

CDIS Sleep and Settling Initiative Process

VERSION: 1.3 22/01/2020

Sleep and settling parent information sessions

When a family has been identified to attend sleep and settling parent information sessions,

1. Schedule First Time Parent or Baby & Toddler group sessions

Refer to [MCH CDIS Groups Process: Initial Setup](#), [MCH CDIS Group Process](#), and [Groups Webinar Video\(password is CDIS\)](#) on how to setup first time parent group, schedule group sessions, assign facilitator, and mark group attendance.

2. Ensure client details are up to date

- Search for the client (child) and click on CDIS ID to open the client screen.
- Go to Client Details > Update Client Details
- Enter **Main Language at Home, Ethnicity, Aboriginal / TSI** statuses of child

The screenshot shows a form titled "Other Details" with the following fields and options:

- Main language at home: English (dropdown)
- Level of English: (dropdown)
- Interpreter Required: Yes No Unknown
- Birth Country*: Australia (dropdown)
- Birth State: VIC (dropdown)
- Ethnicity: (dropdown)
- Aboriginal / TSI: Not Aboriginal or Torres Strait Isl (dropdown)
- Medicare Number: (text input) IRN: (text input)
- Medicare Expiry: (text input)
- Health Care Card*: (text input)
- Private Health: Yes No Unknown
- Patchwork: Yes No Unknown

FIGURE 1

3. Book client to a group

- On the same client screen, Go to Clinical Activity > Book Group
- Find the relevant First Time Parent Group or Baby & Toddler sessions,
- and either book the client straight to the group or add to waitlist (check with your team procedure)

Sleep and settling outreach support for vulnerable families

When a sleep concern has been identified in vulnerable family,

1. Ensure client details are up to date

- Search for the client (child) and click on CDIS ID to open the client screen,
- go to Client Details > Update Client Details,
- enter **Main Language at Home, Ethnicity, Aboriginal / TSI** statuses of child (refer to Figure 1 above)

2. Schedule additional consultation

- Create a **new client appointment** from the Calendar for the client (child),
- appointment Type: **Additional Consultation**
- choose a **Location** eg. Client's home (Complete Pre-Home Visit Safety Assessment if the appointment is at client's home)

3. Document and complete the consultation

- On the consultation screen, choose **Sleep and Settling outreach** as an additional reason,

- complete any relevant assessments (eg. Safe Sleeping checklist and Edinburgh Postnatal Depression Scale). The following MCH tools are also used, where appropriate:

- sleep assessment – the online form is available on the DHHS website (<https://www2.health.vic.gov.au/maternal-child-health>)
- parent-child interaction scale – the online form is available on the DHHS website (<https://www2.health.vic.gov.au/maternal-child-health>)
- psychosocial assessment – the online form is available on the DHHS website (<https://www2.health.vic.gov.au/maternal-child-health>)

- Document clinical notes and Sleep and Settling “S&S” goals in a free text section. The S&S goals should be developed in partnership with parents/mothers but need to be achievable and realistic, so it is not about setting goals around the baby sleeping through the night. Examples of realistic goals would be:
 - Parent has a better understanding of baby’s cues/tired signs
 - Parent knows how to establish a positive sleeping environment/routine
 - Parent understands and can apply age appropriate sleeping approaches
- under the Outcome section, enter **Time spent with client**, **Time spent recording notes**, **Travel time**, and appropriate **Outcome** from selections (eg. make another appointment) – or

- choose one of the following S&S Outreach related outcome only if the goals were achieved / partially achieved /etc. at the end of the 6 hours of outreach (or less if that is all that is needed) and not at each consultation:
 - S&S Outreach Goals fully achieved
 - S&S Outreach Goals partially achieved
 - S&S Outreach Goals not achieved
 - S&S Outreach Goals not set
- Save the consultation or save as draft to resume later. If you used one of the online form earlier from DHHS website,
 - save it to your desktop/temporary location, Filename format: [dd-mm-yyyy] [tools name]. Example: 24-01-2020 sleep assessment.pdf
 - upload completed form into CDIS client record (History/Notes > Attachment, Add Attachment, choose **Sleep and Settling** as a Type)

- Delete the file from your desktop/temporary location once the file is uploaded into CDIS.