

MCH CDIS BIRTH NOTIFICATION PROCESS



Speedy Steps

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MCH CDIS *BIRTH NOTIFICATION* PROCESS

**If the Birth Notification is NOT in your Council – return Birth Notification to hospital & contact relevant Council
DO NOT CREATE NEW CLIENT RECORD**

Entering a Birth Notification into CDIS

Appendix 1.1

Search Screen

Council: Select 'State' from look-up list

Appendix 1.2

Last Name: Enter Last Name of Mother

Appendix 2.1

Last Name defaults to CAPITALS

Birth Date: Enter by using digits or calendar box

Appendix 2.3

Click "Search" button

➤ Search results: If there is no matching data for Newborn on Birth Notification

Click "Create client" button

CDIS – Create Client / Contact Screen

Appendix 1.1

Client Demographics

Last Name*: Enter Last Name of Mother

Last Name defaults to CAPITALS

Appendix 2.2

First Name*: Enter as BB of Mother First Name or BG of Mother First Name

BB = Baby Boy

or BG = Baby Girl

✧ Eg: First Name of Male Newborn = BB of Mary (where Mother is Mary MAV-TEST)

Appendix 1.3

Gender*: Enter or Select from look-up list

Appendix 2.4

Birth Date*: Enter using digits

Appendix 2.3

Premature*: Click tick-box if relevant (if known)

Enter prematurity in week and days premature (NOT gestation)

✧ Eg: Baby is 34.2wks gestation; enter: 5weeks and 5days premature

Appendix 1.4

Adopted*: Click tick-box if relevant (if known)

First time mother for this child: Click tick-box if relevant (if known)

Appendix 1.5

Birth Notification

Birth Notification*: Select 'Yes'

Appendix 1.6

Birth Details

Birth notice received date*: Defaults to today's date

Appendix 2.3

Hospital (or place of birth): Enter first 3 letters and select from look-up list

Birth status: Select 'Liveborn' from look-up list

Appendix 2.5

Stillborn: Create Client Record (including Relationships), then follow stillborn process

Full term / Premature: Select from look-up list

Appendix 2.6

Singleton / Multiple: Select from look-up list

Appendix 2.7

Special Care Nursery: Select from look-up list or leave blank

Appendix 2.8

Priority visit required: Select appropriate

Home visit priority reason: Select from look-up list (if relevant)

Address

Enter data fields using look-up list or free-text

Appendix 2.9

Suburb*: Enter first 3 letters and select from look-up list

Appendix 1.7

Other Details

Enter data fields using look-up list or free-text (if known)

Birth Country*: Enter first 3 letters and select from look-up list

➤ If receiving a Birth Notification this will be 'Australia'

Language Exposure

Not required to enter at this time

Family Details

Not required to enter at this time

Relationships****It is vital to add/link Mother via the following process****Click 

"Create Relationship" Pop-up Box:

Search

Council: Select 'State' from look-up list

Appendix 1.2

Last Name: Enter Last Name of Mother
Last Name defaults to CAPITALS

Appendix 2.2

First Name: Enter First Name of Mother

DOB: Enter by using digits or calendar box (if known)

Appendix 2.3

Click 'Show Address' tick-box

Click "Search" button

- Look for a matching Mother Record in the search results:
 - Last Name, First Name, DOB, +/- Address – allow for minor spelling mistakes
 - If there are ONE or MORE matching Mother Records – go to ['If Mother has an Existing CDIS Record'](#)
- If in doubt of matching Mother Record - "Create client" record
 - If at a later date, the Mother confirms she has other children, the duplicate records must then be merged
 - ♦ See ['Merging Duplicate Records'](#)
- If there is NO matching Mother Record:

Click "Create client" button

"Create Relationship" Pop-up Box:

*Client Demographics*Last Name*: Enter Last Name of Mother
Last Name defaults to CAPITALS

Appendix 2.2

First Name*: Enter First Name of Mother
First Letter Capitals followed by lower case
✧ Eg: Where Mother is Mary Mav-Test, her Last Name = MAV-TEST and First Name = Mary

Gender*: Enter or select from look-up list

Appendix 2.4

Birth Date*: Enter using digits

Appendix 2.3

Address

Enter data fields using look-up list or free-text

Appendix 2.9

Suburb*: Enter first 3 letters and select from look-up list

Appendix 2.10

Appendix 1.7

Other Details

Enter data fields using look-up list or free-text (if known)

