

MCH CDIS CONSULTATIONS PROCESSES



Speedy Steps

December 2016

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MCH CDIS *Consultations* PROCESSES

Recording Consultations in CDIS

- All clients have the same type of client file - ***ensure that you are in the correct client file before entering any data***
 - All consultations are counted for reporting purposes against the CHILD Record
 - All consultations are to be recorded from the CHILD Record
 - ONLY in extenuating circumstances should a 'consultation' be recorded from the Mother Record
 - To be recorded in the CHILD Record:
 - ALL KAS, Additional, Outreach & Telephone Consultations (including EMCH)
 - ALL Assessments (including EPDS, Family Violence, Maternal Wellbeing)
 - ALL Referrals (excluding EMCH)
 - Pregnancy & Delivery details
 - Any information in these consultations pertaining to the child are to be written in the consultation notes
 - However, any information pertaining specifically to the Mother (for example) are to be written in the Mother's Record (as a progress note)
- ✧ *Eg: A Mother phones up to discuss Breastfeeding and how she is feeling*
- 1) Record 'Telephone Consultation' in CHILD
 - ◆ Write notes pertaining to child and "See M's notes"
 - 2) + Add Note in Mother's Record:
 - ◆ "Phone call received from M today (see Child's notes) - discussed...etc..."
- ✧ *Eg: Consultation with an EMCH Mother to enhance parenting capacity for reunification with child/ren*
- 1) Record 'Additional Consultation' with Reason*: 'Parenting Support' in youngest Child Record
 - ◆ "Did the client attend this appointment?" – select 'Yes'
 - 2) Write in consultation notes:
 - ◆ "Child not present - see M's notes"
 - 3) + Add Note in Mother's Record:
 - ◆ "Consultation with M today (child/ren not present), discussed...etc..."

Exception: Antenatal Women who are not yet Mothers

Create Client Record and **OPEN** for antenatal woman who is receiving MCH Service and document activities/services given in that record

**For ALL Consultations:
It is the MCH Nurse's responsibility
to review & follow-up
Flags / Alerts**

Initial Contact following Birth Notification

Home/Search Screen

'General'

'Birth Notifications List'

Select Site from look-up list

Click "Single" radio button

Click "Search" button

Select Client to h/v, by clicking tick box

CDIS – Offer of a home visit screen

Contact Attempt Details

Date of attempt*:	Enter using digits or ∨ (including AM/PM)
Appointment offered from this contact*:	Click "NO" - If appointment NOT offered
Record your attempt to offer contact and the method:	Type in free-text field
Duration*:	Select from look-up list
Outcome*:	Select by clicking radio button
<ul style="list-style-type: none"> ▪ Recontact to offer home visit: ▪ Move to ACTIVE LIST, no appointment: ▪ Transfer this client to the BN LIST at...: ▪ Unable to contact, close file: ▪ Client deceased, close file: 	Enter date using digits or Calendar Box ONLY use in extenuating circumstances – document in notes Select Site from look-up list DO NOT USE – contact hospital Enter Deceased Date using digits or Calendar Box Enter Deceased Notes in free-text field if relevant Document in free-text field above 'Other reason' (see below)
OR	
Appointment offered from this contact*:	Click "YES" - If appointment offered

Home visit risks

Click "Show Pre Home Visit Safety Assessment" button

"Pre Home Visit Safety Assessment" Pop-up box:

<ul style="list-style-type: none"> ▪ <i>Date</i>*: ▪ <i>Complete assessment</i>: ▪ <i>Clinician</i>*: ▪ <i>Comments</i>: ▪ Click "Save" 	Enter using digits or Calendar Box Click radio buttons - pre-populated, edit if required Ensure correct, defaults to User Enter notes if relevant
Risk Assessment*:	Select from look-up list
Comments:	Enter in free-text field if relevant

Issues discussed and outcomes for [Client]

Enter notes in free-text field if relevant

Outcome for [Client]

Duration*:	Select from look-up list
Outcome*:	Select by clicking radio button
<ul style="list-style-type: none"> ▪ Make an appointment for selected client: ▪ Move client to ACTIVE LIST, no appointment: ▪ Services declined, close file: ▪ Selected client deceased, close file: 	Go to " Make an appointment for selected client " (Page 4) ONLY select if NOT using CDIS Calendar Document in free-text field above "Service decline" (see below) Enter Deceased Date using digits or Calendar Box Enter Deceased Notes in free-text field if relevant Document in free-text field above 'Other reason' (see below)
<ul style="list-style-type: none"> ▪ Other, close file: 	Document in free-text field above 'Other reason' (see below)

