Penelope Tips - HOW TO VIEW YOUR CLIENT'S ASSESSMENT DOCUMENTATION USING EVENT SEARCH

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

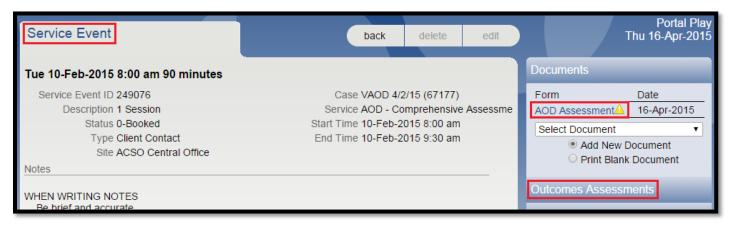


After selecting "Go", the corresponding event will appear in your search results.

*NB where there is more than one result returned; you may select either. They will take you to the same event.



If you select a result from the 'Event ID' or 'Time' column, this will take you directly into the assessment event. ACSO Assessments can be found in the Documents tab (Step 1 AOD screen will be located under Outcomes Assessments in the Intake event).



If you would like to view an event contained within an alternate service file (for instance, if your client has multiple service files), selecting a search result from the 'service' column will take you to the client's service history will allow you to access other service files you have been assigned to.