- Ensure phone numbers are entered as displayed on Birth Notification
- Phone numbers should include area code and no spaces between digits
 - ✧ Eg: 0391231234 (home/work) and 0410111222 (mobile)

Appointment Reminders*: Select 'SMS'

Receive Letters*: Select 'Email'

Appendix 1.8

Open for Service

Open this client for Universal MCH Service: Select 'Yes'

Site*: Select from look-up list

Click "Save" button

Appendix 2.11

"Relationship Details" Pop-up Box:

Related Client/Contact: Select 'Mother' from look-up list

Birth Mother?: Select 'Yes'

Information Sharing*: Select 'Yes'

Primary Caregiver: Click tick-box

Click "Save" button

Appendix 2.12

Professionals

Not required to enter at this time

Family Customs

Not required to enter at this time

Additional Needs

Enter data fields using look-up list (if known)

Child Protection Status

Enter data fields using look-up list or free-text (if known)

Open for Service

Open this client for Universal MCH Service; Select 'Yes'

Site*: Select from look-up list

Click "Save" Button

Appendix 1.13

Appendix 2.11

Appendix 1.9

This Client (CHILD) will now appear in the [Birth Notifications List](#)

If Mother has an Existing CDIS Record

A. If there is ONE matching Mother Record:

- Search results: Matching records with Last Name, First Name, DOB +/- Address
 - Allow for minor spelling mistakes
 - If in doubt of matching Mother Record - "Create client" record
 - If at a later date, the Mother confirms she has other children, the duplicate records must then be merged
 - ◆ See ['Merging Duplicate Records'](#)
1. Open a "Duplicate tab" Appendix 2.13
 2. Click "Search" button
 3. Enter matching Mother Record [Client Identifier Number](#) in appropriate field Appendix 2.14
 4. Click "Search" button
 5. Click on Mother Record [Client Identifier Number](#) to view record
 6. If Mother Record is in another Council – see ['Transfer Records In'](#)
 7. Update Mother Contact Details – see ['Update Details'](#)
 8. Add/Edit Mother Address – see ['Add/Edit Address'](#)
 9. *Open/Assign/Edit Site* for Mother Record – see ['Open for Universal MCH Service & Assign/Edit Site'](#) Appendix 1.13
 10. Close the "Duplicate tab" Appendix 2.13
 11. On main tab - Select Mother Record, by clicking on radio button next to [Client Identifier Number](#)
 12. Click "Create relationship" button
 13. "Relationship Details" Pop-up Box:
 - i. Related Client/Contact: Select 'Mother' from look-up list Appendix 2.12
 - ii. Birth Mother?: Select 'Yes'
 - iii. Information Sharing*: Select 'Yes'
 - iv. Primary Caregiver: Click tick-box
 - v. Click "Save" button

Professionals

Not required to enter at this time

Family Customs

Not required to enter at this time

Additional Needs

Enter data fields using look-up list (if known)

Child Protection Status

Enter data fields using look-up list or free-text (if known)

Open for Service

Open this client for Universal MCH Service; Select 'Yes'
 Site*: Select from look-up list
 Click "Save" button

Appendix 1.13

Appendix 2.11

Appendix 1.9

This Client (CHILD) will now appear in the [Birth Notifications List](#)

B. If there are MULTIPLE matching Mother Records:

- Search results: Matching records with Last Name, First Name, DOB +/- Address
 - Allow for minor spelling mistakes
- If in doubt of matching Mother Record - "Create client" record
 - If at a later date, the Mother confirms she has other children, the duplicate records must then be merged
 - ◆ See '[Merging Duplicate Records](#)'

1. Open a "Duplicate tab" Appendix 2.13

2. Click "Search" button

3. Enter matching Mother Record [Client Identifier Number](#) in appropriate field Appendix 2.14

4. Click "Search" button

5. Click on Mother Record [Client Identifier Number](#) to view record

6. If Mother Record is in another Council – see '[Transfer Records In](#)'

- i. Repeat '[Transfer Records In](#)' if there are multiple Mother Records in other Councils

7. Merge Mother Records – see '[Merging Duplicate Records](#)'

- i. Repeat '[Merging Duplicate Records](#)' if there are multiple Mother Records, until there is only ONE Record