'Other' reasons why a home visit may be declined/not offered:

- Client has moved interstate
- Client has moved overseas
- Client has moved to a council without CDIS
- Client is receiving care from another service provider (Eg: *Private Midwife Care until 6wks of age*)

CURRENT BUG: When Closing a Client via Birth Notification List > "Offer of a home visit", a Reason for being Closed is not documented in 'Client Details' > 'Open/Change/Close Client' Screen

Make an appointment for selected client - select

CDIS – Appointment Allocation

Council: Defaults to User Council

Site: Show sites only

Click on appropriate Site name in grey on LHS

“Schedule” Pop-up box:

Select Date

Ensure *Site* is correct

Click on desired start time – to highlight whole appointment

- Hold click and drag cursor down for the duration required


Hover cursor over highlighted appointment slot and right click

- Left click: *New Client Appointment*

“Schedule Appointment” Pop-up box:

*Client**: Auto-filled from Client History

*Appointment type**: Select ‘*Home Visit*’ from look-up list

Start date / time: Ensure this is correct - use digits or  to edit

Site / Centre: Site that Client is assigned to

Location: Select ‘*Client’s Home*’ from look-up list

Mode: Select ‘*Face to face*’ from look-up list

Interpreter Required: Auto-filled tick if entered on *Client Details* screen - untick by clicking again

Important note: Click tick-box if required - an icon is displayed on the appointment in Calendar

Notes: Type in free-text field if relevant - displayed on Calendar Appointment Summary

Appointment confirmed: Auto-filled tick - appointment is confirmed when making with the client

Immediate send: If appointment is within 3 business days

...OR...

Generate reminder: If appointment more than 3 business days away

1. Click tick-box to select who SMS/Email reminder is to be sent to
Only sent if Primary Contact/Contact has this entered in *Client Details*

2. If using *Override default SMS/Email text*, change text as required - DO NOT alter [FieldsInBrackets]

Click “Save”

“Schedule” Pop-up box: Scroll down & Click “Close” button

CDIS – Appointment Allocation: Click “Close” button

All Consultations

'Home' Screen

Click on relevant client appointment

Click on [Client Identifier Number](#) on Appointment Summary on RHS of screen

CDIS Details (Child) Screen

'Clinical Activity'

'Consultations'

Click on relevant Consultation "[Type](#)" hyperlink (that is with matching date)

✧ Eg: [2 Week Consult](#)



Child Health Assessment

Did the client attend this appointment?

Click "Yes" **DO NOT SELECT "No" – if DNA, see 'Did Not Attend'** (Page 13)

Assessment Details

Ensure appointment details are correct and edit if required

Present: Click appropriate tick-box of those present

If other...: Enter name in free-text field & select relationship from look-up list

Weight and Growth

Complete fields using digits or

➤ *View History:* Click to view in pop-up box

➤ *View Growth Chart:* Click to view & print in pop-up box (NB: No Client identification on this page – **Current BUG**)

Nutrition

Complete fields by using look-up lists

➤ *View History*

Family Health And Wellbeing

Click "Yes" or "No" as appropriate

Assessments / Interventions

Select Assessment from look-up list

Click "Assessment" button

"Assessment Pop-up box: Complete assessment by entering data fields

Click "Save"

Repeat for all required Assessments

To remove Assessments: Click ✖

Note: Assessments cannot be edited once they are saved, they need to be deleted and re-completed

Topics discussed

Click tick-box(es) to select relevant Topic(s)

Counselling

See: "MCH CDIS Counselling & Recommended Contact Processes"

Referrals from this assessment

See: "MCH CDIS Internal Referral Process", "MCH CDIS External Referral Process" & "MCH CDIS EMCH Referral Process"

Recommended Contact

See: "MCH CDIS Counselling & Recommended Contact Processes"

Notes

Observations & discussions: What is observed and discussion from that observation

Health Education & Recommendations: What is recommended, including referrals

Management Plan: Follow-up action

Outcome

ONLY required to be completed if Client in EMCH Program

Click "Save"

Click "OK" – Successfully saved

KAS Consultations

**There are 10 Key Age & Stage Consultations:
Home Visit, 2wks, 4wks, 8wks, 4mths, 8mths, 12mths, 18mths, 2yrs & 3.5yrs**

Ensuring correct KAS consultation

- As per MCH Framework, each KAS can **only** be performed once
 - If a Client has multiple visits, only enter ONE as the KAS and the others as ‘*Additional Consultations*’
- Before clicking on the [Client Identifier Number](#) on the Calendar Appointment Summary:
 - Ensure the correct KAS is selected for the correct age of the child (as any KAS can be input at any age)
 - ‘Edit’ the ‘Appointment Type’ via the Calendar as it cannot be altered once the consultation is commenced
- Before selecting the relevant Consultation “[Type](#)” hyperlink to commence the consultation, ensure it displays the correct date as consultations can be attended against a future date

