Required	MCH Intake
	MCH 11 Rev 8/03
	This form replaces the Triage and the MCH 1 forms.
	Purpose: Used to initiate entry into the MCH data system. To document intake for services to MCH clients including Best Beginnings (Prenatal, Welcome Home), MHR, NBIC, NFP, CSH, and Premie. One- or two-time visits to pregnant women can be documented on the form.
	The Intake form is sufficient documentation for prenatal, one-time only client. The client may have an office "drop in" visit for a brief assessment and referral, to sign up for classes, or for single question or focus. The client initiates the contact and defines the extent of contact. If a pregnant woman has more than 2 office visits, she should be admitted for Best Beginnings care coordination.
	Completed by: This form can be initiated by clerical support staff or client but is completed by the nurse, social worker or Best Beginnings coordinator. Blank forms can be provided to local hospital OB departments for use in referring Welcome Home newborns.
	When: At the time of initial phone inquiry or office visit.
	Retention: In a separate file alphabetically by year, or with the client record if one is started.
	When Update is needed: This form is not routinely updated during the prenatal period. Additional notes may be added if another contact is made. When the baby is referred, another Intake may be sent by the hospital, or the nurse can update the Intake/Referral form with the baby's information to submit after the Welcome Home visits. If the newborn is to be followed by CSH or Premature Follow up, a new Intake form is needed.
	Where to send: The original is sent to MCH at 4020 House, Cheyenne, WY 82002.