

## Accessing Participant Intake Assessments

**Purpose:** This task card outlines the steps to access participant intake assessments to review prior to a Group Program.

### Intake Assessment

- The Participant Intake Assessment is located on the participants Individual Profile
- The Group Program Facilitator should review the participant intake assessment prior to completing a screening assessment or the commencement of a group program.
- The Intake Assessment include information on the participants presenting problems, risk, harm to self, others and from others and more.
- Please note there is no intake assessment for participants who are enrolled to attend a Stepping Out program.
- Participant contact information (phone number, email address) and demographic details is also recorded on the Individual Profile

### VERA Instructions

1. Access the participant **Individual Profile** by clicking of the participants name from the VERA **Home Page** under **My Case Load - Group** list.
2. Move to the **Document** tab on the right hand tool bar
3. Select the most recent **Intake Assessment Document**  
(Note: Do not click on "Select Document" drop down as this will create a new document)

The screenshot displays the 'Individual Profile' page for Amanda Baker. The page is divided into several sections: Profile, Demographics, Messages, and Message Settings. The main content area shows personal details such as ID (300554), Gender (Female), Date of Birth (01/01/1900), and Site (Brisbane). It also includes contact information (Mobile: 04 1234 5678, SMS OK, Personal Email: amanda.baker@gmail.com) and address (123 Brisbane Street, QLD, Brisbane, Australia). A right-hand toolbar contains various tabs, with the 'Documents' tab highlighted in yellow. This tab shows a list of documents, with 'Intake Assessment Docum 17/06/2021' selected. Other tabs include Case Information, Informal Series, Pre-Enrollment, Reports, Attachments, and Workflow.