Adjusting for prematurity

- As per MCH Framework, KAS are to be performed to the child’s corrected age
 - Prematurity is <37 weeks gestation
- CDIS automatically corrects/adjusts age for premature children if recorded in Client Record
 - If not entered when Client Record created, go to:
 - ‘Client Details’
 - ‘Update Client Details’
 - Click ‘premature’ tick-box just under birth date
 - Enter how many weeks and days baby is premature – NOT the gestation at birth
 - ✧ *Eg: If child is 35+3 weeks’ gestation: Enter 4 weeks and 4 days premature*
 - ✧ *Eg: If child is 36+6 weeks’ gestation: Enter 3 weeks and 1 day premature*
 - Click “Save”
- Growth charts graph both actual/chronological and corrected/adjusted age
 - Actual/chronological age = ●
 - Corrected/adjusted age = ✕

Assessments

- All Assessments relevant to the KAS are populated in the consultation look-up list
- Any Assessment can be attended at any KAS or Additional Consultation
 - If further assessments are required:
 - Complete & save current consultation first OR open “Duplicate tab”
 - ‘Assessments’
 - ‘Assessments/Interventions’
 - Click “Complete Assessment” button on appropriate Assessment
 - Complete ‘Assessment Pop-up box’
 - Click “Save”
 - Close “Duplicate tab”
- See: [Appendix 1: Assessments](#) (Page 14)

Home Visit Consultation

In addition to the KAS Consultation, the following screens need to be completed following a Home Visit

1. CHILD - Update Client Details

CDIS Details (Child) Screen

'Client Details'

'Update Client Details'

Other Identifiers

Click **+** to add other identifier

✧ *Eg: Hospital UR Number*

Demographics

Update details as required

Other Details

Update details as required

- *Interpreter Required:* Need to select if family require Interpreter, language look-up list becomes available
- *Aboriginal/TSI*:* Select from look-up list
- *Health Care Card*:* Type "Y" = Yes or "N" = No

Other languages

If applicable:

- ◆ Select *Language* and *Exposed Environment* from look-up list
- ◆ Use digits for *Exposed time* (defaults to %)
- ◆ Click **+**

Professionals

Family Customs

If applicable:

- ◆ Select *Family Custom* from look-up list
- ◆ Type comments in text-free field, if required
- ◆ Click **+**

Additional Needs

If applicable:

- ◆ Select *Type of Additional Need** and *Additional Need** from look-up list
- ◆ Type comments in text-free field, if required
- ◆ Click "**+**Add" button
 - ✧ *Eg: Child – Prematurity*
 - ✧ *Eg: Parent – First time mother for this child*

Allergies

If applicable:

- ◆ Select *Allergy* from look-up list
- ◆ Type comments in free-text field (such as type of reaction/symptoms/management)
- ◆ Click **+**

Child Protection Status

If applicable:

- ◆ Complete all fields if known

Click "Save"

Click "OK" – Successfully saved

2. CHILD - Consent for Victorian MCH Service

CDIS Details (Child) Screen

'Client Details'

'Consent'

Click "+Add" button

<i>Date Consent signed/updated:</i>	Enter using digits or Calendar Box
<i>Type:</i>	Select ' <i>Universal</i> ' from look-up list
<i>Consent for service:</i>	Select appropriate from look-up list
<i>Privacy information....:</i>	Select appropriate from look-up list
<i>Victorian/Council:</i>	Select ' <i>Victorian MCH Service</i> ' from look-up list
<i>Consent form status:</i>	Select appropriate from look-up list – upload attachment as required
<i>Consent notes:</i>	Enter in free-text field if relevant

Click "Save"

**Additional
Consent(s) for individual
Councils & specific programs
may also be required as per
Council's internal policy...**

**+ Add here & attach
documents as required**

3. CHILD – Flags/Alerts (if relevant)

CDIS Details (Child) Screen

'Clinical Activity'

'Flags/Alerts'

Click "Add" button

Complete fields (See: [Appendix 4: Flags/Alerts](#), Page 18 & 19)

Click "Confirm" button

4. CHILD - Pregnancy and Delivery

CDIS Details (Child) Screen

'History/Notes'

'Pregnancy & Delivery'

Complete fields

Note: Click + where present after making selection; more than one selection can be made

First time mother for this child – **counted here for reporting purposes**

'Home Visit Details' *Consent* - refers to consent to attend home visit, NOT for MCH Service

