



# Assessment and Coordination – Adding a Review

## OVERVIEW

This User Guide details how to record Review details on an Assessment and Coordination case.

## HINTS & TIPS

Review will occur periodically throughout an agency's involvement with the case.


It is not possible to record the same Review Type on the same date more than once.

## ADDING A REVIEW TO AN ASSESSMENT AND COORDINATION CASE

Navigate to the Case.

Click on the **Review** tab.

Record the following:

- Review Type
- Review Date
- Review Outcome
- Details: click on the Details icon  and enter details; when completed click OK
- Click on the + sign to add another row if required

Click **Save**.

Case : (100021399)

Save

Case Services Brief Interventions Case Management **Review** Outcomes Notes (1) Related Activities Audit History

Main Audit ||>

*Review Type	*Review Date	*Review Outcome	Details		
<input type="text"/>	<input type="text"/>	<input type="text"/>	