

## Extensions - Penelope Guide - April 2023

Extension documents are used for clients requiring an additional episode of care upon completion of **maximum** sessions/hours for the relevant service type as set out in annual **Payment Guidelines**. They are important for the following reasons:

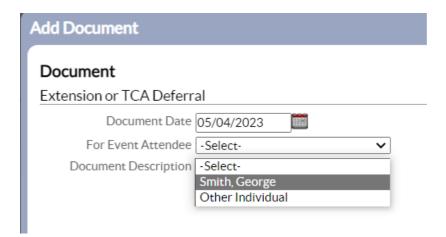
- Ensuring additional courses of treatment are tracked and counted against forensic targets
- Enabling treatment providers to claim further forensic funding for eligible clients

## Important notes:

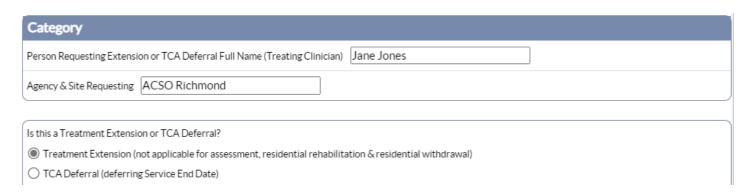
- There is an approval process in place for extension requests. TCA forms and an Extension request **must** be lodged at the same time.
- To request a treatment extension, the treating clinician **must** consult with the client's Justice Case Manager in addition to form submission.
- For Diversion clients, only one treatment extension request will be granted (equating to two courses of treatment)

## Instructions for completion

1. Select client name in 'For Event Attendee' then click anywhere on your screen

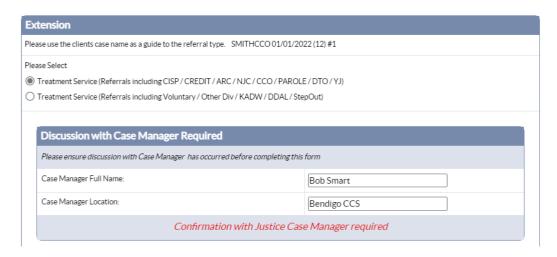


2. Enter your name and agency site then select '**Treatment Extension**'. Requests can only be made by Treatment Providers.

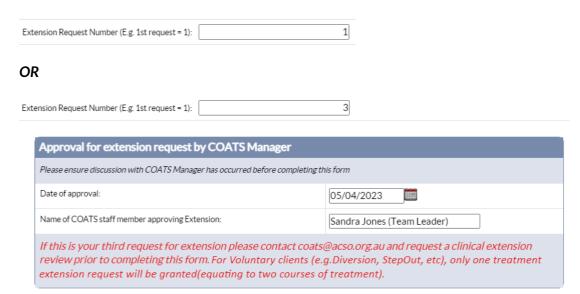




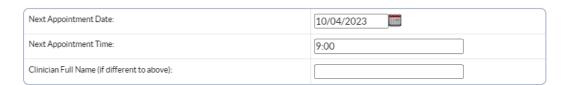
3. Select 'Treatment Service' category. The form will populate with questions relevant to the service you deliver. Tip: select the top option if your client is managed by Department of Justice and Community Safety (DJCS) or Court Services Victoria (CSV) and ensure you record their name and location.



4. **'Extension Request Number'** – enter the number of times you have requested an Extension (e.g. 1st request = 1). \*Please note, if you are requesting a third or more extension, you must first email <a href="mailto:coats@acso.org.au">coats@acso.org.au</a> with clinical reasoning for request.

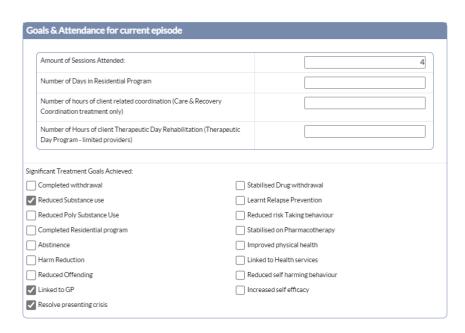


5. Enter 'Next Appointment Date'. A new service will be brokered, providing you with a new ACSO Identifier for VADC reporting purposes.





6. Enter 'Goals & Attendance for current episode'. \*Extensions are approved where client eligibility is established including confirmation that client has completed all sessions/hours afforded in their current service. Attendance must match TCA form attendance summary. For example: a new episode of Counselling Standard may be requested once a client has attended all 4 sessions in current service.



7. Reason for Extension - \*Provide any additional information relevant to your request.



- 8. Leave 'Client Services Unit' field **blank** this is for ACSO internal use only.
- 9. Press 'finish'



Your form will be reviewed by the COATS team. You will be contacted directly if further information is required.