See: ['Adjusting for Prematurity'](#) (Page 6)

5. PRIMARY CAREGIVER – Update Client Details

CDIS Details (Child) Screen

'Client Details'

'Client Relationships'

Click on [Client Identifier Number](#) hyperlink

CDIS Details (Primary Caregiver) Screen

'Client Details'

'Update Client Details'

Update as required

➤ Ensure to select sms/email reminders for the Primary Caregiver

➤ Ensure correct mobile number and email address

▪ *Interpreter Required:* Once selected, *Language* look-up list becomes available

▪ *Aboriginal/TSI*:* Select from look-up list

▪ *Health Care Card*:* Type "Y" = Yes or "N" = No

Click "Save"

5a. Primary Caregiver – Consent

5b. Primary Caregiver – Flags/Alerts (if relevant)

5c. Primary Caregiver – Notes (if relevant)

6. CHILD - Add Relationship Contacts: Search/Transfer/Merge/Add/Create

✧ *Eg: Father, Caregiver(s) Sibling(s)*

CDIS Details (Child) Screen

'Client Details'

'Client Relationships'

Click "+Add Relationship" button

Perform 'State' Search

No matching records found: "Create contact"

...OR...

A matching record is found: "Create relationship"

Transfer and Merge records if required

Refer to: "MAV MCH CDIS Birth Notifications Process"

6a. Relationship Contacts – Update Details

6b. Relationship Contacts – Update Address

6c. Relationship Contacts – Consent

6d. Relationship Contacts – Flags/Alerts (if relevant)

6e. Relationship Contacts – Notes (if relevant)

7. CHILD - Add to First Time Parent Group (if Mother is a Primigravida)

CDIS Details (Child) Screen

'Clinical Activity'

'Book Group'

Refer to: "MAV MCH CDIS Groups Process"

Additional Consultations

Any consultations outside of the 10 KAS Consultations (where the Client IS Present) are Additional Consultations – enter reason*

- When booking an *Additional Consultation* into the Calendar:
 - Write the appointment reason and age of child in appointment 'Notes'
 - ◆ Ensures the purpose of the appointment is easily identified in the Calendar Appointment Summary
- An *Additional Consultation* may require 'Counselling' &/or 'Referral' to be recorded on the Consultation page
- Reason* for *Additional Consultation* is recorded on the Consultation page
- Reason* selected from look-up list include:

Acute Illness	Immunisation
Breastfeeding Difficulties	MIST vision test
Brigance	Multiple Birth
Child Behaviour	Multiple risk factors
Child Disability (physical/cognitive/emotional)	Other
Child Protection request	Paediatric follow up
Chronic illness	Parent – Mental Health issues
Council Funded	Parental disability (physical/cognitive/emotional)
Cultural Confinement	Parenting support
Developmental concern	Post Natal Depression
Developmental Delay	Prematurity
Failure to Thrive/Faltering growth	Toddler Sleep disturbance
Family Crisis	Unsettled Behaviour
Family Violence	Refugee
Feeding review	Asylum Seeker

Outreach Consultations

Any consultation (KAS or Additional) that occur somewhere other than at a 'Site', is simply recorded as a KAS or Additional Consultation (as appropriate), with the 'Location': selected from look-up list

- Location is to be selected when making Client appointment in the Calendar
- A purple bar down the LHS of the Client appointment slot will be displayed to identify 'out of office' consult
- Refer to *KAS Consultation* or *Additional Consultation* as appropriate

Telephone Consultations

'Telephone Consultation' appointment in the Calendar, are NOT displayed in the Client 'Consultations'
Telephone Consultations can ONLY be recorded in 'Client Not Present'

- All *Telephone Consultations* to be recorded in the CHILD Record
 - ✧ Eg: *Mother phones up to discuss Breastfeeding and how she is feeling*
 - 1) Record Telephone Consultation in CHILD Record 'Client not Present':
 - ◆ Write notes pertaining to child and "See M's notes"
 - 2) **+** Add Note in Mother's Record:
 - ◆ "Phone call received from M today (see Child's notes) - discussed...etc..."
 - ✧ Eg: *Initial phone call to family to offer home visit – mother starts to discuss breastfeeding and her feelings*
 - 1) Record 'Offer Home Visit' in CHILD Record from 'Birth Notifications List'
 - 2) Save 'Offer Home Visits' screen first OR open "Duplicate tab"
 - 3) Record Telephone Consultation around breastfeeding in CHILD Record 'Client not Present':
 - ◆ Write notes pertaining to child and "See M's notes"
 - 4) **+** Add Note in Mother's Record:
 - ◆ "Phone call to offer home visit (see Child's notes) – M discussed...etc..."