8. Update Mother Contact Details – see '[Update Details](#)'

9. Add/Edit Mother Address – see '[Add/Edit Address](#)'

10. Open/Assign/Edit Site for Mother Record – see '[Open for Universal MCH Service & Assign/Edit Site](#)' Appendix 1.13

11. Close the "Duplicate tab" Appendix 2.13

12. In the main tab - Select Mother Record, by clicking on radio button next to [Client Identifier Number](#)

13. Click "Create relationship" button

14. "Relationship Details" Pop-up Box:

- i. Related Client/Contact: Select 'Mother' from look-up list
 - ii. Birth Mother?: Select 'Yes'
 - iii. Information Sharing*: Select 'Yes'
 - iv. Primary Caregiver: Click tick-box
 - v. Click "Save" button
- Appendix 2.12

Professionals

Not required to enter at this time

Family Customs

Not required to enter at this time

Additional Needs

Enter data fields using look-up list (if known)

Child Protection Status

Enter data fields using look-up list or free-text (if known)

Open for Service

Open this client for Universal MCH Service; Select 'Yes'

Site*: Select from look-up list

Click "Save" button

Appendix 1.13

Appendix 2.11

Appendix 1.9

This Client (CHILD) will now appear in the [Birth Notifications List](#)

Transfer Records In

In the “Duplicate tab”:

Click “Search” button

Enter/Paste [Client Identifier Number](#) in appropriate field

Appendix 2.14

Click “Search” button

Click on [Client Identifier Number](#) to view Mother Record

OR

If already viewing Mother Record...

“Transfer Client” Screen:

- | | | |
|------|----------------------------------------------|-----------------------------------------------------------------------|
| i. | Transfer Reason*: | Select ‘ <i>Changed Municipality</i> ’ from look-up list |
| ii. | Receiving Site... ‘ <i>Override</i> ’: | Select Site from look-up list |
| iii. | ‘ <i>Cancel client appointments</i> ’: | Leave blank |
| iv. | ‘ <i>Comments</i> ’: | Enter in free-text field |
| | | ✧ Eg: “ <i>Birth Notification received for newborn, dob [date].</i> ” |
| v. | Click “Transfer client to my Council” button | |

Appendix 2.11

Return to appropriate step in process and continue...

If Client Record Transferred IN from a CDIS Council & it is NOT the Correct Client

In the “Duplicate tab”:

Click “Search” button

Enter/Paste [Client Identifier Number](#) in appropriate field

Appendix 2.14

Click “Search” button

Click on [Client Identifier Number](#) to view Mother Record

OR

If already viewing Mother Record...

‘Client Activity’

‘Transfer Client (Use Only for councils on CDIS)’

“Transfer Client” screen

- | | | |
|------|----------------------------------------|-----------------------------------------------------------------------------------------------------------|
| i. | Select Transfer Reason*: | ‘ <i>Transferred in error</i> ’ from look-up list |
| ii. | ‘Transfer to Council’: | Select original council |
| iii. | Receiving Site... ‘ <i>Override</i> ’: | Select Site from look-up list (last appointment on ‘Summary Page’) |
| iv. | ‘ <i>Cancel client appointments</i> ’: | Leave blank |
| v. | ‘ <i>Comments</i> ’: | Enter in free-text field |
| | | ✧ Eg: “ <i>Transferred to [new council] in error on [date], transferred back to [original council].</i> ” |
| vi. | Click “Transfer client” button | |

Appendix 2.11

Merging Duplicate Records

Write down the Client Identifier Number(s) of the record(s) that are duplicates

- Search results: identify if there are duplicate records
 - Provided the Last Name, First Name and DOB are the same you should merge the records
 - If in doubt, contact the Mother and clarify details to determine whether the records pertain to them

In the main tab:

Highlight and copy the [Client Identifier Number](#) of the most recent record

Write down the [Client Identifier Number](#) of the duplicate records

In the “Duplicate tab”:

Click “Search” button

Paste [Client Identifier Number](#) in appropriate field

Appendix 2.14

Click “Search” button

Click on [Client Identifier Number](#) to view the record

‘Client Details’

‘Merge’

Matching Client Details: Click “Search” button


Enter [Client Identifier Number](#) of the duplicate record (ie, with the previous address/details)

Click “Search Button”

Select Client, by clicking on radio button next to [Client Identifier Number](#)

Click “Use client” button

- *Check that it is the relevant matching record*

Click “ Merge, keep current client” button

Click “ok”

“Merge Demographics Screen”:

- i. Click “Use” button to save information to main record – this will then be highlighted in **green**
- ii. Click “Complete Merge” button
- iii. Click ‘Ok’ – “Successfully Merged”

Appendix 1.12

Return to appropriate step in process and continue...

