IRIS Newsletter – July 2011

Welcome to the twenty-ninth IRIS Newsletter. This edition provides information about an upgrade that has been designed for all agencies and is now available from our website.

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1 IRIS upgrade available July 2011

As of the end of July, the latest upgrade (version 1-7-0-11194) has been posted on the IRIS Agency Portal.

Our website is: www.irissoftware.com.au.

Please note that our website address was changed in 2010, but the content is the same. The process of running the latest upgrade has not changed from last year.

The IRIS Agency Portal has two useful options to access IRIS software:

• The first option is to run an upgrade online. Select the correct state and the upgrade will guide you step by step through the download installation.

Click the relevant link below to launch the Installation Guide in your browser now.

| VICTORIA ONLY: | Start IRIS 1.7 Installation (VIC) |
|----------------|---|
| TASMANIA ONLY: | Start IRIS 1.7 Installation (TAS) [Not Available] |



• The second option is to download the latest IRIS CD image as a single zip file. This option allows you to create an image of all the files. Follow the instructions supplied on the agency portal page shown below.

| Invented Pa | Notes for 10 Advisormer + For doctions administration (Protect and Hos, server), the due - BL scripts for merinding relations (Sections on a server) and and the english scheme and the scheme and the scheme and the scheme and the scheme and the scheme and - I is prevent assister mething RD in IRE Terminal ferences - ID many forwards for with VMss, respect for VMS 50, Soviel strategies, the - ID many forwards for with VMss, respect for VMS 50, Soviel strategies, the - ID many forwards for with VMss. respect for VMS 50, Soviel strategies, the - ID many forwards for with VMss. respect for VMS 50, Soviel strategies, the - ID many forwards for with VMss. | come agains al la saturation, quint alor yas that the for the for the abs againty. And the full Table (abs) and a Michael (abs) and alor and alor addition. Softer inference of contractions are ended in the TAB inte are a set on the formation rays to integration. Other within the movies place refersion the TAB the folds. |
|---|--|---|
| 1. Dorrie 1. Urap 1 1. Urap 1 1. Urap 1 4. Option | ne mon son e cl.v. el de ce de la neu heridana. Couve ese vécto debe de 14% o 716 mage es contexto 1: magen es tradecidedex.Antel de sel facet tra e yeur recente dev 2: here de vectos de la devidedex.Antel de sel facet tra e yeur recente de vectos 2: here de vectos de la devidedex. | anstelleg is van konine. var 15 stat van aggele. 28 Mal 11144 fan er had he (3) is mulit anstar tite des (bekenhied he meer herem. |
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| E/W/Who | 812 VICOM DI-FON Image 1 7-0-1110-10 (14:340) | VICHORIA ONLY REE Venter 1.7.0 Built 11294 CD Image |
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The upgrade will be downloaded to your computer as a zip (compressed) file. The zip file is then un-zipped and saved to a USB stick, CD or hard drive.

You can also contact the IRIS Helpdesk and request a CD-ROM to be sent out to you.

Note: Only agencies using any 1.6 version of IRIS can upgrade to version 1-7-0-11194.

When you start IRIS for the first time after running the upgrade the following window will pop up:



Click 'Yes' in the above window to proceed with the database upgrade.

1.1 Deploy

If you have a lot of workstations to upgrade, we recommend you use the deploy software which is included in the IRIS system. The deploy tool allows you to upgrade one workstation and then it will automatically upgrade all other workstations as each user logs in. Further information can be found in either the User Guide or the IRIS Online help under the section Utilities.

1.2 SQL Server Databases

If your IRIS database is deployed on an MS SQL Server the following additional login prompt will appear:

| MS SQL Server Database Login | | | | | |
|---|---|--|--|--|--|
| Your IRIS system is configured to using MS SQL Server. | | | | | |
| The update requires SQL Server administrator access due to some table (DDI | L) changes. | | | | |
| Please enter your sa (System Administrator) user id and password, or a User Id with ownership rights to the IRIS database. | | | | | |
| Please note that this is NOT your regular IRIS User Id. | | | | | |
| If you are unsure of this information, contact your Database Administrator. | If you are unsure of this information, contact your Database Administrator. | | | | |
| Press [OK] to continue, [Cancel] to exit. | | | | | |
| Footnote: The SQL script is available for administrators who prefer to ha manual control over this process. Please contact IRIS help desk for deta | ive als. | | | | |
| User Id Password | | | | | |
| 🧷 OK 🗙 Cancel | sy04 | | | | |

If you use SQL Server authentication for IRIS then enter 'irisuser' for both User Id and Password at the prompts in the labelled fields and press OK to proceed. Alternatively you will need to provide your system admin (sa) account User Id and password at this prompt.