CDIS Details (Child) Screen

'Clinical Activity'

'Client Not Present'

Client Not Present

Service Date:	Auto-filled with today's date, edit using digits or calendar box
Start time:	Auto-filled with current time, edit using digits or
Agency:	Mother – Leave blank OR Select from look-up list
Duration hh:mm:	Use digits or <input type="text"/>
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 involved:	Select from look-up list (linked to client), Click + Add if relevant
Notes:	Enter notes from telephone consultation in free-text field

Click "Save"

- If required **+** Add Note in other relevant Client Record (Eg: Mother)

CDIS Details (Mother) Screen

'History/Notes'

'Notes'

- +** Add Note – record information from *Telephone Consultation* pertaining to Mother
 - ✧ Eg: "Phone call received from M today (see Child's notes), discussed...etc"

Case Conference/Consult/Admin

Record any Case Conference/Consult/Admin via CHILD Record > 'Clinical Activity' > 'Client Not Present'

- Complete 'Client Not Present' screen as per above
 - Select appropriate *Agency* with whom consultation is with and the *Service Type** from the look-up lists
- In Calendar: Client appointments for Case Consult & Clinical Admin can be made (like telephone consultation)
 - However, these are not hyperlinked to a 'Consultation' as 'Client Not Present' must be completed instead

Consultations Without a Booking

- Consultations without a booking are applicable (& not limited) to:
- Open sessions
 - Drop-in Clients
 - Opportunistic Consultations
 - Kinder/Child Care Outreach
 - If not using the CDIS Calendar

Search Screen

Council: Leave - defaults to Council in User Settings'
Identifier: Enter if known
 ...OR...
Last Name: Enter first 3 letters
First Name: Enter first 3 letters
 Click "Search" button

Click [Client Identifier Number](#) hyperlink of selected Client

CDIS Details (Child) Screen

'Clinical Activity'
 'Consultations'

New consultation for client with no booking

Click "Consultation" button

Child Health Assessment

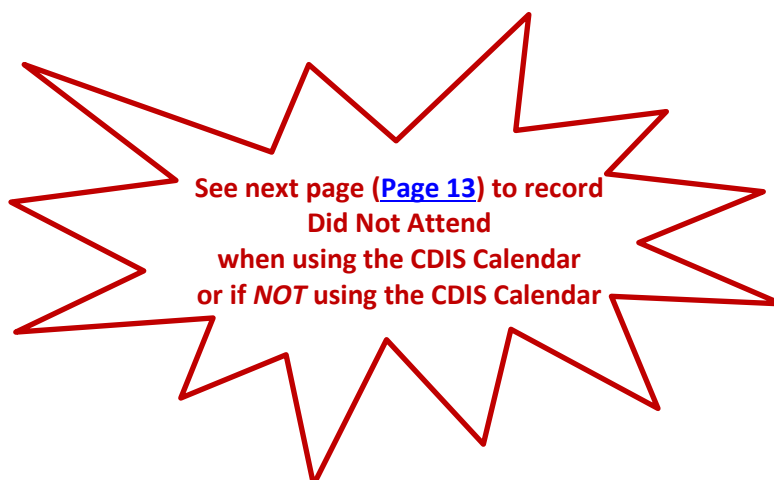
Did the client attend this appointment? Click "Yes" **DO NOT SELECT "No" – if DNA, see 'Did Not Attend'** (Page 13)

Assessment Details

Service Date:* Defaults to today's date – edit by using digits of Calendar Box
Start time:* Defaults to current time – edit by using digits or selecting appropriate from look-up list
End time:* Defaults to current time + 30mins – edit by using digits or selecting appropriate from look-up list
Consultation Type:* Select appropriate from look-up list
Location: Select appropriate from look-up list
Site/Centre:* Select appropriate from look-up list
Present: Click appropriate tick-box of those present
If other...: Enter name in free-text field & select relationship from look-up list

Continue with Child Health Assessment screen as per KAS or Additional Consultation

Note: Assessments look-up list will populate to those which are relevant for that selected consultation type



Did Not Attend or Not Home at Home Visit/Outreach

Did Not Attend MUST be entered via the following process to be automatically recorded in History/Notes and DNA History

DO NOT go into consultation and select “No” for “Did the client attend this appointment?”