Update Details

➤ Check contact details & address on Birth Notification is on CDIS record and up-date if required

In the “Duplicate tab” – view Mother Record

‘Client Details’

‘Update Client Details’

Other details

Enter data fields using look-up list or free-text (if known)

- ✧ Ensure phone numbers are entered as displayed on Birth Notification
- ✧ Phone numbers should include area code and no spaces between digits
 - ✧ Eg: 0391231234 (home/work) and 0410111222 (mobile)

Appendix 1.8

Appointment Reminders*: Select ‘SMS’

Receive Letters*: Select ‘Email’

Click “Save” button

Click ‘Ok’ – “Successfully Saved”

Return to appropriate step in process and continue...

Add/Edit Address

Appendix 2.10


In “Duplicate tab” – view Mother Record

‘Client Details’

‘Client Addresses’

Client / Contact Addresses

1. Different address – new address required to be added

Click  Add Address

“Add Address” Pop-up Box:

- i. Source*: Select ‘by Birth Notice’ from look-up list
- ii. Address Type*: Select ‘Home’ from look-up list
- iii. Enter data fields using look-up list or free-text
- iv. Suburb*: Enter first 3 letters and select from look-up list
- v. Start date: Defaults to today’s date
- vi. End date: Leave blank
- vii. Click ‘Primary Address’ tick-box
- viii. Click “Save” button

Appendix 2.9

Appendix 1.7

Appendix 2.3

“Add Address” Relationships Pop-up Box: Do not click any tick-boxes until confirmed by Mother

- i. Click “Save” button
- ii. Click ‘Ok’ – “Successfully Saved”

2. Address requires editing - ONLY If minor adjustments, such as incorrect house number, street spelling etc

Click  next to relevant address

Appendix 2.10

“Add Address” Pop-up Box:

- i. Source*: Select ‘by Birth Notice’ from look-up list
- ii. Address Type*: Select ‘Home’ from look-up list
- iii. Enter data fields using look-up list or free-text
- iv. Suburb*: Enter first 3 letters and select from look-up list
- v. Start date: Defaults to today’s date
- vi. End date: Defaults to 1/01/9999 - leave
- vii. Ensure ‘Primary Address’ tick-box is ticked
- viii. Click “Save” button

Appendix 2.9

Appendix 1.7

Appendix 2.3

“Add Address” Relationships Pop-up Box: Do not click any tick-boxes until confirmed by Mother

- i. Click “Save” button
- ii. Click ‘Ok’ – “Successfully Saved”

Return to appropriate step in process and continue...

Open for Universal MCH Service & Assign/Edit Site

Appendix 1.13

All <6yo Children & Primary Caregivers are to be Open for Universal MCH Service

In the “Duplicate tab” – view Mother Record
 ‘Client Details’
 ‘Open/Change/Close Client’

➤ Current Service Summary should display:

- Service: Universal MCH Service
- Site: [site]
- Date Opened: [date time]
- Date Closed: BLANK

1. If record not Open:

Click “Update” button

“Open/Change/Close” Pop-up Box:

- i. Site*: Select from look-up list
- ii. Reason*: Select “*Re-establish MCH Service*” from look-up list
- iii. Click “Save” button

Appendix 2.11

2. If Site to be assigned/edited:

Click “Update” button

“Open/Change/Close” Pop-up Box:

- i. Change: Selected by default
- ii. Site*: Select from look-up list
- iii. Click “Save” button

Appendix 2.11

Entering a Birth Notification of a Stillborn

➤ Follow 'Entering a Birth Notification onto CDIS' (including Relationships): **ONLY CHANGE**

Appendix 1.14

Birth Details

Birth status: Select 'Stillborn' from look-up list

Appendix 2.5

Close Stillborn Record - VITAL to do at IMMEDIATELY after Entering a Birth Notification of a Stillborn

CDIS – Details (Child) Screen

'Client Details'

'Open/Change/Close Client'

Click "Update" button

Click 'Close'

Reason*: Select "Stillbirth" from look-up list

Click "Save"

This is a CRITICAL step in order to COUNT stillbirth/deceased for reporting purposes

'Client Details'

'Update Client Details'

Click "Deceased" tick box

Enter *Deceased Date*

Appendix 2.3

Enter "Deceased Notes" in free-text field – that is "Stillborn @ [gestation]."

