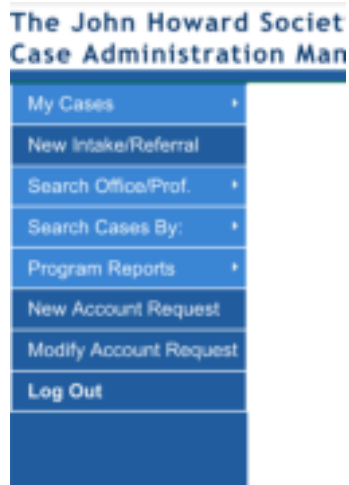


CREATING A NEW CASE IN CAMS

1. CLICK “NEW INTAKE/REFERRAL” FROM THE MENU TO THE LEFT OF THE SCREEN



2. FILL OUT THE NEW INTAKE DIALOGUE BOX

- **Program** = Select your regional program
- **Intake Date** = Date case was referred
- **Projected Discharge Date** = Enter if known
- **Case Status** = Select “**Waitlist**”; you will change the case status to “**Open**” if the person is accepted into programming after the eligibility assessment is complete.
- **Intake Priority** = Select “**High**” if the person falls within the CBSA 48-hour detention review window after a first apprehension.
- **Client Last Name** = Enter the client’s last name
- **Referral Type** = Select default option
- **Click “Create (new referral)” to create the new case.**

Create New Intake and Referral information

* denotes required field

*Program :	John Howard Montreal
*Intake Date :	_____ date case was referred
Projected Discharge Date :	_____
*Case Status :	<input checked="" type="radio"/> Waitlist <input type="radio"/> Open Case
Intake Priority :	(1) High
*Client's Last Name :	Test
*Referral Type :	Internal Referral
	<input type="button" value="Create (new referral)"/>

* denotes required field

Your new case is now created in CAMS. You can edit the *Needs Assessment*, *Service Plan* and add *Case Notes* even if the case is still set to “**Waitlist**”.

NOTE: See **8-Opening a Waitlisted Case** for instructions on how to change a case status from Waitlist to Open.