- DNA is displayed in Client Record:
 - ◆ ‘Service History’: *Cancelled/Re-Scheduled (Client declined appointment) - CURRENT BUG*
 - ◆ History/Notes > Notes: *Cancelled on [date] - Reason: Client DNA (no contact)*
 - ◆ History/Notes > DNA History: *Client – Did Not Attend (No contact) & indicates SMS/Follow-up contact*
 - ◆ Calendar Appointment Summary: ‘Status’: *Cancelled on [date] (Client declined appointment) - CURRENT BUG*
‘Notes’: *Cancelled DNA*

‘Home’ Screen

Left Click on Client Appointment/Home Visit in the *Calendar* that was not attended

Select ‘Edit’ by right clicking on it

“Edit Appointment” Pop-up box:

- “Cancel” radio button: Click radio button
- Reason*: Select ‘Client DNA (no contact)’ or relevant from look-up list
- “Record Did Not Attend”: Click tick-box
- DNA type*: Select ‘Client – Did Not Attend (No contact)’ from look-up list
- Was a SMS sent?*: Select “Yes” or “No” as appropriate (Yes = staff member has sent an SMS)
- Follow up contact made?*: Select “Yes” or “No” as appropriate (Yes = staff member has contacted family)
- Comments: Enter free-text comments (Eg: “message left for family to reschedule”)

If you wish to send an SMS/Email to family to notify of DNA & request to reschedule:

- “Immediate send” tick-box: Click tick-box
- Select who to SMS/Email, by clicking tick-box
- Override default SMS/Email - DO NOT alter [FieldsInBrackets]

✧ Eg: “We missed seeing [ClientFirstName] for Maternal and Child Health Appointment on [AppointmentStartDate], [AppointmentStartTime] at [SiteName]. Please call [SitePhoneNumber] to reschedule. AUTOMATED MSG NO SMS REPLY”

Click “Save”

ONLY if NOT using the CDIS Calendar – for DNA:

Child Health Assessment

Did the client attend this appointment? Click “No” if Did not attend appointment

Child Health Assessment

- DNA type*: Select relevant reason from look-up list
- Was a SMS sent?*: Select “Yes” or “No” as appropriate (Yes = staff member has sent an SMS)
- Was a Letter sent?*: Select “Yes” or “No” as appropriate (Yes = staff member has sent a letter)
- Follow up contact made?*: Select “Yes” or “No” as appropriate (Yes = staff member has contacted family)
- Comments*: Enter free-text comments, such as Appointment Type
✧ Eg: “DNA 8mth KAS appointment, message left for family to reschedule”

Click “Confirm” button

Click “Ok” – Successfully Saved

This will record the DNA in the ‘DNA History’ ONLY – where an ‘Appt type’ will be blank

**The DNA will NOT be recorded in the Service History or in the Notes
It is recommended to + Add Note via History/Notes > Notes**

Saving Consultations

**A consultation itself cannot be edited once it has been finalised:
Ensure it is correct & complete before clicking 'Save'**

- It is best practice to "Save" consultation assessments/notes at time of consultation, or as soon as possibly practical afterward
- Pending consultations are NOT counted for reporting purposes
 - Currently consultations "Saved as draft" are considered 'pending' and are therefore NOT counted

Save as Draft

- To save 'pending' consultations:
 - 'Home'
 - 'Letters / Reports'
 - 'Pending Consultation Notes Report'
 - Click relevant [Client Name hyperlink](#)
 - 'Clinical Activity'
 - 'Consultations'

**'Pending Consultations'
(ie. those 'Saved as Draft') will be
automatically 'saved' at midnight
as of mid-February 2017**

Incomplete consultations

Click "Continue" button next to relevant consultation to be completed
Enter any further relevant details and/or notes for that consultation
Click "Save"

Edit

- Consultations & Assessments CANNOT be edited, only the Progress Note can be edited
 - If weight/growth measurements are edited here, they will not be altered in Growth History/Charts etc
- To edit a Progress Note, click "Edit" button

**To ensure clear visibility of change to Progress Note, please add change at top of page:
Place cursor at top & click 'enter' to make space at top, then place cursor at top & type *****EDIT:....******

#	Date	Staff Member	Discipline	Type	Description
<input type="checkbox"/>	15/11/2016 12:21 PM	WILSON, Di	MCH Coordinator	Note	Edit

Supersedes Progress Note previously entered on 15 Nov 2016

EDIT: Approx 10cm-circular Mongolian Blue Spot noted on sacrum. To review at next appointment

Consultation completed on: 15/11/2016
Consultation type: 2 Week Consult
Site: COLLINS Centre

Weight and Growth Assessed: Yes
Weight: 3Kg 590g
Previous Ax: 15/11/2016
Previous Weight: 2kg 355g
Height/length: 51cm
Head circumference: 35cm

Nutrition
Nutrition assessed: Yes
Feeding type: Exclusively breastfeeding
Feeding frequency: more than 10 feeds per day

Notes
Observations & Discussions:
Good weight gain.
BF well - observed in consultation.
Baby pink, alert, with good muscle tone and skin turgor, lusty cry evident.

