**IRIS Minimum Time recording guide 2020 City of Wodonga**

Referral and intake: 30 mins unless note in CDIS calendar that it was longer, add time for extra phone calls if needed

Outreach to engage family: allow 1 hour as identification of issues and write up, 10 mins travel time.

Family action plan: initial meeting is 1 hour to establish smart goals, review of family action plan is 30 mins, add 10 mins travel time

All Visits: 1 hour in CDIS, then extra 10 mins travel time in IRIS unless noted in CDIS it is longer. Includes admin time in 1 hour.

Indirect consultations: record actual time and travel time.

Telephone calls: 10 mins, unless indicated in CDIS note they are longer

Emails: 10 mins as need to reply; copy and upload into CDIS notes

Text: 5 mins

Referrals outside of those available on CDIS, complete, scan and upload in CDIS documents for saving and email.

Child First: 40 mins

QEC: 40 mins

CAV: 30 mins

Tresillian Intensive Home Visiting Program: 30 mins

Community Health Canberra for Sleep Intervention Program: 40 mins

Miscellaneous

Brigance: I hour to complete and 30 mins, register on Hawker Brownlow Program, print and scan to child’s history. Record in MCH Nurse Consultation

Court Report: 1 hour, record in indirect service: other

Attendance at Court: record all hours actually at court including time waiting to give evidence and record in indirect service: other

ACCS/Housing/ Other Support Letters: 15 mins, scan and upload to CDIS, email to service, record in indirect service: other

NDIS: depends on forms and developmental screening (30mins-1 hour), complete, scan upload to CDIS. Record in other than MCH Consultation.

NDIS Intake Meeting: 1 hour

Clinical Supervision: 1 hour monthly x 2 staff, share time across clients for that day and record in indirect service: other

Team meeting: 1.5 hours weekly x 2 staff, share time across clients for that day and record in indirect service: other

Professional Development: time recorded and shared across clients for the week professional development occurs in, record in indirect service: other

Export Data: 30 mins; 5th of each month (IRIS data due 10th of each month)