

# Variations - Penelope Guide – February 2024

Variation documents are used when a client is in treatment and requires referral to another service or agency, or a different treatment type in the same agency. Justice Case Managers may only vary a treatment location while clinicians may vary treatment type and/or location. They are important for the following reasons:

- Ensure that further client referrals from your service are recorded on the system to inform further planning
- Ensure that providers can claim forensic funding for eligible clients

## Instructions for completion

**Important:** The service who identifies a client has moved catchments is responsible to request the variation.

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

Add Document

Document

Variations

Document Date
04/04/2023

For Event Attendee
-Select-

Document Description
-Select-

Smith, George
Other Individual

2. Select your worker category; enter your name and agency site. 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)

Category

Please use the clients Case as a guide to the referral type
SMITHCCO 01/01/2022 (12) #1

Please Select

☒ Treatment Service (Referrals including CISP / CREDIT / ARC / NJC / CCO / PAROLE / DTO / YJ)
☐ Treatment Service (Referrals including Voluntary / Other Div / KADW / DDAL / StepOut)

Person Requesting Variation (Full name)
Jane Jones

Site Requesting Variation
ACSO Richmond

### 3. Select 'Reason for Variation'

Change of Service Details	
<i>Please note: ONLY add appointment date and time if appointment details have been <b>discussed with the new agency and date given</b> for clients new treatment</i>	
Please Provide Reason:	-Select-
Treatment Agency for New Service:	-Select-
Date & Time of Treatment Appointment	Agency Request Appointment Preference Unavailable Change of Address Client Request Other Treatment Type Required Other
Please specify the service you require:	able at Salvation

4. 'Change of Service Details' – Enter appointment details (ensuring initial appointment date falls within 4-week backdating limit). If a referral is required for a client managed by DJCS or CSV, please leave 'Date & Time of Treatment Appointment' blank and a referral will be initiated to the requested service. **Please note:** ACSO does not make new referrals for voluntary clients (e.g. Other Diversion pathway). You must source an initial appointment date and time from intended Provider to include in form submission.

Change of Service Details	
<i>Please note: ONLY add appointment date and time if appointment details have been <b>discussed with the new agency and date given</b> for clients new treatment</i>	
Please Provide Reason:	Change of Address
Treatment Agency for New Service:	ACSO Bendigo
Date & Time of Treatment Appointment	01/05/2023 - 9am
Please specify the service you require:	<input type="checkbox"/> 6-week rehabilitation program (Only available at Salvation Army Bridge/Bendigo) <input type="checkbox"/> Caraniche HiROADS Complex & HiROADS CRC <input type="checkbox"/> Care and Recovery Coordination <input type="checkbox"/> Choices Individual <input type="checkbox"/> Counselling - Complex <input checked="" type="checkbox"/> Counselling - Standard <input type="checkbox"/> Home Based Withdrawal Youth <input type="checkbox"/> KADW

### 5. Justice Case Manager Consultation – for clients managed by DJCS and CSV only

Required for clients reporting to a Justice Case Manager	
<i>Please ensure discussion with Case Manager has occurred before completing this form</i>	
Justice Case Managers Full Name	
Justice Case Managers Site Location	
New Justice Case Managers Full Name (if applicable)	Bob Smart
New Justice Case Managers Location (if applicable)	Bendigo CCS

6. **'Additional Information'** - Provide any additional information relevant to your request

Additional Information

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Client requires treatment closer to new residential address: 123 Test St, Bendigo. Appointment has been obtained directly from new Provider.

7. Leave 'Client Services Unit' field **blank** – this is for ACSO internal use only.

8. Press 'finish'

cancel

back

update

next

finish

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

For further clarification or to discuss any issues, call the COATS (CSU) team on (03) 9413 7196