An upgrade successful prompt will be displayed when the database upgrade is finished:

| Database Uj | odate |
|-------------|-----------------------------|
| | |
| \ge | B |
| Upda | ate completed successfully. |
| sy03 | OK |

Database administrators may wish to preview the SQL scripts before doing the upgrade. These can be obtained either by viewing them on the CD or by contacting the IRIS Helpdesk.

2 Who should do the upgrade?

The 1-7-0-11194 upgrade is applicable to all case types in IRIS and <u>all</u> agencies should do the upgrade. It is important that your copy of IRIS is kept up-to-date with each upgrade that is released.

Remember that only an authorised staff member or IT administrator within each agency should run the upgrade.

Be sure to backup the IRIS database before running the update files.

Assistance and advice on upgrading IRIS is available from the IRIS helpdesk on (03) 9096 6919.

3 Family Services-Child FIRST catchments agencies must run the same version

The client/case referral system in IRIS will only work between participating agencies if they are **all using the same version of IRIS**. Therefore, each Family Services-Child FIRST intake agency (after upgrading) must ensure that <u>all</u> partner agencies in their catchment area have run the upgrade to 1-7-0 **before** resuming the referral process.

All version 1-6-0 referrals and trackbacks not yet processed must be imported before doing the upgrade.

4 What is in the upgrade?

We would like to thank everyone who has contacted us with ways to improve the software. Many suggestions referred to the IRIS team have been included in this upgrade.

The changes contained in the 1-7-0 upgrade are covered in the IRIS TECH TIPS contained on the next page.

The first General section contains information about changes that apply to most IRIS users, supervisors and administrators. Specific changes applying to particular case types are contained in sections following the General section.

5 Contact us

IRIS Helpdesk

Telephone: 9096 6919

Primal Fernando – Helpdesk Officer Email: <u>IRIS.helpdesk@dhs.vic.gov.au</u> Data: <u>IRIS.data@dhs.vic.gov.au</u>

IRIS Training

Training is available at country and metropolitan venues.

Bookings for training sessions at Melbourne and Box Hill are available up to the end of September 2011

Training sessions are also scheduled to run at several rural regional locations throughout 2011.

Please direct IRIS training queries and requests to the IRIS Helpdesk. Staff in rural agencies may want to contact their DHS or DEECD regional program staff for locations, dates and details of IRIS training.

Bookings are essential for all IRIS training sessions.

Telephone: 9096 6919

Email: IRIS.helpdesk@dhs.vic.gov.au

6 IRIS TECH TIPS

The normal IRIS Tech Tips are replaced in this newsletter with details of the new 1-7-0-11194 upgrade released in July 2011, and are described below.

7 General Upgrade Details

The key following features in this section apply to all copies of IRIS and all case types (or programs) used in IRIS.

7.1 Staff List - Staff can be deleted

Users can now be deleted from the Staff List. This action can only be done by an IRIS Administrator. The staff member to be deleted can have no data base reference to them. That is, the staff cannot have enrolled a client or opened a case (substantive or non-substantive) or entered any service or activity into IRIS.

This will be useful where users have been created erroneously, or duplicate staff have been created, or the wrong User ID has been saved.

| Sta | aff List | | | | | |
|-----|---------------|---------------|-------------|--------------|--------------|--|
| | <u>N</u> ew (| <u> ô</u> pen | 🗙 Delete 🖂 | 2. Clic | k the | |
| | User ID | First Name | Surname | Displa | e button. | Case Types |
| ∥∕ | SUPERVISOR | | Supervisor | | Supervisor | |
| | SUE | 1 Select# | | Sue Whocares | Administrato | r |
| M | STAFF | he deleted | ie stali to | | Staff | Family Services |
| ″∕ | ROB | De deleted | l | Rob Biggs | Supervisor | |
| ∥~ | MARIA | Maria 🗸 🦯 | Tulli | Maria Tulli | Staff | EI/SCS, Family Services, Family Violence, Financial Coun |
| ∥~ | JOAN | Joan | Foster | Joan Foster | Staff | Family Services, General Case |
| ∥~ | JO | Jo | Smart | Jo Smart | Staff | Family Services |

7.2 Access Group – 'Staff – no deletions'

A new staff access group has been included: Staff – no deletions. This access level will offer the same functionality as the 'Staff' level but all Delete buttons will be disabled. These users will not be able to remove data themselves.

