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| CDIS Delivered hours guide |
| Victorian Maternal and Child Health (MCH) Child Development Information System (CDIS) |

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# Collecting time data

## Overview

On all **Consultation** and **Client Not Present** screens, CDIS mandates the collection of time data, to record the amount of time that each activity has taken to deliver.

Time is collected across three different categories:

* **Direct** – defined as time spent with client, either face-to-face or over-the-phone
* **Indirect** – defined as documentation and any other non-client time related directly to the client
* **Travel** – defined as travel time to-and-from an appointment

Users are obligated to complete these fields with as much accuracy as possible. Please do not simply enter the standard time allocation for the consultation you are delivering. Accurate data will improve understanding of the real time and cost of MCH service delivery.

## How to complete

On **Consultation** screens the **Time** section appears towards the bottom of the screen, below the **Notes** section.

On **Client Not Present** screens the **Time** section appears towards the bottom of the screen, below the **Client Not Present** section.

There are six fields that can be completed:

It is mandatory to complete at least one of the first four fields (Direct hours, Direct minutes, Indirect hours, Indirect minutes)

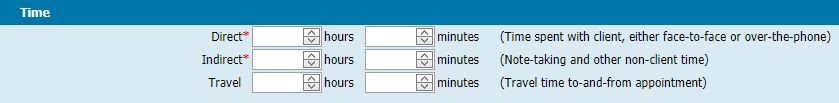


Figure 1: **Time** section on **Consultation** and **Client Not Present** screens

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