Aboriginal/TSI*: Select "Not stated/inadequately described" from look-up list unless otherwise stated

Health Care Card*: Type "unknown" in free-text field unless otherwise stated

Click "Save" button

Close Mother Record of Stillborn - ONLY if First Time Mother & NOT currently receiving MCH Service

'Client Details'

'Open/Change/Close Client'

Click "Update" button

Select "Close"

Reason*: Select "Primary Care Giver of stillborn/deceased child" from look-up list

Click "Save" button

Record Contact with Mother of Stillborn - **Can be recorded after Record Closed**

- Follow internal council process for responding to Stillborn Birth Notification
 - If in contact with Mother & or Hospital/Professional, record as follows:

CDIS – Details (Child) Screen

'Clinical Activity'

'Client not Present'

Service Date: Auto-filled with today's date

Start Time: Auto-filled with current time

Agency: Mother = Leave blank OR Agency/Hospital = select from look-up list

Duration: Use digits or arrows

Travel Time: Leave blank

Service Type: Select "Telephone Consultation" from look-up list

Location: Leave blank

Others Involved: Type in free-text field if relevant

Professionals: Select from look-up list (linked to client), Click **+**Add if relevant

Notes: Enter notes from telephone consultation in free-text field

Appendix 2.3

Enter further notes in Stillborn Child History/Notes OR Mother History/Notes if relevant:

CDIS – Details (Child) Screen OR CDIS – Details (Mother) Screen

'History/Notes'

'Notes'

Click **+**Add Note button

"Add/Edit Progress Note" Pop-up Box:

Type notes in free-text field

Click "Save" button

Birth Notifications List

- The Birth Notification List is an efficient way to track:
 - i. Birth Notifications
 - ii. Outstanding home visits
 - iii. Attempts at contacting Mother, and
 - iv. Date set to re-attempt to contact Mother

- This can be viewed by 'All' (ie. All sites in your Council) or by 'Site' (ie. specific 'Site' in your council)

- All Clients that have been recorded as received a Birth Notification and have not yet been offered a home visit are displayed on the Birth Notifications List

- If someone other than a newborn is on the Birth Notification List it means the person was **incorrectly** created first and **not** through the CHILD relationship which is the MCH CDIS process AND on the Create Client/Contact screen, "Birth Notification*" was selected as "Yes".
 - This 'birth notification' pertains to the child's birth notification (**not** the Mother) and cannot be undone
 - The only way to take someone off the Birth Notification List who is **not** a newborn is via the following:

Remove a Client who is incorrectly on the Birth Notification List (ie. NOT newborns)

Home Screen

'General'

'Birth Notifications List'

Site: Select *All* or specific *Site* from look-up list

Click "Search" button

Click 'Single' (to remove one) or Click 'Multiple' (if there are >1)

Select client(s) to remove, by clicking tick box(es)

Click "Confirm Multiple Offer" button, if relevant

Click "Yes" – "Confirm Multiple Offer" Pop-up Box

Date of attempt*: Click ∨ to view Calendar Box, click "Today"

Click ∨ to select AM / PM

Appointment offered..*: Click 'No'

Free-text field: Type "Incorrect data entry on Birth Notifications List - moved to Universal Active List"

Duration*: Click ∨ to select 1 min

Outcome*: Click 'Move clients listed above to ACTIVE LIST – no appointment'

Appendix 1: Notes

1.1 General

- All fields with * are mandatory fields and must be completed before saving
- Use the tab keys to quickly move through the fields

1.2 Creating a Client Record

- A client record can only be created if a 'State' search has been performed first

1.3 Newborn Name

- To be entered this way to accurately identify the newborn on the Birth Notification and to ensure that the child is not entered twice if the last name is common
- For Twins: BB Twin One of [Mother's Firstname]; *eg. BB Twin One of Nicole etc...*
 - When twin babies first names are known: REMOVE "Twin One" and "Twin Two"
- DO NOT USE any symbols or numbers in name fields (*Eg: *# 1 or 2 etc...*)

1.4 Prematurity

- This can be entered at anytime via Client (CHILD) Record>Client Details>Update Client Details
- Adjusted age is displayed in the Client Record header