Health Education & Recommendations:
Discussed signs of adequate hydration, as well as baby's hunger and tired cues.

Management Plan:
To continue to BFOD.
Next appt made.

Counselling:

Recommended Contact:

Add/ Edit Progress Note

Date: 15/11/2016 12:18 PM
Staff Member: WILSON, Di
Type: Consultation

EDIT: Approx 10cm-circular Mongolian Blue Spot noted on sacrum. To review at next appointment

Consultation completed on: 15/11/2016
Consultation type: 2 Week Consult
Site: COLLINS Centre

Weight and Growth Assessed: Yes
Weight: 3Kg 590g
Previous Ax: 15/11/2016
Previous Weight: 2kg 355g
Height/length: 51cm
Head circumference: 35cm

Note

Nutrition
Nutrition assessed: Yes
Feeding type: Exclusively breastfeeding
Feeding frequency: more than 10 feeds per day

7161 characters left

Edit reason: Incomplete Entry

[Save](#) [Cancel](#)

APPENDIX 1: Assessments

- All Assessments relevant to the KAS are populated in the consultation look-up list
- Any Assessment can be attended at any KAS or Additional Consultation
 - If further assessments are required:
 - Complete & save current consultation first
 - OR
 - open "Duplicate tab"
 - 'Assessments'
 - 'Assessments/Interventions'
 - Click "Complete Assessment" button on appropriate Assessment
 - Complete "Assessment Pop-up box"
 - Click "Save"
 - Close "Duplicate tab"

2 week hearing screen

8 month hearing follow up

Brigance

Edinburgh Postnatal Depression Scale

Family Violence Assessment

HIPS

Infant sleeping

Kindergarten enrolment

Maternal Health

MIST

Oral health

Parent's Evaluation of Developmental Status (PEDS)

Physical Assessment

Pre Home Visit Safety Assessment

QUIT

Safe Sleeping Checklist

Safety Plan



All appropriate 'Assessments' as indicated for the KAS (as per MCH Framework) are recorded against that KAS if they are:

1. Recorded in that KAS Consultation
...OR...
2. Recorded in an 'Additional Consultation' ≤7 days after the KAS consultation attended
...OR...
3. An extra assessment via 'Assessment/Intervention' screen ≤ 7days after the KAS Consultation

♦ **Except:** *Brigance* = ≤ +1mth and *Maternal Health* = ≤ +20days

NB: only ONE Assessment Type is counted for these KAS Reports

If a Referral is identified to be required from one of these 'Assessments'...
.... Referrals must be made via 'Referrals' to be counted for reporting purposes

APPENDIX 2: Growth Charts

- Growth Charts graph both actual/chronological and corrected/adjusted age
 - Actual/chronological age = ●
 - Corrected/adjusted age = ✕

- Growth Charts can be viewed and printed during a consultation via the consultation screen
 - However at present, it *only* graphs past measurements and not the current measurement until the consultation is saved
 - To view or print current/up-to-date growth chart, firstly save the consultation and go to :

CDIS Details (Child) Screen

'History/Notes'

'Weight/Growth History'

'Growth Charts'

View

Click "Print" button if required

APPENDIX 3: Attachments

- Attachments can be:
 - Word documents (.doc or .docx)
 - Scanned documents (.pdf or .jpeg)
 - Photos (.jpeg or .png)
 - Pdf files (.pdf)
- Primary Caregiver consent must be given prior to uploading/attaching photographs

Add Attachments

'Save As' document on a secure drive

CDIS Details (Child) Screen

'History/Notes'

'Attachments'

Click "+Add Attachment"

"Add Attachment" Pop-up box:

Electronic Upload or Physical Location: Select (defaults to *Electronic Upload*)

Attachment description: Enter in free-text field

Type: Select from look-up list

Click "Browse..." button

Locate & select relevant file by double clicking on it (It will then be displayed in *File Name*)

Click "Save"

Click "Ok" – Successfully Saved

- Attachment will then be added to list

Delete electronic copy of document – as per internal Council policy


View Attachments

CDIS Details (Child) Screen

'History/Notes'

'Attachments'

Click "+" next to relevant attachment

Click 

Click "Open" button on download pop-up

Attachment is now open to view

ONLY Management is to delete ✘ Attachments

APPENDIX 4: Flags / Alerts

- Each professional has a responsibility to be aware of a Client's Flags / Alerts
- Flags / Alerts can be recorded on ALL Client Records
- If a Primary Caregiver or Caregiver requires Flags / Alerts – **ALSO** place on CHILD Record
 - Enter specific comments when adding Flag / Alert
 - ✧ *Eg: Caregiver (Father) undergoing chemotherapy*

