## Central Reach

## **Completing Intake Packets**





When in the home page, look for the files section. Click on the "History Intake Form" link. <u>See screenshot #1</u>



5

After clicking the link, you will need to click the tab at the top "Note/Form" to begin editing the packet. <u>See screenshot #2</u> \*\* Do NOT download the packet until after you complete it.

- The "Choose a Section" page will open. Click on the second section "Basic Demographic Information" to begin filling out the intake packet. <u>See screenshot #3</u>
  - After completing each section, click save at the bottom. See screenshot #4
  - **\*\*Do NOT click on Save and Lock**. This will disable editing abilities for the next sections.
  - 6 Click "Next" to complete the following sections until the packet is complete.
    - Return to the files tab and click on the "Registration Packet" link. Repeat steps 4-6.

If you have multiple children receiving services at AB Spectrum, you will need additional support to set up multiple logins. Please contact your client experience Specialist for

assistance. (314) 339-7732























C Files File Details

Note/Form

Share File History













	Preview Fe
Choese a Section	
Header	
Basic Demographic Information	
Birth History	
Developmental History	
Medical History	
Educational History (skip if not school age)	
Current Functional Skills	
Behavior / Social History	
Feeding Services Question naire	
Signature	

			Change Section	•				6
< Previous			Currently Editing	Section:				Nex
	Basic Demographic Information							
Pediatrician's Name	ā.	./						
Parent / Legal Guar	dian Information #1:							
Name:								
Occupation/Title:				Work	Phone		.1	
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Parent / Legal Guar Name:	dian Information #2:							
Occupation/Title:	10		Work Phone:			.1		
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