1.5 First Time Mother

- If recorded at time of creating Client (CHILD) Record, the First Time Mother tick-box will be automatically ticked in the Client (CHILD) Record>History/Notes>Pregnancy & Delivery
- This can be entered at anytime via Client (CHILD) Record>History/Notes>Pregnancy & Delivery
- It is from the Client (CHILD) Record>History/Notes>Pregnancy & Delivery that the First Time Mother is counted for reporting purposes

1.6 Birth Notification

- 'Yes': The Client (CHILD) will appear on the Birth Notifications List and is counted for reporting purposes
- 'No': If a Birth Notification is NOT received
 - Select Reason: *Born Interstate, Born Overseas, Other or Transferred from Non CDIS MCH Service*
 - Birth Details fields will not appear
 - Client (CHILD) will not appear on the Birth Notifications List
- *If the Birth Notification is **NOT** in your Council – return it to the hospital and contact the relevant Council*
 - **DO NOT CREATE NEW CLIENT ON CDIS if Birth Notification is **NOT** in your Council**

1.7 Suburb*

- The suburb list may take a little while to load as it is a national list
- Take care in selecting the correct suburb as it is a national list

1.8 Reminders & Letters

- Contact details are displayed as Birth Date entered for the created Client is >6 years of age
- Ensure mobile number and email address are entered correctly so that correspondence such as appointment reminders, group invitations, referral letters etc, can be sent
- Even if your council is not sending correspondence via email or reminders via text at present, it is important to enter these fields as your council may do so in the future, or the client may transfer councils

1.9 Save/Open

- **'Save'**: If the created Client Record is completed, this saves the Record and returns to the 'Home' Screen
- **"Save and Open"**: The created Client Record will be saved, and the Record will remain in view
- Once a Client Record is 'saved' this initial 'CDIS – Create Client / Contact Screen' cannot be re-visited

1.10 Transfer In

- **DO NOT TRANSFER IN** Other Relationships (such as other Caregiver, Siblings etc...) into your Council without Mother/Primary Caregiver's permission

1.11 Merging

- Always merge the Mother first before merging any children
- Where details in the main record do not match the duplicate record, they are displayed highlighted in **green**
 - Often this is up-dated information, such as mobile number etc.
- Decide which information is to be kept on the main record – confirm with Client before merging if unsure
 - This could be information in the duplicate record which is not included in the main record or, information on the duplicate record that is correct
- The information highlighted in **green** will be saved to the main record

1.12 Merging – 'Relationships'

- When the merge is completed, other clients or contacts may appear in the 'Relationships'
- It is possible to delete the relationship by clicking on **✘**
 - This only deletes the relationship and not the CDIS record which still remains on the system
- Deleted relationships can be viewed by clicking on the tick-box "Show deleted relationships" on the Relationships Screen
- In the Relationships Screen, two or more records for the same Client/Contact may also appear
 - In this case, it is important to merge the records as part of data cleansing
- **DO NOT CREATE / LINK RELATIONSHIPS** (such as other Caregiver, Siblings etc) without Mother's permission

1.13 Open for Universal MCH Service

- **Only OPEN Records are counted for reporting purposes – if they aren't OPEN, they won't get counted!**
- Records that should be *Open*, include:
 1. ALL Children <6yo
 2. ALL Primary Caregivers
 3. ANYONE who is actively receiving an MCH Service - then *Close* when 'episode of care/service' is finished
 - ✧ *Eg: A Caregiver record would be Open if they have been referred by MCH (which is recorded from Child Record then notes entered in Caregiver's record) until the referral has been followed-up and no further service is required, then the Caregiver record would be Closed*
 - It is important to note that Primary Caregivers ALWAYS remain *Open*
- Ensure to *OPEN* that ALL Children <6yo and Primary Caregivers whose records have been:
 - Transferred in, and/or
 - Merged records

1.14 Stillborn

- **It is VITAL to first Create Client (CHILD) for Stillborn Birth Notification, add Mother, assign Site and Open**
 - **Then Close Client Record via 'Open/Change/Close' & record *deceased* in 'Update Details'**
- When *Update Client Details* are completed then (***deceased***) will appear in the Client Details header
 - **"Warning: This client is *deceased*"** is also then displayed at the top of Client Details/ Summary Page
- To date, the system continues to calculate the child's age regardless if they are stillborn or deceased
- Clients who are recorded as stillborn/deceased and who are *Closed*, will be displayed as **greyed out, in italics and highlighted in yellow** in the Search results and in Contacts/Relationships
- Clients who are recorded as stillborn/deceased and closed will not appear on the Birth Notifications List

