


Training Options in The Resource Center

1. Click the  icon on the Intake application's bottom right. The **Resource Center** displays.
2. Click the **CarePort Intake Reporting** section. A list of **Videos** and **Training Materials** displays.

Intake Reporting Training Materials

CarePort Intake Reporting User Guide: This comprehensive guide about CarePort Intake Reporting is meant to be viewed in electronic PDF format.

CarePort Intake Reporting Overview Guide: A high-level overview of each Dashboard. This can be printed as a reference while watching the videos.


Intake Reporting Dashboard Videos

To learn about the Dashboards and how to use them, we suggest you take the videos in the following order:

1. Reporting Introduction Video
2. Referral Details Dashboard Video
3. Quarterly Response and Accept Dashboard Video
4. Decline Analysis Dashboard Video
5. Referral Trend Dashboard Video
6. Response Time Delay Analysis Dashboard Video
7. Intake Summary Dashboard Video
8. Referral/Decline Analysis Dashboard Video
9. Trend Analysis Dashboard Video

Client Support Team

Contact our Client Support Team for any questions you have about Intake Reporting.

1. Click the **Settings**  icon and select **Contact Client Support**.
2. Enter your comment/question/concern and click **SUBMIT**. A **Support Ticket** will be created, and an email will be sent to you.