

Hello! Here is a sample of what we need our hospital intake packets to look like. Those areas highlighted in **YELLOW**, **TEAL**, and **PURPLE** are areas that we **ABSOLUTELY** need to have filled out.

Areas highlighted in **teal** are needed because:

- **Date** is important for keeping track of records between our hospitals and agency
- **Contact hours for MA** are needed to track how long you were at the hospital for
- **Victim or Significant Other** determines if we worked directly with the survivor/patient, or with their parent, spouse, etc. Most of the time we would put victim
- We need their **address** for funding purposes, if they do not want to give their street address, we at least need the **city/town, and zip code**
- **Phone number** is so we can provide a follow up call to see if further resources are needed, we need to know if it is **OK to leave a voice message** or not, in case they do not answer our follow up call
- **Special Needs** is important so we know what additional referrals and resources we need to provide during the follow up call
- **Medical Response** is what we typically fill out if we are going to the hospital.
 - If you were at a hospital, all following fields are required
 - You will check Yes for **Visited Medical Facility**
 - **Medical Facility** will be ER or ER Transfer
 - You will put down the name of the hospital under **Hospital Name**
 - If you select No for visiting **Medical Facility**, you will NOT complete any of the following things
 - If these fields are unknown or not given, please write unknown
- **Criminal Justice Response**, is what we fill out if the survivor/patient has spoken with law enforcement
 - If you select No under **Reported to Police**, you will NOT complete any of the following things
- **Services Requested**, is important so we know what to discuss in our follow up call
- If these fields are unknown or not given, please write unknown

Areas highlighted in **yellow** are needed because:

This is what Susan, our office manager, inputs our intakes into a system named Infonet where these fields are required.

- **City, State, Zip Code, Town, Township and County** are important for funding purposes. If you are unsure of the Township and County but have the address, please leave it blank or check here: [Illinois Public Land Survey System \(PLSS\) \(arcgis.com\)](http://Illinois Public Land Survey System (PLSS) (arcgis.com))
- **Age at first contact** is the age the assault/incident occurred
- All fields with an ***asterisk*** are needed and HAVE to be an option from the reference list
- If these fields are unknown or not given, please write unknown

Areas highlighted in **purple** are where you would look on the reference list, for example

- On our intake form it is highlighted **PRESEENTING ISSUEES**, I would look on the reference list and write a specific issue that is listed there, so I could write, ASULT SEXUAL ASSAULT
- If these fields are unknown or not given, please write unknown

IF ANY FIELDS ARE NOT REPORTED, MISSED, OR UNKNOWN, PLEASE WRITE OR SELECT UNKNOWN

Date _____ MONTH/DAY/YEAR _____

Client ID # _____
 Victim Significant Other

Contact Hours: MA _____ CJS _____ IPC _____ PGC _____ CVJ _____

Northwest CASA - INTAKE DATA ENTRY FORM

CLIENT INFORMATION/DEMOGRAPHICS

VICTIM/SIGNIFICANT OTHER RESIDENCY (use to complete Location Tab in InfoNet)

Name: _____ DOB _____

Address: _____
Street City State Zip Code

Township: USE TOWNSHIP LINK SEARCH County USE TOWNSHIP LINK SEARCH

Phone: _____ Effective Date: "IMMEDIATELY"

OK to leave a message Do NOT leave a message

(Required fields for InfoNet Database)

Age (at first contact): _____

Gender Identity: (Check only one) Female Male Unknown Not Reported: (Client declined)

- Transgender Female (male to female): *Someone whose sex is or was male but identifies as female*
- Transgender Male (female to male): *Someone whose sex is or was female but identifies as male*
- Genderqueer/Gender Non-Conforming: *Someone who does not identify exclusively as male or female, somewhere in between or neither gender identity*
- Other: _____

Race/Ethnicity: Check ALL that apply:

- American Indian or Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- MENA (Middle Eastern North African)
- Native Hawaiian or Other Pacific Islander
- White
- Unknown

Sexual Orientation: (Check only one) Heterosexual/Straight Homosexual/Gay/Lesbian Bisexual