Appendix 2: Tips & Shortcuts

2.1 Last Name – ‘Copy’

- Copying the Last Name enables the name easily to be inserted correctly where required
- To Copy: Highlight the Last Name, hover over, right click, then left click on ‘copy’
OR
Highlight the Last Name, then press Ctrl and c simultaneously

2.2 Last Name – ‘Paste’

- Pasting the Last Name avoids typing errors with spelling of the Client’s last name
- This will only occur correctly if the Client last name was the last item to be ‘copied’
- To Paste: Right click cursor in the desired field, then left click on ‘paste’
OR
Right click cursor in the desired field, then press Ctrl and v simultaneously

2.3 Birth Date / Date

- Override a default date by deleting and enter using digits or calendar box
- For a recent date (eg. a child’s dob), click on ∨ so that calendar box is displayed, then click on relevant date
- Where calendar box is not available, enter numbers: day [space] month [space] year, then click Enter
 - Eg: 1[space]1[space]87 (ie. 1 1 87) then click Enter = automatically populates as 01/01/1987
- It is quicker to enter an adult’s date of birth manually

2.4 Gender

- Enter: m = Male
f = Female

2.5 Birth Status

- Enter: l = Liveborn
s = Stillborn

2.6 Fullterm / Premature

- Enter: f = Full term
p = Premature

2.7 Singleton / Multiple

- Enter: s = Singleton
m = Multiple

2.8 Special Care Nursery

- Enter: s = Special Care Nursery
n = Neonatal Intensive Care Unit

2.9 Address - Tip

- To easily view a unit address, enter both the Unit Number and House Number in the House Number field. A unit number can be entered in the Complex/Unit Number field, however it not displayed clearly this way
 - Eg: House Number: Unit 1/25-27
- If the Street Type is not in the look-up list, include the street type in the Street Name free-text field and leave the Street Type field blank

2.10 Address – Short Cut


Following this process DOES NOT keep the old/existing address on the Client Addresses Screen – it deletes it and replaces it with the new/current address – this is a problem for keeping record/track of history of addresses

On Child Record - Enter address as displayed on Birth Notification

Create Relationship with Mother

Mother's address – ONLY enter Suburb*

On Child Record: 'Client Details' > 'Client Addresses'

Click on  next to Address

"Update Address" Pop-up Box:

Ensure address is same as that on the Birth Notification – **DO NOT EDIT ANYTHING ELSE**

"Primary Address" tick-box is selected by default – **DO NOT ALTER**

Click "Save"

"Update Address; Relationships" Pop-up Box:

Select Mother, by clicking tick-box

Click "Save"

Click "ok" – "Successfully saved changes"

➤ *This process can be followed for adding/updating all Client Relationships...however:*

- *For Birth Notifications it is important **ONLY** to update the Mother's address as displayed on the Birth Notification until confirmation that the other relationships need their address up-dated as well.*


2.11 Site*

- *Type the first initial of Council Site, then select by clicking on appropriate site from look-up list (if >1 listed)*

2.12 Related Client/Contact

- Enter: m = Mother

2.13 Duplicate Tab

- To Open: Left click on main 'CDIS' tab at top of Internet screen, select 'Duplicate tab' by right clicking on it
OR
Press Ctrl and k simultaneously
 - A duplicate tab will then be displayed
- To Close: Click  on right had corner of duplicate tab at top of Internet screen
 - The main 'CDIS' tab will then be displayed

2.14 Client Identifier Number

- A 'State' search does not need to be performed if the [Client Identifier Number](#) has been entered
- Entering the [Client Identifier Number](#) is easier & quicker than typing in search fields

2.15 Other Client Identifiers

- Record 'Other Identifiers', such as a Hospital UR (enables easy handover if baby in hospital/SCN etc)

'Client Details' > 'Update Client Details'

Other Identifiers – Click 



Edit Person Identifier" Pop up Box:

Identifier Type*: Select from look-up list

Identifier: Enter identifier (followed by agency/hospital) in free-text field

Click "Update" button

Click "Save" button

Click  to edit OR  to delete

Displayed on Client 'Summary Page'