Agencies may want to put starters on at this access level if they are new to IRIS. These staff can be promoted to a higher access level when they have experience in using IRIS.

| Staff: Joan Foster | | | | | | |
|----------------------------|--|--|--|--|--|--|
| User ID JOAN itle | Access Group Staff - No deletions For Data Entry and Staff access level, permit data entry and reporting on these case types Guest Data Entry Staff - No deletions Staff Supervisor Administrator For Data Entry and Staff - No deletions Staff - No deletions For Data Entry and Staff - No deletions Staff - No deletions For Data Entry and reporting on these case types Staff - No deletions For Data Entry Staff - No deletions Staff - No deletions Staff - No deletions Staff - No deletions General (Brief) Image: Staff - No deletions | | | | | |

7.3 Notes – Scroll bars

Scroll bars now appear where notes are recorded in IRIS and more than one page of text is written or entered. This occurs in client notes, case notes, notes in Projects, and in the Add Note box if notes are protected.

| ĺ | Details Cases Client Notes |
|---|---|
| | Add Timestamp Load Template Spell Checker 👻 |
| | Born in the small German city of Bonn on or a second some money as an assistant to his teach where ever notes half of his father's salary as court musicily can be entered in care for his two younger brothers as his to played viola in various orchestras, becoming Antoine Reicha, Nikolaus Simrock, and Franz Franz Franz and gon composition compositions. As a member of the court chapel orchestra he was able to travel some |

7.4 Client name – Change of casing

If the casing (upper to lower or lower to upper) is changed in the First name or Surname field of a client, then the client name in the blue title bar will change after applying. Previously the text in the title bar would not change unless IRIS was restarted.

| Ruby Appleseed | | | | | | |
|--------------------------------|------|---------------|--|--|--|--|
| First name | Ruby | Date of Birth | | | | |
| Surname | Sex | | | | | |
| Dotaile Cases Client Notes | | | | | | |

7.5 Service Details – New options in the Location field

Two new options: 'By Email' and 'By SMS' are now included in the Location field in the Service Details screen.



7.6 Source of Funding – 'IPPR' to 'Family Coaching Victoria'

The Integrated Placement Prevention & Reunification service now has the name Family Coaching Victoria. The name of the corresponding source of funding in IRIS has been changed from 'IPPR' to 'Family Coaching Victoria'. This will occur across all existing and newly created cases with this source of funding.

Note:- this source of funding only applies to the PASDS and Family Services case types.



7.7 Case closure – Update case status screen

When a case has been closed, it will not be possible to edit the Point of Closure, Reason for Closure or Case Outcome fields in the Update Case Status screen. If an incorrect option has been selected the case will need to be re-opened in order to change the option.

| Update Case Stati | IS | | Status: | Closed |
|--------------------|--|------|---------|--------|
| Point of Closure | At completion of all service plan activities | | | |
| Reason for Closure | Client/family completed service plan activit | ties | | |
| Case Outcome | Goals reached fully | | | |

7.8 Case closure – OK button at bottom of screen

The OK button at the bottom of the Update Case Status screen will now save to your data base. This means that when you are closing a case, after filling out the four fields on this screen and clicking the OK button the case will be closed.

| Date of Closure | Click to clear date field) | | |
|-------------------------------|---|-----------------|----------------|
| Point of Closure | At completion of all service plan activities | | |
| Reason for Closure | Client/family completed service plan activities | | |
| Case Outcome | Goals reached fully | | |
| P' Click the C button to c | DK olete mandatory requirements will cause d when changes are applied. | | |
| the case. | V OK X Cancel | The case is now | Status: Closed |

The same process occurs in reverse when you re-open a case.

| Date of Closure | 1. Click the Reopen Case (Click to clear date field) | | |
|-----------------------------------|--|-----------------|-------------------------|
| Point of Closure | Case button. vice plan activities | | |
| Reason for Closure | Client/family completed service plan activities | | |
| Case Outcome | Goals reached fully | | |
| Please note that the closure 2. C | anv incomplete mandatory requirements will cause Alick the button. | The case is now | Status: Open (Complete) |

