

A) How to locate Your Clients Forensic Assessment Documents in Penelope

Before you begin please ensure you are using the recommended settings – see page 12)

Step A1: You will be provided with an event ID for the clients Assessment appointment. To navigate to this event, type or copy/paste the Event ID into the Event ID search of your Penelope home page.

Secure | https://cms.acso.org.au/acm_topFrameControl

External Stakeholder Home back delete edit Portal Play Tue 17-Jul-2018

Events Search

Name Status

Event ID Go

My Case Load

Case Name	Presenting Client	Service File
TEST 8 Case	TEST 8, TEST 8	COATS Assessment

Account Maintenance
Change Password

Step A2: After selecting 'Go', the corresponding event/s will appear in your search results.

NB: Where there is more than one result returned you may select either, they will take you to the same event, however you can only go to the events that you have permission to do so.

External Stakeholder Home back delete edit Portal Play Tue 17-Jul-2018

Events Search

Name Status

Event ID Go

First Name	Last Name	Case Name	Service	Event ID	Time
TEST 8	TEST 8	CCO 17/06/2018	AOD - Counselling Complex	998878	18-Jul-2018 11:00 am
TEST 8	TEST 8	CCO 17/06/2018	AOD - Counselling Complex	998878	18-Jul-2018 11:00 am
TEST 8	TEST 8	CCO 17/06/2018	COATS Assessment	998774	17-Jul-2018 2:00 pm
TEST 8	TEST 8	CCO 17/06/2018	COATS Assessment	998774	17-Jul-2018 2:00 pm

Step A3: If you select a result from the 'Event ID' or 'Time' column, this will take you directly to the Service Event tab for that assessment.

The two ACSO Assessment documents are located on the event tab in the 'Documents' section.

Service Event back delete edit Portal Play Tue 17-Jul-2018

Tue 17-Jul-2018 2:00 pm 60 minutes

Service Event ID: 998774
Description: 1 Session
Status: Show
Type: Client Contact
Site: ACSO Central Office

Case: CCO 17/06/2018 (156226)
Service: COATS Assessment (30950)
Start Time: 17-Jul-2018 2:00 pm
End Time: 17-Jul-2018 3:00 pm

Notes

Complete PRIOR to any Outreach/off-site appointment:

- Outreach Location
- Address
- Expected return time

WHEN WRITING NOTES

- Be brief and accurate
- Use notes if this can't be done
- Try to record as close to contact as possible
- Document contact with all relevant and external people

Presentation (how did the client look and act?)

Documents

Form	Date
ADD Initial Treatment Plan	17-Jul-2018
Letter	Date
Forensic AOD Comprehensive	17-Jul-2018

Select Document

Add New Document
 Print Blank Document

Outcomes Assessments

Attachments

Client Photo

B) To View/Print the 'Forensic AOD Comprehensive Assessment'.

Step B1: To open the Forensic AOD Comprehensive Assessment, follow steps A1-A3 then click on the Forensic AOD comprehensive link (see below).

The screenshot shows a 'Service Event' page for 'Tue 17-Jul-2018 2:00 pm 60 minutes'. It includes details like 'Service Event ID: 998774', 'Case CCO 17/06/2018 (169228)', and 'Service: COATS Assessment (329550)'. A 'Documents' sidebar on the right lists several documents, with 'Forensic AOD Comprehensive 17-Jul-2018' highlighted in red. Below this, a larger 'Documents' panel shows a table with columns 'Form' and 'Date'. The 'Forensic AOD Comprehensive' document is listed with a date of '17-Jul-2018' and is also highlighted in red. Below the table are options to 'Add New Document' or 'Print Blank Document', and other sections like 'Outcomes Assessments', 'Attachments', and 'Client Photo'.

Step B2: The Forensic AOD Comprehensive Assessment will appear in the 'Service Event Document' Tab (see below). Opening the full tab can take up to 10 seconds if the system is very busy.


