



How Do I Submit a New Demographic Online?

For Additional Questions and Answers, visit our FAQ section

Step 1: Select the Application

On the left-hand side menu on the *MyPractice* Page under the My Maricopa section:

- Click on **Submit Intake Online**

Step 2: Submit a New Demographic Online

From the **Submit Intake Online** welcome page, click **Submit a new demographic online**.

Step 3: Submit a New Demographic Online

A search screen will appear, asking that information be entered to locate the desired member.

Enter in all required fields and click **Search**. Required fields are:

- Last name
- First name
- Date of birth

**CIS Member ID number is optional.*

Step 4: Submit a New Demographic Online

Matching results from the search will appear. Click on the transaction for the appropriate member to begin entering demographic information.

Step 5: Submit a New Demographic Online

All required fields for each section need to be completed. Demographic sections include:

- Member Information
- Descriptive Characteristics
- Outcomes Measures
- Additional Measures

*Tip: Clicking the **Save for Later** button will allow the demographic to be continued at a later time.*

Step 6: Submit a New Demographic Online

Once all of the information has been entered, the Preview screen will allow for edits to be made to any of the sections. If all information is correct, click the **Submit** button.

Step 7: Submit a New Demographic Online

Once submitted, a confirmation page will display, allowing the user to print a copy of the demographics and/or make note of the transaction number for future reference.

Tips:

- Demographics are required following the submission of an initial intake for all clients who receive services and when data information on this form changes or required update/correction.
- Please be advised that it may take up to 7 days for submissions to be updated in the system.