## Complete Intake Exercise

1. In the “My Task Items Due/Overdue” section of your user homepage locate the intake task for your case/client.
2. Click on the task name (“Complete Intake”) to navigate directly to the **Case Task Page**.
	* The intake task will be displayed in the case tasks section of the page

**-OR-**

1. Navigate to the **Case Homepage** by clicking the recent agrmnts/cases section of the left navigation menu.
2. Click on the case ID and name of your client to access the homepage.
	* In the “Case Tasks” section of the homepage locate the intake task and click on the task name (“Complete Intake”) to navigate to the **Case Task Page**.
	* The intake task will be displayed in the case tasks section of the page.



1. Select an outcome from the drop-down menu. For this exercise, please indicate that the intake process is complete.
	* Please remember that selecting an outcome of self-serve only, group services only, or referred out will close the case. This action cannot be reversed.
2. Click save. You will be redirected to the **Case Homepage**.
3. Notice that:
	* The case header displays the updated status of assessment
	* A new task (“Complete Assessment”) was automatically generated by LaMPSS when the intake process was completed.

*<<end of exercise>>*