

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:

External Stakeholder Home

back delete edit

Portal Play Thu 16-Apr-2015

Events Search

Name

Status

Event ID

Go

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.*

External Stakeholder Home

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Portal Play Thu 16-Apr-2015

Events Search

Name

Status

Event ID

Go

First Name	Last Name	Case Name	Service	Event ID	Time
Tim	Sherwood	VAOD 4/2/15	AOD - Comprehensive Assessment	249076	10-Feb-2015 8:00 am
Tim	Sherwood	VAOD 4/2/15	AOD - Comprehensive Assessment	249076	10-Feb-2015 8:00 am

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).

Service Event

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Portal Play Thu 16-Apr-2015

Tue 10-Feb-2015 8:00 am 90 minutes

Service Event ID 249076
Description 1 Session
Status 0-Booked
Type Client Contact
Site ACSO Central Office

Case VAOD 4/2/15 (67177)
Service AOD - Comprehensive Assessment
Start Time 10-Feb-2015 8:00 am
End Time 10-Feb-2015 9:30 am

Notes

WHEN WRITING NOTES
Be brief and accurate

Documents

Form	Date
AOD Assessment	16-Apr-2015

Select Document

☒ Add New Document
☐ Print Blank Document

Outcomes Assessments

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 which will allow you to access other service files you have been assigned to.

Service File

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Portal Play Thu 16-Apr-2015

Individual Profile Case **Service History**

AOD - Comprehensive Assessment

Service History

Case	Service Name	Agency	Start	End
VAOD 4/2/15 (67177)	AOD - Intake & Referral	David Whittle	04-Feb-2015	
VAOD 4/2/15 (67177)	AOD - Comprehensive Assessment	David Whittle	10-Feb-2015	
MHCSS Case (67194)	MH - Intake Assessment	Portal Play	14-Mar-2015	16-Mar-2015
MHCSS Case (67194)	MH - Needs Register Management	Portal Play	15-Mar-2015	16-Mar-2015
MHCSS Case (67194)	MH - Comprehensive Assessment	Portal Play	16-Mar-2015	
MHCSS Case (67194)	MH - ICSP	Portal Play	17-Mar-2015	