



## New Client Intake

Please help us to meet state requirements and maintain a comprehensive record book by giving us copies of the following if you have them available:

- Photocopy of Medicaid card (and other insurance if applicable)
- Copy of ID
- Guardianship papers (if applicable)
- Copy of annual physical (or note from doctor stating when the last physical took place if within the last 12 months)
- Copy of prescriptions to be taken in program (if any) including OTC
- Medical protocols (if any)
- Copies of any evaluations if you have them (even from long ago)
  - Speech / communication eval
  - Vocational reports
  - Physical therapy
  - Occupational therapy
  - Psychological / neurological evals
- Copy of previous IEPs or ISPs (if any)
- Supports Intensity Scale (SIS)
- Health Risk Screening Tool (HRST)
- Any other miscellaneous documentation that may be important