7.9 Groups – Group name

The Name field in a Group is limited to 30 letters or numbers. It is now not possible to enter any more than this number of characters.

| <new group=""></new> | | view |
|----------------------|--------------------------------|-----------------------------------|
| Name | Group name is too long to ente | Group name 🛛 🗍 is limited to a |
| Start | 14/07/2011 💌 | maximum of |
| End | _ \$ | 30 characters. |
| Group Active | | |

7.10 Groups – Service delivery suburb/town

When entering a service through Groups, the default suburb (or town) will default to the log in location (or outlet). This can be changed if the group service was delivered at a venue in a different suburb/town.

| R Service Details |
|---|
| Servic D The service delivery suburb/town will default to the log in location. |
| Duration |
| Travel Time ninutes |
| Service Provider 🖡 b Biggs 💌 |
| Suburb VIC Fitzroy VIC 3065 |

7.11 Project Reports – Active filter options

The filtering options for the Active field in the Project Report Selection screen (pr50) are restricted to either 'No', 'Yes' or
blank> (i.e. both No and Yes).

| Project Report S | election The Active |
|------------------|--|
| | filtering options pr50 |
| Agency | 000009-000 Training are now restricted |
| Case Type | to 'No' and 'Yes'. ding |
| Project Name | Active |
| Staff | Project Type No Yes |

7.12 Client Report Selection screen – Client Suburb filter field

A new filter field 'Client Suburb' has been added to the Client Report Selection screen (cl50). Entering a suburb/town into this field and clicking Refresh will bring up all enrolled clients who live in the selected suburb/town.

| 000009-000-*Cent | ral outlet - LGA |
|-------------------------------|---|
| Client Suburb is a | vt Region |
| new filter field. | genous Status |
| $\overrightarrow{\mathbf{D}}$ | Group |
| | Current Only |
| | Client Suburb is a new filter field. |

7.13 Client Report Selection screen – Entry Created column

The Entry Created column has been added to the Client Report Selection screen between the User Code and Creator columns. Clicking on the Entry Created column header button will sort displayed clients in chronological order in which they were enrolled in IRIS.

| Client Report Selection | | | | |
|-------------------------|-----------|---|-------------------------|--|
| | - | | | |
| | User Code | Entry Created | | Creator |
| | accept | 03/03/2007 9.32 27/02/2008 2:31 24/06/2010 3:25 | 10 AM 15 PM 42 PM | Sue Whocares Sue Whocares Sue Whocares |

7.14 Client extract – Entry Created column

The Entry Created column has been added to the client Extract report. By selecting column B in the Excel spreadsheet, the clients can be sorted by enrolment date by going to Data > Sort. Clients with a particular enrolment date can be selected by going to Data > Filter > Autofilter.

| Cli | ent Report | Selection | | | 🕞 Extract |
|-----|------------|----------------|-----------|-----------|-----------|
| | A | | C | D | |
| 1 | AgencyCore | EntryCreated | FirstName | Surname | |
| 2 | 9000 | 5/05/2007 9.14 | Ruby | Appleseed | |
| 3 | 9000 | 5/05/2007 9:34 | Faye | Blist | |
| 4 | 9000 | 5/05/2007 9:41 | Jo | Bloggs | |

7.15 Case Report Selection screen – Client Suburb filter field

A new filter field 'Client Suburb' has been added to the Case Report Selection screen (ca50). Entering a suburb/town into this field and clicking Refresh will bring up cases belonging to enrolled clients who live in the selected suburb/town.

| | | | C851 |
|------------|---------------------------------------|----------------|-----------------|
| Agency | 000009-000 Training Agency - Centra 💌 | Case Type | Family Violence |
| Outlet | | Sic of Funding | × |
| Case Own | Client Suburt | o is a | · |
| Case Code | | d. Ader | × |
| Client LGA | | yion | |
| Client Cod | e 🚺 | Reference pde | <u></u> |
| User Code | | Client Suburb | |

7.16 Case Extract Report – Client address columns

New fields relating to the address of clients have been included in the Case Extract report. The following five fields occur after the Surname field in this report:

- Address 1
- Address 2
- Suburb Name
- State
- Postcode
- Suburb (suburb, state, postcode)

The Case Extract Report is an Excel spreadsheet. Address details of clients can be sorted by selecting a particular column and going to Data > Sort. Clients, for example, living in a particular suburb or postcode can be selected by going to Data > Filter > Autofilter.

