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)