



# Day Services – Electronic Forms

October 28, 2024

SCAN TO FILL OUT DAY SERVICES INTAKE FORMS ONLINE!

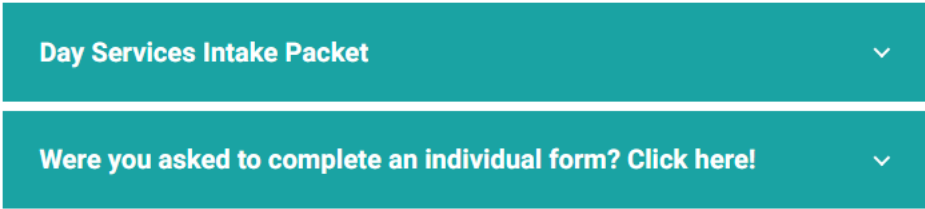


**Introduction:**

We have created a new process that allows people to fill out various forms online, either at intake or throughout the year as needed.

**Instructions:**

1. Go to [triangle-inc.org/day-forms](https://triangle-inc.org/day-forms)
2. You'll see these **instructions** at the top of the page:  
Please complete the forms below by clicking the arrow next to each one. You can preview the completed form, save the form to finish later, or submit the form using the buttons at the bottom.
3. Then you'll see a **list of the forms that are available:**



4. When you **click on Day Services Intake Packet**, you will see the **sections to fill out.**



5. The bottom tab has a list of all available **individual forms**:

**Were you asked to complete an individual form? Click here!**^

If you were asked to complete an individual form, please click the link below to submit just one form. Each form will open in a new tab.

- [Release of Information](#)
- [Authorization for Emergency Medical Treatment](#)
- [Release of Information from Doctor](#)
- [Medications List](#)
- [Guardianship Verification](#)

6. In the Day Services Intake Packet, **click on the first title section** and read the information, then **begin completing the fields**.
- a. **Required fields are marked with an asterisk.**
  - b. **Use the scroll bar to move down to see more fields.**
  - c. **Some fields are already filled in. You can add or edit the information there.**
  - d. **Click on the next section when you come to it to see more fields.**

Release of Information▼

I,  , give my permission to Triangle, Inc. to release the information listed below to  of

This information is to be released for the purpose of

Case Management and Employment Supports

Specific information proposed for release:

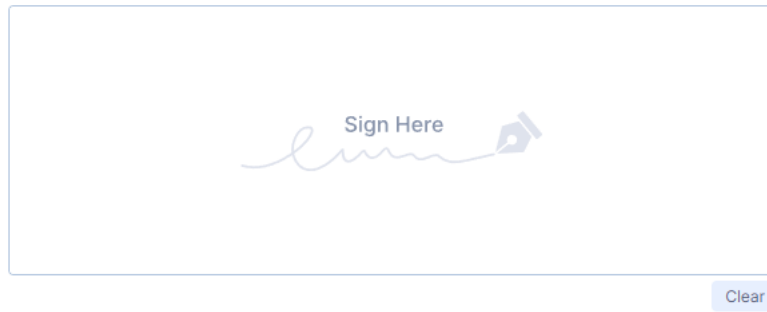
Case Management related supports, ISP Progress, Employment Supports

Manner in which information will be transmitted (e.g. verbal, written, fax, etc.):

Verbal, Written, Fax

7. Use your mouse to sign where required.

Individual's Signature \*



A rectangular signature field with a light blue border. Inside, the text "Sign Here" is centered above a stylized blue pen nib icon. A "Clear" button is located at the bottom right of the field.

Date \*



A date input field with a light blue border. The placeholder text "MM/DD/YYYY" is visible. A small calendar icon is on the right side of the field.

8. Once you're done going through all the forms, scroll down to the section that says "**Preview PDF, Save, and Submit.**" Here, you'll be able to do all three of those:
- Preview PDF:** see what the completed PDF will look like
  - Save:** you will be required to enter an email address to save (see step 9)
  - Submit:** this will submit the completed form to Triangle (see step 10)
  - It will also ask for an **optional email address**. Please enter an email address if you'd like to receive a completed copy of the form and confirmation that the form has been submitted successfully.

Preview PDF, Save, and Submit




Please enter an email address here if you'd like to receive confirmation that this form was submitted successfully and a copy of this form.



An empty rectangular input field for an email address.

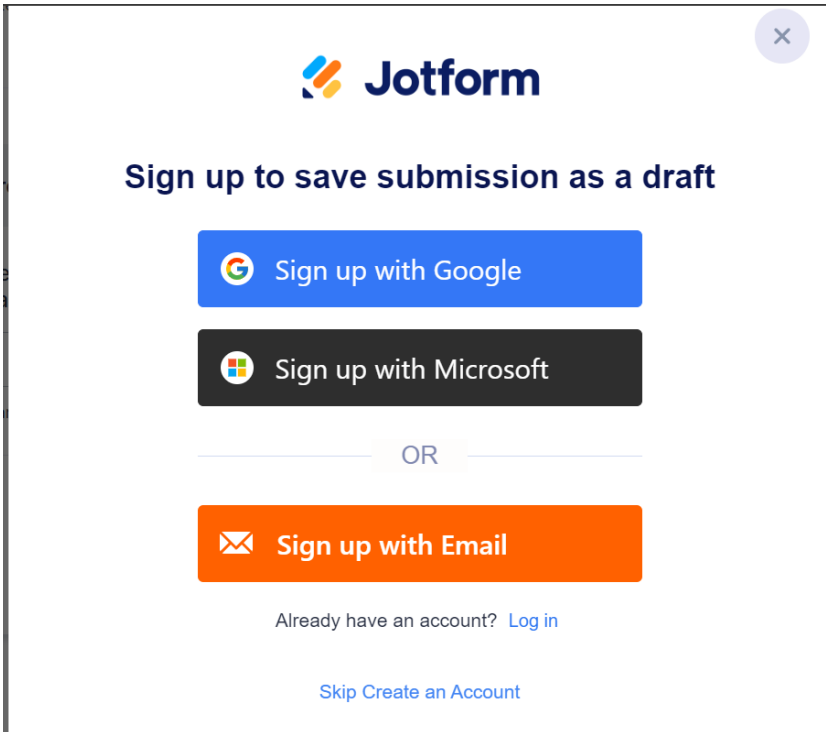
example@example.com

 Preview PDF

Save

Submit

9. If you click **Save**, you'll get the option to sign up for a Jotform account with Google, Microsoft, or with any email. At the bottom, there's also an option to continue without creating an account, which will allow you to just enter an email address. A link will then be emailed to you with the partially completed form. (see screenshot next page)



10. Once you click **Submit**, if everything that was required was filled out, you will receive a message that the form was submitted successfully.
11. If you entered an email address, you will also receive the form in your email.



## Thank You!

Your submission has been received.

12. If you entered an email address, you should receive an email from Jotform with a PDF of the form.