| 20 | licrosoft Excel | - Case Extract | .csv | | | | | | | | |
|----|-----------------|----------------|------------------|-------------------|----------|---------------|-------|----------|-------------|-------------|-------------|
| 3 | Ele Edit y | iew Insert F | grmat Tools Data | Window Help | | | | | | | |
| 10 | 🗳 🖬 👌 | 32 71 | a 🛛 🖉 - 🧿 | 19-0-18 | Σ - 21 % | 1 🛄 🚯 100 | 9% 👻 | 😧 💂 Āri | al | ↓ 10 | - B I] |
| | E26 - | fx | | | | | | | | | |
| | A | 8 | C | D | F. | E | G | н | | I. | J |
| 1 | AgencyCode | FirstName | Sumame | Address1 | Address2 | SuburbName | State | Postcode | Suburb | | DateofBirth |
| 2 | 9000 | Betty | First | 61 James Road | | Coburg | VIC | 3058 | Coburg VIC | 3058 | 12/12/1988 |
| 3 | 9000 | Jo | Bloggs | 5 Prester Street | | Fitzroy | VIC | 3065 | Fitzroy VIC | 3065 | 4/09/1990 |
| 4 | 9000 | Joan | Green | 812 Hughie Street | | Carlton North | VIC | 3054 | Carlton Nor | th VIC 3054 | 16/08/1989 |

7.17 Case Statistics Reports – Service Delivery Suburb

The section of these reports that were previously titled 'Service Provider Suburb' now has the more accurate heading 'Service Delivery Suburb'.

Service Delivery Suburb

| Carlton South VIC 3053 | 1 |
|------------------------|----|
| Carlton VIC 3053 | 21 |

7.18 Case Statistics Reports – Service Location

A new section has been added to all Case Statistics reports that list aggregates of the service locations of all services captured in the case report selection filters.

Service Location

| At client/family home | 2 |
|--|---|
| By Telephone | 2 |
| Other than client/family home, e.g office/centre | 3 |

7.19 Towns and Suburbs

7.19.1 <u>Victoria</u>

The following suburb has had its Local Government Area changed:

| Suburbs/Towns | Old Local Government Area | New Local Government Area |
|-------------------------|---------------------------|---------------------------|
| Warrandyte North (3113) | Manningham | Nillumbik |

7.19.2 New South Wales and South Australia

Local Government Areas have now been included for all New South Wales and South Australian town currently in IRIS.

7.20 Kindergartens

Fields that contain kindergartens have been revised with the latest DEECD list of registered children's services organisations.

7.21 Documentation

The IRIS User Manual 1-7-0 is included in the upgrade software. Agencies can access the User Manual in IRIS by going to Help>Table of Contents. An electronic version is also

contained as a PDF document under the IRIS software folder, and pages can be printed. All other documentation supporting the IRIS program/software is being updated.

8 Early Years case types:- El/SCS, ECIS Flexible Support Packages, KIS Package, Preschool Field Officer (PSFO): Upgrade Details

In the Disabilities field the options available for selection have been replaced with the following list:

- None
- Undergoing Diagnosis
- Acquired Brain Injury
- Asperger's Syndrome
- Autism
- Behavioural
- Deaf-blind
- Developmental Delay
- Hearing Impairment
- Neurological (inc epilepsy, SB and CP) SB = Spina Bifida & CP = Cerebral Palsy
- Intellectual
- Pervasive Developmental Disorder
- Physical
- Psychiatric
- Specific Learning
- Speech
- Visual Impairment

Note:- 'Primary' disability remains a mandatory (yellow) field.

9 SASS: Upgrade Details

The names of three Referral Sources have been changed to reflect current departmental program management.

| Old Referral Sources | New Referral Sources |
|-------------------------------------|--------------------------------|
| DHS: Adult Mental Health Services | Adult Mental Health Services |
| DHS: Aged Persons Mental Health | Aged Persons Mental Health |
| DHS: Crisis Assessment Team of AMHS | Crisis Assessment Team of AMHS |

10 Family Violence: Upgrade Details

- (a) Five new Referral Sources have been included:
 - Corrections Victoria
 - Family Court
 - Magistrates Court
 - Children's Court
 - Koori Court

- (b) Two new issues have been included:
 - 1) Housing
 - 2) Literacy low
- (c) A new funding source has been included for the: **Indigenous Men's Group Program**

11 Family Services: Upgrade Details

- (a) Two new Referral Sources have been included:
 - Kinship Care Service
 - Early Parenting Centre
- (b) Completely new lists of Issue types and Service types have been included to reflect Family Services Client Information Advisory Group (FSCIAG) recommendations.