- Queer: *Refers broadly to lesbians, gay, bisexual people and others who may not identify with the terms above but do identify with this term*
- Other: _____
- Unknown Note: *If client uses the term "Questioning" to describe their sexual orientation, please use the "Other" category above and write in this term.*
- Not Reported: (Client declined OR not collected)

If significant other, significant other of: Adult Victim Child Victim (age 17 and under)

***If significant other, relationship to victim:** _____

- SSI
- Unknown

- Not Reported
- Other Income _____

SPECIAL NEEDS

Special Needs: (Indicate any physical or mental disability or difficulty identified by the client or his/her legal guardian)

- No Special Needs Indicated
- Requires wheelchair accessibility
- Has developmental disability, requires assistance
- Has hearing impairment, requires assistance
- Has a visual impairment, requires assistance
- Has Mental/emotional disability
- Has limited English proficiency, requires interpreter – Primary language: _____
- Other disability: _____
- Unknown
- Not Reported

Complete medical, criminal justice and offender sections for victim clients only.

MEDICAL RESPONSE – if reported (Please provide updates as received for Infonet data entry)

Visited Medical Facility: Yes No Unknown Not Reported **Date of Visit:** _____

Treated for Injuries: Yes No Unknown Not Reported

Seriousness of Injuries: Did not require hospital admission Required hospital admission
 Unknown

Photos Taken: Yes No Unknown Not Reported

Medical Facility: Clinic Emergency Room ER Transfer
 Other Private Physician Unknown None

Evidence Collection Kit Used: Yes No Unknown Not Reported

Treated by SANE: Yes No Unknown Not Reported

Hospital Name: _____

CRIMINAL JUSTICE RESPONSE- if reported (Please provide updates as received for Infonet data entry)

Reported to Police: Yes No **Date of Report:** _____

Municipality: _____ **Officer Name(s):** _____

Patrol Interview: Yes No **Detective Interview:** Yes No

State's Attorney Interview: Yes No

State's Attorney Victim/Witness Staff Participation: Yes No Not appropriate for services
 Unknown

Order of Protection: Civil Criminal None Unknown

Order of Protection Type: Emergency Interim Plenary Unknown

Civil No Contact Order: Criminal Civil Juvenile Unknown

Civil No Contact Order Type: Emergency Plenary Unknown

* See Reference Chart for Choices

INFONET REFERENCE LISTS

PRIMARY PRESENTING ISSUES

Adult Sexual Assault or Abuse
 Adult Survivor of Incest or Sexual Assault
 Child Sexual Assault or Abuse
Human Sex Trafficking
 Other Sexual Violence
 Sexual Harassment
 Stalking

OTHER PRESENTING ISSUES

Sexual Assault or Abuse
 Adult Survivor of Incest of Sexual Assault
 Stalking
 Sexual Harassment
 Child Sexual Assault
 Child Abuse
 Child Neglect
 Date Rape
 Drugged
 Hate Crime
 Home Invasion
Human Labor Trafficking
Human Sex Trafficking
 Physical Domestic Violence
 Sexual Domestic Violence
 Emotional Domestic Violence
 Domestic Battery
 Aggravated Domestic Battery
 Violation of Order of Protection
 Elder Abuse
 Homicide
 Attempted Homicide
 Other Assault
 Battery
 Assault and/or Battery
 Burglary
 Robbery
 Other Offense Against Person
 Other Offense
 Unknown Offense

PRIMARY OFFENSE LOCATION

Car
 College/University
Internet/Social Media
 Offender's Home
 Other
 Other Private Location
 Other Public Location
 Park
Phone
 Public Transportation
 School
 Shared Home
 Street
 Victim's Home

RELATIONSHIP TO VICTIM (for significant others) AND RELATIONSHIP TO VICTIM (for Offender)

Acquaintance
 Acquaintance, Dating
 Aunt/Uncle
 Caregiver
 Child
 Coworker/Colleague
 Current Intimate Partner
 Employer/Boss/Supervisor
 Ex-Spouse
 Faith-Based Personnel
 Former Intimate Partner
 Foster Parent
 Foster Sibling
 Friend
 Grandparent
 Law Enforcement/Criminal Justice
 Professional
 Medical Professional
 Mental Health Professional
 Neighbor
 Nephew/Niece
 Non-Stranger: Internet/Dating App
 Non-Stranger: Ride Share/Taxi
 Parent
 Parent's Intimate Partner
 School Personnel
 Sibling
 Spouse
 Stepparent
 Stepsibling
 Stranger
 Unrelated Shares Household
 Other Professional
 Other Relative
 Other
 Unknown
REFERRAL SOURCE:
 Center Hotline
 Clergy
 DCFS
 Education System
 Friend
 Hospital
 Legal System, State's Attorney
 Media
 Other
 Other Medical

