1. From the i-twist Home screen choose *Intake*.
2. From the *Intake Landing Pages* choose *New Intake*:
3. This brings you to the *Allegations and Concerns* screen of the intake.
4. Complete all information on the following screens and save:
	* *Allegations and Concerns;* and
	* *Report Individuals.*
5. For status offender cases, ***do not*** complete the *Victim/Perp Pairing* screen:



1. Complete all information on the following screens and save:
	* *Relationship*;
	* *Rpt Source/Collateral*; and
	* *Current Staff Safety.*
2. On the *Staff Determination* screen, select *Court Related Activities* under the *Staff Determination* field; and choose *Status Offenders* under the *Determination Details* and save.
3. Complete all information on the *Assign Intake and Submit* screen to submit the intake for FSOS approval.