CHILD Record:	Category*: Risk – Family/Parental factors
	Details*: physical health problems
	Comments: Father [Name] undergoing chemotherapy for throat cancer
CAREGIVER (Father) Record:	Category*: Risk – Family/Parental factors
	Details*: physical health problems
	Comments: [Name] undergoing chemotherapy for throat cancer
- The EMCH Program is responsible for adding/removing Enhanced Flags / Alerts on the:
 - CHILD** Record
 - ...and...
 - PRIMARY CAREGIVER** Record
 - Refer to: "MAV CDIS EMCH Referral Process"*

Add Flags / Alerts

CDIS Details (Child) Screen

'Clinical Activity'

'Flags / Alerts'


Click "Add" button

"Add Flag / Alert" Pop-up box:

- Category*:** Select from look-up list
- Details*:** Select from look-up list
- Start Date*:** Enter using digits or Calendar Box - defaults to today's date
- Comments:** Enter in free-text field if relevant

Click "Confirm" button

Click "OK" – Successfully saved

- An active Flag / Alert is displayed as a square in every Client Record screen (RHS under "Search" button)
 - The number inside the square indicates the number of flags/alerts in that category
 - ✧ *Eg:* 

Remove Flags / Alerts

CDIS Details (Child) Screen

'Clinical Activity'

'Flags / Alerts'


Click "Edit" button next to Flag / Alert to remove

"Edit Flag / Alert" Pop-up box:

- End Date:** Enter using digits or Calendar Box - Calendar box displays **red** square around today's date
- Comments:** Enter in free-text field if relevant – such as outcome &/or recommendations

Click "Confirm" button

Click "OK" – Successfully saved

- A non-active Flag / Alert (that is, one that has been removed) is displayed as:
 - A triangle in every Client Record screen (RHS under "Search" button) - if NO other flags/alerts in that category
 - A square with 1 less number – if multiple other flags/alerts in that category
 - ✧ *Eg:* 
- In Client Flags / Alerts Screen, a non-active Flag / Alert is displayed as:
 - **Status:** Inactive
 - **End Date:** [date]

Flags / Alerts Colour Legend

■	Protective Factors
■	Enhanced MCH
■	Risk Factors
■	Multiple DNA
■	Referral followup

Flags / Alerts Category & Details

General	EMCH – Referral criteria
Family known to child protection	Children with a physical or intellectual disability
Multiple DNA - client no show, client cancelled	Drug and alcohol issues
Referral follow-up required	Families known to child protection
	Family violence issues
Enhanced MCH	Homelessness
Client	Indigenous families are not linked into, and/or require additional support to MACHS
	Infants at increased medical risk due to prem', low birth weight, drug dependency, failure to thrive
	Low income, socially isolated, single parent families
	Mental health issues
	Parent with an intellectual disability
	Significant parent/baby bonding and attachment issues
	Unsupported parent/s under 24 years of age
Risk – Individual Child	Protective – Individual Child
Low birthweight	Good health
Disability	Positive peer relationships
Serious physical or mental illness	Strong positive social networks
Temperament	Hobbies/interests
Aggressive behaviour	High self-esteem
Attention deficits	Independence
	Secure attachment with parent/s
	Social skills
	Positive disposition
Risk -Family/Parental Factors	Protective - Family/Parental Factors
Parental substance abuse	Secure attachment with child
Involvement in criminal behaviour	Positive parent-child relationship
Family conflict or violence	Supportive family environment
Mental health problems	Extended family networks
Physical health problems	High level of parental education
History of child abuse or neglect	Parental resilience
Parental disability	Concrete support for parents
Large family size	Sound parental coping skills
High parental stress	Awareness of stages in child development
Poor parent-child interaction	
Low warmth/harsh parenting style	
Separation/divorce	
Low self-esteem	
Teenage/young parents	
Single parent	
Non-biological parent/s in the home	
Low level of parental education	
Use of corporal punishment	
Risk - Social/environmental factors:	Protective - Social/environmental factors
Socio-economic disadvantage	Strong positive social networks
Parental unemployment	Stable housing
Social isolation	Employment
Inadequate housing	Family experience of pro-social behaviour
Homelessness	Well-resourced schools in neighbourhood
Lack of access to adequately resourced schools	Access to health and social services
Exposure to racism and/or discrimination	
Stressful life events	
Lack of access to school support, including childcare and social services	