Police
 Private Attorney
 Public Health
 Relative
 Self
 Social Service Program
 Other Rape Crisis Center
 Child Advocacy Center
 Agency Name (may be entered in text field)

CRIME CLASS

Felony
 Misdemeanor
 Unknown

DISPOSITION

Acquitted
 Charges Dropped
 Convicted
 Convicted, Lesser Charge
 Dismissed, Fines
 Dismissed, Other Reason
 Dismissed, Victim Didn't Show
 Dismissed, Want of Prosecution
 Hung Jury
 Mistrial
 Other
 Pled Guilty, Lesser Charge
 Pled Guilty, Original Charge
 Stricken On Leave
 Unknown

SENTENCE TYPE

Conditional Discharge
 Domestic Violence Probation
 Fines
 Intensive Probation
 Jail
 Juvenile Detention
 Juvenile Probation
 Mandated Counseling
 Not Sentenced
 Other
 Prison
 Probation
 Restitution
 Sex Offender Probation
 Supervision
 Unknown

CHARGES

DESCRIPTION	STATUTE
Agg Crim Sex Abuse	720 ILCS 5/12-16
Agg Crim Sex Abuse/Bodily Harm	720 ILCS 5/12-16-A-2
Agg Crim Sex Abuse/Cont Subst	720 ILCS 5/12-16-A-7
Agg Crim Sex Abuse/Felony	720 ILCS 5/12-16-A-6
Agg Crim Sex Abuse/Handicapped	720 ILCS 5/12-16-A-4
Agg Crim Sex Abuse/Retarded	720 ILCS 5/12-16-E
Agg Crim Sex Abuse/Threat Life	720 ILCS 5/12-16-A-5
Agg Crim Sex Abuse/Victim < 13/Acc > 16	720 ILCS 5/12-16-C-1-I
Agg Crim Sex Abuse/Victim < 18/Acc Family Member	720 ILCS 5/12-16-B
Agg Crim Sex Abuse/Victim < 9/Acc < 17	720 ILCS 5/12-16-C-2-I
Agg Crim Sex Abuse/Victim 13 to < 17/Acc 5 Yrs Older	720 ILCS 5/12-16-D
Agg Crim Sex Abuse/Victim 13-16/Acc >16/Force	720 ILCS 5/12-16-C-1-II
Agg Crim Sex Abuse/Victim 13-17/Acc >17/Position of Trust	720 ILCS 5/12-16-F
Agg Crim Sex Abuse/Victim 60 or Older	720 ILCS 5/12-16-A-3
Agg Crim Sex Abuse/Victim 9-16/Acc < 17/Force	720 ILCS 5/12-16-C-2-II
Agg Crim Sex Abuse/Weapon	720 ILCS 5/12-16-A-1
Agg Crim Sex Aslt	720 ILCS 5/12-14
Agg Crim Sex Aslt/Bodily Harm	720 ILCS 5/12-14-A-2
Agg Crim Sex Aslt/Cont Subst	720 ILCS 5/12-14-A-7
Agg Crim Sex Aslt/Felony	720 ILCS 5/12-14-A-4
Agg Crim Sex Aslt/Firearm	720 ILCS 5/12-14-A-8
Agg Crim Sex Aslt/Firearm Discharged	720 ILCS 5/12-14-A-9
