Intake Worker Flow

Open CJAMS

Enter new Intake

Work on existing Intake

Existing Intake? **Find Individual**

Yes

Look at cases under **Pending**

No

Create **New Intake**

Is Child already in system?

Look up client name

Add new client name

Select current client name

Enter information about case

Finished entering case?

Yes

No

Click **Submit for Review**

Click **Update Draft**