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| CDIS Programs active list update – Dec 2020 |
| Victorian Maternal and Child Health (MCH) Child Development Information System (CDIS)  December 2020 |

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# Overview

As of December 2020, the following changes have been made to the Programs Active List in CDIS.

Some changes relate specifically to Integrated Programs, which are a new type of program that provide additional features. Where relevant, this has been specified within this document.

There are two Integrated Programs: “Enhanced MCH” and “Sleep and Settling – Outreach”. Refer to the guidance documents for those programs for more detailed information.

# Referrals and enrolments

The Programs Active List was previously limited to displaying pending referrals and active enrolments that were enrolled from a referral. The list will now also show active enrolments that were enrolled without a referral (bypassing referral).

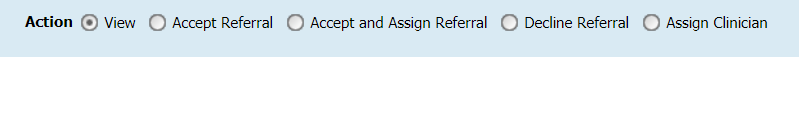
Program enrolments without referral occur when a client is added to a program without using the referral process, such as via the Add/Edit Program screen. These enrolments never previously appeared in the Programs Active List, but now they do.

**Note:**

For some programs at some Service Providers, all program enrolments must occur via the referral process. For example, at most Service Providers it is never permissible to directly enrol clients into the Enhanced MCH Program, without referral. Only enrol without a referral into programs where this is explicitly permitted at your Service Provider.

# Updated “Action” options

There are now five actions available instead of four, providing more choice and flexibility.



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| Action name | What records will be displayed in the search results | What the action does (for the records you select) |
| View | * All pending referrals * All active cases, including:   + Enrolments from a referral   + Enrolments that bypassed referral | View only. |
| Accept Referral | * All pending referrals | * Enrol into program (Status becomes Active) |
| Accept and Assign Referral | * All pending referrals | * Enrol into program (Status becomes Active) * Assign the selected clinician to the case |
| Decline Referral | * All pending referrals | * Update referral status to 'Declined' |
| Assign Clinician | * All active cases, including:   + Enrolments from a referral   + Enrolments that bypassed referral | * Assign the selected clinician to the case |

Table 1: Actions on Programs Active List screen

# Displaying results

There are some changes to the columns that display search results.

### Name

There is no change here for regular programs.

For Integrated Programs, the name displayed will be the name of the program’s lead client.

### Referral Type

Column “Referral Type” will display “Internal” for active program enrolments that were accepted via referral, and “Bypassed” for cases that bypassed the referral process.

### Hours

The Programs Active List previously included an ‘Hours’ column, which displayed the hours of a program enrolment, but only included the scheduled consultation time and only when the program was selected on the appointment screen. This column has been removed and replaced with “Delivered Hours” (see below).

Some service providers may have been using the Hours column to calculate program delivery time, for reporting purposes. An alternative reporting method is use the Data Extract report to count Additional Consultation hours, filtered by reason. Further support will be provided to managers and coordinators to use this alternative approach.

### Delivered Hours

This column shows the actual delivered hours of an Integrated Program case, being the time taken in delivering all consultations and ‘Client Not Present’ actions linked to the case. Click the triangle below the Total value to see a breakdown of Direct time, Indirect time and Travel time.

No time information will appear here for programs that are not Integrated Programs.

### Program

There is no change here for regular programs.

For Integrated Programs, the Program Name displayed in this column will be a link through to the Case Summary Screen for the program.

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