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| Child Development Information System process guidance for information sharing – workaround 2019–20 |
| Victorian Maternal and Child Health (MCH) Child Development Information System (CDIS) |

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# Terms and definitions

| Abbreviation | Meaning |
| --- | --- |
| CISS | Child Information Sharing Scheme |
| CRAF | Common Risk Assessment Framework |
| FVISS | Family Violence Information Sharing Scheme |
| ISE | Information Sharing Entity |
| ISS or IS | Information Sharing Schemes; Information Sharing |
| MARAM Framework | Multi-Agency Risk Assessment and Risk Management Framework |
| RAE | Risk Assessment Entity |

# Process

1. First ensure ISE is verified and, if it is also a RAE, if request is for assessment purpose by:
	* + immediate call back to confirm Organisation; or
		+ requesting an email from ISE to verify Organisation credentials in email signature
2. If correspondence is in writing, complete appropriate IS Correspondence Template and select from:
	* + Making a request template
		+ Responding to information request template
		+ Update to responder post sharing template
		+ Proactively sharing template
3. Complete and Save template as PDF in temporary Desktop location and proceed to next step.
4. Open CDIS Client Health Record to document information sharing:
	* + Open client screen, open Clinical Activity menu and select ‘Client Not Present’



1. Select the type of information sharing
	* + For Agency, select ‘Information Sharing Schemes – ISS’



1. Complete information sharing details
	* + Service type: select information sharing format



* + - Others involved: record the ISE or RAE requesting or sharing information.
1. For receiving request: Record received information sharing detail in notes section – ‘Information sharing request received as per [attached or notes] – and then create a new client entry for responding to a request
	* + Written request: **attach** any received templates and in notes record ‘refer to attached [filename].docx’
		+ Verbal request: Fill out request detail in **notes** section
2. For making a request, responding to a request, proactively sharing or update to responder: Upload complete IS correspondence template into CDIS client record:
	* + From the Client screen, open the ‘History/Notes’ menu and select Attachments



* + - Select ‘Add Attachment’ button



* + - Under ‘Type’, select ‘Information Sharing’
		- Select ‘Browse’ to find and upload the required file
		- Complete and select ‘Save’



1. Attach template PDF to email and send email
2. Delete template PDF
	* + Find the saved PDF file and delete it
		+ If you have any problems finding or deleting the file, request IT assistance.

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