The screenshot shows the 'Service Event Document' page for the 'Forensic AOD Comprehensive Assessment'. It displays metadata such as 'Case CCO 17/06/2018 (169228)', 'Service: COATS Assessment (329550)', 'Primary Worker: Brett Anderson', 'Event Start: 17-Jul-2018 2:00 pm', 'Document Date: 17-Jul-2018', 'Letter Sent: Yes', 'Presenting Participant: TEST 8 TEST 8 01-Jan-1080', 'Document Description', 'Event ID: 998774', 'Event End: 17-Jul-2018 3:00 pm (60 minutes)', and 'Completed For: TEST 8, TEST 8'. In the top right corner, there are two buttons: 'Print' and 'Print Letter', both of which are highlighted with red boxes.

You may now Print/View the document in two formats.


To view/print the full assessment document – click on the 'Print' button in the upper right hand of the screen and then go to step B3.

To view/print the Assessment Report – click on the 'Print Letter' button in the upper right hand of the screen then go to step B4.

Step B3: The following screen will appear. To print this screen, click on the ACSO logo or press 'CTRL' + 'P' to bring up your printer options.

		Australian Community Support Organisation 1 Hoddle Street Melbourne Victoria Australia 3121 03 9413 7000	Document Report Printed by: portal Case :CCO 17/06/2018 (169228) Presenting:TEST 8 TEST 8 01-Jan-1080 (181451) Participant : Service :COATS Assessment (329550) Primary Worker :Brett Anderson Event ID :998774 Event Start :17-Jul-2018 2:00 pm Document :Forensic AOD Comprehensive Assessment (979338) Completed For :TEST 8, TEST 8
Case Presenting Participant Service Primary Worker Event ID Event Start Event End Duration (Minutes) Attending Members Non-attending Members Document Date Completed For Description Created Modified	CCO 17/06/2018 (169228) TEST 8 TEST 8 01-Jan-1080 (181451) COATS Assessment (329550) Brett Anderson 998774 17-Jul-2018 2:00 pm 17-Jul-2018 3:00 pm 60 TEST 8 TEST 8, Brett Anderson / Senior Project Manager - COATS Transformation Proj Forensic AOD Comprehensive Assessment 17-Jul-2018 TEST 8, TEST 8 Anderson, Brett on 17-Jul-2018 Warner, Kelly on 17-Jul-2018		
1	Consent form completed? <input type="checkbox"/>		
2	ID Checked? <input type="checkbox"/>		
Client Info			
Personal Details			
3	Client ID 181451		
4	Preferred pro-noun Mr		

Step B4: To print this screen, click on Print in the upper right-hand corner of the page to bring up your printer options.

		Print
Confidential Forensic Drug and Alcohol Assessment Report		
Client ID:	181451	
Client Name:	TEST 8 TEST 8	
Date of Birth:	01-Jan-1080	
Date of Assessment:	17-Jul-2018	
Date of Report:	17-Jul-2018	
Report Author:	Brett Anderson	
Interview Method/Location	Face to Face	

C) To view the 'Initial Treatment Plan'.

Step C1: To open the Initial Treatment Plan, follow steps A1-A3 then click on the AOD Initial Treatment Plan link (see below).

Service Event

Tue 17-Jul-2018 2:00 pm 60 minutes

Service Event ID: 998774
Description: 1 Session
Status: Show
Type: Client Contact
Site: ACSD Central Office

Case CCO 17/06/2018 (169228)
Service: COATS Assessment (329550)
Start Time: 17-Jul-2018 2:00 pm
End Time: 17-Jul-2018 3:00 pm

Notes

Complete **PRIOR** to any Outreach/off-site appointment

- Outreach location
- Activity
- Expected return time

WHEN WRITING NOTES

- Be brief and accurate
- Use notes if field agent the picture
- Try to record as close to contact as possible
- Document contact with all internal and external people

Presentation (how did the client look and act?)

