How To Enter Your Report

ERS Web Intake Form
Before you get started....

- The online Web referral form must be completed in its entirety
- The form does not allow the user to save it and return to it later
- The form will time out after sitting idly or if not completed in a timely manner
- Please ensure that all necessary information is available to you, as the reporter, before beginning the form
- Once complete and submitted, you will receive a computer generated notice that you have successfully completed your referral
REPORTER SECTION

Step #1

• This will be the first section you will see when you access the Web Intake Form.
• This information pertains to you, as the reporter.
• Complete all required fields and include as much additional information as possible (in non-required fields).
• Once REPORTER SECTION is completed, scroll down to the INCIDENT SECTION.
New

The **COVID-19 Screening** section has been added to address the health and safety of alleged victims, families, caregivers and staff. Please complete this section if COVID-19 is a known issue in the case. Please answer all questions to the best of your knowledge before moving on to the INCIDENT section.
INCIDENT SECTION

Step #2

- In this section, you will complete information regarding the incident (OR your reason for concern which may not be related to a specific incident).
- Again, complete all required fields and include as much additional information as possible (in non-required fields).
- Be sure to include a narrative description of the incident in the boxes to the left.

Abuse Allegations Here

Self-Neglect Allegations Here

Any additional pertinent information here
IMPORTANT!

- After completing REPORTER SECTION and INCIDENT SECTION, scroll to the bottom of the page and you will see below
- *Client* section **MUST** be completed in order for your referral to be processed
- *Alleged Perpetrator* section **MUST** be completed if someone is reportedly causing harm to the client
- *Other Possible Participant Information* section can be completed if there are others who are involved in the case
- *Attachments* section can be completed if you wish to upload pertinent documents to the case

To complete each of these sections, click on “Add”
CLIENT SECTION

Step #3

- This section pertains to the alleged victim (client/involved person)
- Complete all required fields and include as much additional information as possible (in non-required fields).
- Once CLIENT SECTION is completed, YOU MUST CLICK ON ‘SAVE’ BEFORE MOVING ON TO THE NEXT SECTION.
**ALLEGED PERPETRATOR SECTION**

**Step #4**

- After completion and saving of Client / Involved Person section, next open Alleged Perpetrator section by clicking on ‘Add’
- This section must be completed if there is a caregiver who is mistreating / harming the client
- Complete all required fields and include as much additional information as possible (in non-required fields).
- Once ALLEGED PERPETRATOR SECTION is completed, **YOU MUST CLICK ON ‘SAVE’ BEFORE MOVING ON TO THE NEXT SECTION**

### Alleged Perpetrator Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Alleged Perpetrator Unknown?</td>
<td>Select 'Yes' if unknown, 'No' otherwise.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter the first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter the last name.</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Enter the middle initial name.</td>
</tr>
<tr>
<td>Gender</td>
<td>Select 'Male', 'Female', or 'Other'.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Enter the date of birth.</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>Enter the social security number.</td>
</tr>
<tr>
<td>Address Type</td>
<td>Select the address type.</td>
</tr>
<tr>
<td>Street Address</td>
<td>Enter the street address.</td>
</tr>
<tr>
<td>Apartment/PO Box Number</td>
<td>Enter the apartment or PO box number.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city.</td>
</tr>
<tr>
<td>Residency County</td>
<td>Select the residency county.</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>Enter the contact phone number.</td>
</tr>
<tr>
<td>Secondary Phone Number</td>
<td>Enter the secondary phone number.</td>
</tr>
<tr>
<td>Email Address</td>
<td>Enter the email address.</td>
</tr>
<tr>
<td>Primary Race</td>
<td>Select the primary race.</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Enter the ethnicity.</td>
</tr>
<tr>
<td>Does the Alleged Perpetrator Have access to the Client/Involved Person?</td>
<td>Select 'Yes' if the Alleged Perpetrator has access to the client.</td>
</tr>
<tr>
<td>What is the relationship of this person to the Client/Involved Person?</td>
<td>Select the relationship from the provided options.</td>
</tr>
<tr>
<td>What is the primary language spoken by the Alleged Perpetrator?</td>
<td>Select the primary language spoken.</td>
</tr>
<tr>
<td>Non Verbal</td>
<td>Select 'Yes' if the Alleged Perpetrator is non-verbal.</td>
</tr>
</tbody>
</table>

Are there weapons or dangers present in the Alleged Perpetrator's home (Guns, drugs, dogs)? If yes, please describe.
OTHER POSSIBLE PARTICIPANT SECTION

**Step #5**

- After completion and saving of Alleged Perpetrator section, next open Other Possible Participant Information section by clicking on ‘Add’
- This section should be completed if there are additional persons who are involved in the case
- Complete all required fields and include as much additional information as possible (in non-required fields)
- Once this section is completed, **YOU MUST CLICK ON ‘SAVE’ BEFORE MOVING ON TO THE NEXT SECTION**
Step #6

• After completion and saving of Other Possible Participant Information section, next open Attachments section by clicking on ‘Add’
• This section can be completed if you would like pertinent documents uploaded to the case.
• Locate the document(s) on your computer and upload here.
• Once this section is completed, **YOU MUST CLICK ON ‘SAVE’**
After completion of client (required), alleged perpetrator (required, if abuse), other participant (if applicable), and attachments (if applicable) AND saving each completed window, you will be brought back to the main screen. In order for your referral to be successfully submitted, you must then click on ‘SUBMIT’.
Success!

After clicking on ‘Submit’, you will receive the above message.

This message will also include a unique Intake ID number that you may write down for your records.