The **IRIS Family Services Data Dictionary** (for Child FIRST/Integrated Family Services Program) has been updated and contains complete lists of the new Issues categories and Service categories together with values (options) of each, definitions and explanations of when they should be selected. The July 2011 edition of the Family Services Data Dictionary is available at the following web address:

www.cyf.vic.gov.au/family-services

Click on the 'IRIS Family Services User Manual' button on the left side of the screen. The Data Dictionary is a Word document beneath the large IRIS icon.

12 EI/SCS Flexible Support Packages: Upgrade Details

- (a) In the Application Details screen (ca11), when the option "Yes" is selected in the Support Reviewed field the following fields remain mandatory (yellow):
 - Support Services After Review
 - Budget

When any other option is chosen, the fields' backgrounds become non-mandatory (white).

| | | Budget |
|-----------------|----------------------------|------------|
| If "Yee" is sol | hotoo | • ? |
| Support Son | ices After | • \$0 |
| Roview and F | | • \$0 |
| fields are ma | ndatory. | • \$0 |
| | med Te | |
| 12 | Date Reviewed | • |
| 10 | Support Services After Rev | iew Budget |

(b) In the Support Reviewed field, an additional option of "Yet to be reviewed" has been added.



(c) In the Child and Services screen (ca11), a new field 'CRIS Client Id' has been added. This is non-mandatory (white) and there is no requirement to enter any data into this field. Up to 8 characters can be entered into this field.

| Child and Services | Application Details | |
|--------------------|---------------------|---|
| Carer Allowance | - | • |
| CRIS Client Id | | |

13 KIS Package: Upgrade Details

In the Application Details screen (ca11):

(a) The 'Date Approved' field has been changed to 'Date Assessed'.

| Child and Services | Application Details |
|----------------------|---------------------|
| Application Eligible | Yes |
| Date Assessed | |
| Appeal Lodged | No |

(b) Under the 'Hours Provided' field a new field 'Additional Assistant Hours Provided' has been created. This new field will accept only integers and is mandatory (yellow). (Note: This will not apply to closed cases unless they are re-opened).

| Hours Provided | 20 | (Reset) |
|-------------------------------------|---------|---------|
| Additional Assistant Hours Provided | ? hours | (Reset) |

Note:- The 'Additional Assistant Hours Provided' that are recorded in cases will appear as totals in Case Statistics Reports. 'Hours Provided' and 'Additional Assistant Hours Provided' both show in the Allocated Time section. (KIS Package must be selected in the Case Type filter field on the Case Report Selection screen).

| KIS Package (Ex LNSLN) Allocated Time | | |
|---------------------------------------|-----|--|
| Additional Assistant Hours Provided | 64 | |
| Hours Provided | 145 | |

(c) In the Application Eligible field, if the "Yes" option is selected then all the other related fields in the screen become mandatory (yellow). By selecting any other option the fields will remain non-mandatory (white).

| Child and Services | Application Details | | |
|----------------------|------------------------|----------------------------------|------|
| Application Eligible | | Services Provided | |
| Date Assessed | | 2 | |
| Appeal Lodged | | 3 | |
| Appeal Upheld | | | |
| Date Finalised | | 可 lf "Yes" is | |
| | | selected, all oth related fields | er 🗍 |
| Hours Provided | ?hours | Re become | |
| Additional Assistant | Hours Provided ? hours | (Reset) mandatory. | |

- (d) In the Recommended Review field, if the option "Yes" is selected then the following fields become mandatory (yellow):
 - Date Reviewed
 - Services Provided After Review
 - Additional Assistant Hours Provided

By selecting any other option the fields will remain non-mandatory (white).

| Child and Services | Application Details | - 2 5 | | |
|---------------------|--|--|-----------------------------------|-------|
| Appeal Op- | ′es" is selected oport Services / ditional Assista ds are mandato | l, Date R After Rev nt Hours iry. | eviewed, view, and Provided |) · · |
| Date Finalised | 01/02/2007 | - 1 | Recom Reviewed | |
| | | | Date Reviewed | - |
| | | | Services Provided Alter Review | |
| Hours Provided | 20 | (Reset) | 1 | M |
| Additional Assistan | Hours Provided ? hour | 8 (Reset) | 2 | |
| | | | 3 | • |

