

TCA Clinical Outcomes- Penelope Guide - July 2025

ACSO relies on assessment and treatment agencies completing treatment completion advice documents in the Penelope portal. These documents are important for the following reasons:

- Ensure that clients are removed from your Penelope case load when you are no longer working with them
- Provide the Department of Health, Catchment Planners and treatment agencies with accurate information regarding treatment up-take and outcomes in your catchment.
- Ensure that returning clients have a record of treatment outcomes and issues related to past treatment to inform future presentation at assessment.
- Provide Justice services information on the reasons for exiting a client from treatment and any further treatment recommendations.
- Ensure that the work undertaken by agencies for Justice clients are paid according to activity and that
 agencies that exceed targets can receive additional funding.
- Clinical TCA should be completed for all voluntary and Justice clients.

Instructions for completion:

1. Select your client's treatment service file from My Case Load page or by performing a Search.



2. Select the treatment service event.





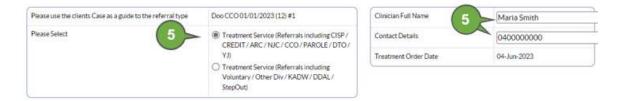
3. In Documents tab, select 'TCA Clinical Outcomes'.



4. Select the client's name and press anywhere on your screen.

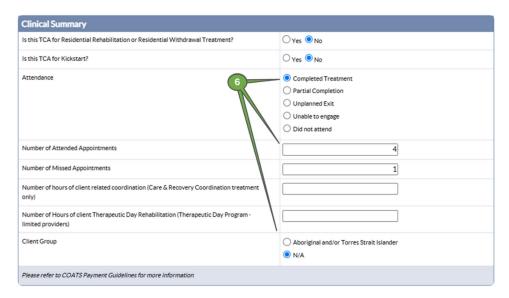


5. Select your service category and provide details of client's treating clinician and contact details. *Use the client's case name as a guide when selecting service category. Justice Case Manager are not required to submit TCA forms.

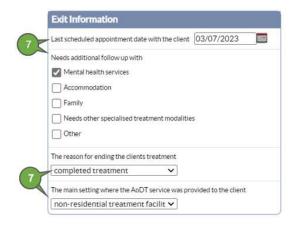




6. Provide attendance details and client group for completed course of treatment *Ensure that, if 'Did not Attend' is selected, no appointments are recorded in the below fields. These fields are used to calculate the rate for the course of treatment or forensic activity completed.



7. Provide client exit date and details of any additional follow-up required.



8. Individual Treatment Plan - Answer as applicable.





9. Forensic Only: Please seek confirmation for Justice Case Manager prior to submitting form.



10. All services: provide any additional TCA details.



11. Ignore this field unless you are an ACSO staff member.



12. Press 'Finish' to submit.

