns a unique person ID number to an unknown participant.)

Proceed with Step 4.

Step 5. Skip this step.

Step 6. Skip this step.

Step 7. Skip this step.

Step 8. Skip this step.

Proceed with Step 9.