Agg Crim Sex Aslt/Firearm Discharged/Bodily Harm	720 ILCS 5/12-14-A-10
Agg Crim Sex Aslt/Handicapped	720 ILCS 5/12-14-A-6
Agg Crim Sex Aslt/Retarded	720 ILCS 5/12-14-C
Agg Crim Sex Aslt/Threat Life	720 ILCS 5/12-14-A-3
Agg Crim Sex Aslt/Victim < 9	720 ILCS 5/12-14-B-1
Agg Crim Sex Aslt/Victim < 9/Acc < 17	720 ILCS 5/12-14-B
Agg Crim Sex Aslt/Victim > 9 and <13/Force/Acc <17	720 ILCS 5/12-14-B-2
Agg Crim Sex Aslt/Victim 60 or Older	720 ILCS 5/12-14-A-5
Agg Crim Sex Aslt/Weapon	720 ILCS 5/12-14-A-1
Agg Stalking	720 ILCS 5/12-7.4
Approach/Contact w/Child in Zone/Child Sex Off	720 ILCS 5/11-9.4
Child Pornography	720 ILCS 5/11-20.1
Crim Sex Abuse	720 ILCS 5/12-15
Crim Sex Abuse/Can't Consent	720 ILCS 5/12-15-A-2
Crim Sex Abuse/Force	720 ILCS 5/12-15-A-1
Crim Sex Abuse/Victim 13-16/Acc Less than 5 Yrs Older	720 ILCS 5/12-15-C
Crim Sex Abuse/Victim 9-16/Acc < 17	720 ILCS 5/12-15-B
Crim Sex Aslt/Can't Consent	720 ILCS 5/12-13-A-2
Crim Sex Aslt/Family Member < 18	720 ILCS 5/12-13-A-3
Crim Sex Aslt/Victim 13-17/Acc >16/Position of Trust	720 ILCS 5/12-13-A-4
Crim Sex Aslt:Force	720 ILCS 5/12-13-A-1
Crim Transmission HIV	720 ILCS 5/12-16.2
Custodial Sex Misconduct	720 ILCS 5/11-9.2
Cyberstalking	720 ILCS 5/12-7.5
Exploitation of Child	720 ILCS 5/11-19.2
Grooming	720 ILCS 5/11-25
Indecent Solicit of Child	720 ILCS 5/11-6
Permitting Sex Abuse of Child < 17	720 ILCS 150/5.1
Pred Crim Sex Aslt of Child	720 ILCS 5/12-14.1
Pred Crim Sex Aslt of Child/Acc >16	720 ILCS 5/12-14.1-A-1
Pred Crim Sex Aslt of Child/Acc >16/ Cont Subst	720 ILCS 5/12-14.1-A-3
Pred Crim Sex Aslt of Child/Acc >16/Bodily Harm	720 ILCS 5/12-14.1-A-2
Pred Crim Sex Aslt of Child/Acc >16/Firearm	720 ILCS 5/12-14.1-A-1.1
Pred Crim Sex Aslt of Child/Acc >16/Firearm Discharged	720 ILCS 5/12-14.1-A-1.2
Presence w/in School by Child Sex Off Proh	720 ILCS 5/11-9.3
Sex Exploit of Child	720 ILCS 5/11-9.1
Sex Off Reg/Viol Change Address/Employ	730 ILCS 150/6
Sex Off Reg/Viol Change Name/False Info	730 ILCS 150/10
Sex Off Reg/Viol Duty to Register	730 ILCS 150/3

