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## Overview

When you are added as a CPA Co-ordinator for a Client in Rio the Client will display on your Caseload in blue.

**The Client will remain on your Caseload even if their referral is discharged until you complete a Discharge Review**

## Firstly Record a Discharge Review:


- Open the Client's **Clinical Portal-Client's View** screen
- Click the **Mental Health** folder (Navigation pane to the right)
- Click the **CPA Review** link
- The **CPA/Standard Care Management - Reviews** screen will display
- Click the **Schedule CPA Review** link (bottom of screen)
- Complete the **Intended Duration, Review Date/Time & Location** fields
- Click the **Save** button (bottom of screen)

An Information prompt will display

- Click **Save Without an Appointment**

## Secondly Complete the Discharge Review

The Scheduled review will now display at the top of the screen

- Click the **green Outcome this review** button 
- Complete the **CPA Review** screen to reflect your interaction with the Client
- You **MUST** complete all Mandatory (pink) fields

Locate the **General Details** section

- You **MUST** select a Review Type of **Discharge**
- Tick to **Validate** the review
- Click **Save** (bottom of screen)

The Discharge Review is now complete and the Client will be removed from your Caseload