(e) In the Services Provided After Review field, an additional option "None" is available for selection.

| Ser | vices Provided After Review |
|-------------|--|
| 1 | |
| 2 3 4 | Equipment - maintained Equipment - decreased Equipment - ceased Training - increased Training - maintained |
| | Training - decreased Training - ceased None |

(f) In the Application Eligible field, the option "Not Known" has been removed. Only three options remain: "No", "Yes" and "Not applicable".

| Child and Services | Application Details |
|----------------------|-----------------------|
| Application Eligible | |
| Date Assessed | No |
| Appeal Lodged | Yes Not applicable |

14 Preschool Field Officer (PSFO): Upgrade Details

The Children's Services Licence Id look up list has been updated. See 7.20 above.

15 MCH EHVS: Upgrade Details

In 2010 the MCH Enhanced program required IRIS to be changed to record information about the Nursery Equipment Program (NEP). Agencies with the MCH Enhanced case type needed to undertake a minor upgrade to their IRIS to have access to the NEP functionality. The 1-7-0 IRIS upgrade incorporates all the minor upgrade changes, and data entered by agency staff is now available in reports.

Access to the NEP screen is via a Nursery Equipment Program button under the Immunization field in any Service Details screen (sv04).

| Immunization | I |
|--|----------------------|
| This service does not ha Program data | we Nursery Equipment |
| Nursery Equipment Pro | ogram |

Information about goods actually delivered and eligibility criteria selected is available in Case Statistics Reports. The two new sections appear in these reports beneath the MCH Immunization data.

Note: - MCH Enhanced Home Visiting must be selected in the Case Type filter field.

| MCH Goods | Delivered | |
|---------------|----------------------------|---|
| | Booster seat | 1 |
| | Cot and mattress | 2 |
| | Double pram | 2 |
| | High chair | 1 |
| | Pram (single) | 1 |
| MCH Eligibili | ity Criteria | |
| | Drug or alcohol dependency | 4 |
| | Family violence issues | 4 |
| | Low income | 2 |
| | Mental health issues | 2 |

16 Parenting Assessment and Skills Development Services (PASDS): Upgrade Details

(a) In the Case Details screen (ca13), a prompt has been placed at the end of the 'CRIS Client Id' field reminding users that 8 numbers are required to be entered.

CRIS Client Id (8 numbers)

(b) A new service type of 'Unborn child' has been included and two service options 'case work' and 'indirect' can be selected for this service type.



(c) Case Outcome is not a field required to be completed when closing a Parenting Assessment and Skills Development Services (PASDS) case. Reference to Case Outcome has been deleted in IRIS case reports when PASDS is selected in the Case Type filter field (screen ca50).

17 Financial Counselling: Upgrade Details

An additional issue 'food insecurity' has been included under Financial & Household issue type.



18 Forgotten Australians: Upgrade Details

In the Case Details screen (ca14):

(a) A new field 'Confirmation of Time in Care' has been included with the options "Yes", "No" and "Pending". Note: Data recorded shows in Case Statistics Reports; filter for Forgotten Australians as Case Type in the Case Report Selection screen.

| Confirmation of Time in Care | |
|------------------------------|----------------|
| Child Migrant | No |
| Stolen Generation | Yes Pending |

(b) Two new fields 'Child Migrant' and 'Stolen Generation' have been included with the options "Yes", "No", "Not known", "Not applicable" and "Not required for this case". Note:- Data recorded in these fields also shows in Case Statistics Reports.

| Child Migrant | |
|-------------------|--|
| Stolen Generation | No |
| | Yes Not known |
| | Not applicable Not required for this case |

In the Service Details screen (sv14), a new option "By Post" has been included in the service location field.

| -Service Details | | |
|----------------------|---|--|
| Service Type | Referral and Intake: intake proces | |
| Date | 14/07/2011 Brokerage | |
| Location | | |
| Int/Bilingual Worker | At client/family home Other than client/family home, e.g office/centre | |
| Duration | | |
| Travel Time | By Lelephone By Email | |
| Service Provider | By SMS Bu Post | |
| Suburb VIC 🔻 | | |