* See Reference Chart for Choices

Sex Relations w/in Families	720 ILCS 5/11-11
Stalking	720 ILCS 5/12-7.3

CHARGES

DESCRIPTION	STATUTE
Agg Asltault	720 ILCS 5/12-2
Agg Batt of Child	720 ILCS 5/12-4.3
Agg Batt of Sr Citizen	720 ILCS 5/12-4.6
Agg Batt of Unborn Child	720 ILCS 5/12-4.4
Agg Batt w/Firearm	720 ILCS 5/12-4.2
Agg Batt w/Machine Gun/Firearm w/Silencer	720 ILCS 5/12-4.2-5
Agg Batt/Deadly Weapon	720 ILCS 5/12-4-B-1
Agg Batt/Dom Viol Shelter	720 ILCS 5/12-4-B-16
Agg Batt/Food Causing Injury	720 ILCS 5/12-4-D
Agg Batt/Great Bodily Harm	720 ILCS 5/12-4-A
Agg Batt/Handicapped	720 ILCS 5/12-4-B-14
Agg Batt/Laser Gunsight	720 ILCS 5/12-4-D-3
Agg Batt/Poison	720 ILCS 5/12-4-C
Agg Batt/Victim > 59	720 ILCS 5/12-4-B-10
Agg Batt/Victim Pregnant	720 ILCS 5/12-4-B-11
Agg Battery	720 ILCS 5/12-4
Agg Dom Batt	720 ILCS 5/12-3.3
Asltault	720 ILCS 5/12-1
Batt of Unborn Child	720 ILCS 5/12-3.1
Battery	720 ILCS 5/12-3
Crim Abuse or Neglect/Elderly or Disabled	720 ILCS 5/12-21
Disclosure of Location of DV Victim	720 ILCS 5/45-2
Domestic Batt	720 ILCS 5/12-3.2
Heinous Batt	720 ILCS 5/12-4.1
Interfering w/report of Dom Viol	720 ILCS 5/12-6.3
Unlawful Visitation Interference	720 ILCS 5/10-5.5
Violation of Order of Protection	720 ILCS 5/12-30
Agg Arson	720 ILCS 5/20-1.1
Agg Discharge of Firearm	720 ILCS 5/12-24-1.2
Agg Intimidation	720 ILCS 5/12-6.2
Agg Kidnapping	720 ILCS 5/10-2
Agg Robbery	720 ILCS 5/18-5
Agg Unlawful Restraint	720 ILCS 5/10-3.1
Agg Unlawful Use of Weapon	720 ILCS 5/24-1.6
Agg Vehicular Hijacking	720 ILCS 5/18-4
Aiding and Abetting Child Abduction	720 ILCS 5/10-7
Armed Robbery	720 ILCS 5/18.2
Armed Viol	720 ILCS 5/33A-2
Arson	720 ILCS 5/20-1
Burglary	720 ILCS 5/19-1
Child Abandonment	720 ILCS 5/12-21.5
Child Abduction	720 ILCS 5/10-5
Contribute to Dependency/Neglect of Child	720 ILCS 130/2
Crim Damage to Prop	720 ILCS 5/21-1
Crim Defacement of Prop	720 ILCS 5/21-1.3
Crim TrespAslt to Real Prop	720 ILCS 5/21-3
Crim TrespAslt to Residence	720 ILCS 5/19-4
Crim TrespAslt to Vehicles	720 ILCS 5/21-2
Disorderly Conduct/Act to Alarm or Disturb	720 ILCS 5/26-1-A-1
Disorderly Conduct/Peeping Tom	720 ILCS 5/26-1-A-5
Drug Induced Hom	720 ILCS 5/9-3.3
Financial Exploit of Elderly or Disabled	720 ILCS 5/16-1.3
First Degree Murder	720 ILCS 5/9-1
Forcible Detention	720 ILCS 5/10-4
HarAslt by Telephone	720 ILCS 135/1-1
HarAslt thru Electronic Comm	720 ILCS 135/1-2
Home Invasion	720 ILCS 5/12-11

* See Reference Chart for Choices

CHARGES

DESCRIPTION	STATUTE
Intentional Hom of Unborn Child	720 ILCS 5/9-1.2
Intimidation	720 ILCS 5/12-6
Invol Manslaughter/Reck Hom	720 ILCS 5/9-3
Kidnapping	720 ILCS 5/10-1
Obstructing Justice	720 ILCS 5/31-4
Other Charge	
Reck Conduct	720 ILCS 5/12-5
Reck Discharge of Firearm	720 ILCS 5/24-1.5
Residential Arson	720 ILCS 5/20-1.2
Residential Burglary	720 ILCS 5/19-3
Ritual Mutilation	720 ILCS 5/12-32
Ritualized Abuse of Child	720 ILCS 5/12-33
Robbery	720 ILCS 5/18-1
Second Degree Murder	720 ILCS 5/9-2
Transmission of Obscene Messages	720 ILCS 135/1
Unlawful Restraint	720 ILCS 5/10-3
Unlawful Use of Weapons	720 ILCS 5/24-1
Vehicular Hijacking	720 ILCS 5/18-3
Vehicular Invasion	720 ILCS 5/12-11.1
Vol Manslaughter of Unborn Child	720 ILCS 5/9-2.1