Portal Play Tue 17-Jul-2018

Documents

Form	Date
AOD Initial Treatment Plan	17-Jul-2018
Letter	Date
Forensic AOD Comprehensive	17-Jul-2018

Select Document

Add New Document
 Print Blank Document

Outcomes Assessments

Attachments

Client Photo

Documents

Form	Date
AOD Initial Treatment Plan	17-Jul-2018
Letter	Date
Forensic AOD Comprehensive	17-Jul-2018

Select Document

Add New Document
 Print Blank Document

Outcomes Assessments

Attachments

Client Photo

Step C2: The AOD Initial Treatment Plan will appear in a 'Service Event Document' Tab. Opening the full tab can take up to 10 seconds if the system is very busy.

To Print the document, click on the print button in the upper right-hand corner of the screen. This will bring up your printer options.

Service Event Document

back delete edit

Portal Play Tue 17-Jul-2018

Prev Next

AOD Initial Treatment Plan

Case CCO 17/06/2018 (169228)
Service: COATS Assessment (329550)
Primary Worker: Brett Anderson
Event Start: 17-Jul-2018 2:00 pm
Document Date: 17-Jul-2018

Presenting Participant: TEST 8 TEST 8 01-Jan-1080
Document Description
Event ID: 998774
Event End: 17-Jul-2018 3:00 pm (60 minutes)

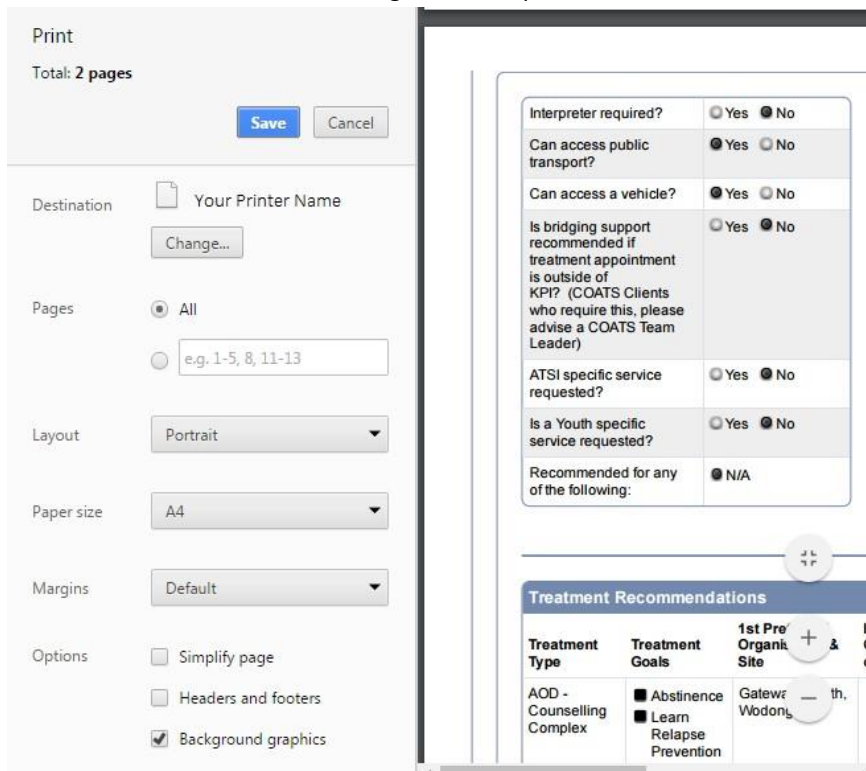
Record added 17-Jul-2018 4:15 pm by Warner, Kelly
Modified 17-Jul-2018 4:16 pm by Warner, Kelly

Details

Print

Recommended Settings

- The recommended Web Browser is Google Chrome
- When in the 'Print Dialog' box, the options should be as follows



- Within Google Chrome, the font settings should be as follows

