



# Data Quality Management-Midwifery

## Frequently Asked Questions

### HOW DO I MAKE SURE OUR DATA IS COMPLETE/ CORRECT AND REPORTABLE?

For all MPG users the following steps must be completed to enable information collected to be complete and to be reportable:

- Step 1: Review List of Courses of Care Reconciliation and Incomplete Maternal and Incomplete Child Reports to display records with errors/issues.
- Step 2: Correct/update records
- Step 3: Monthly Acknowledgement

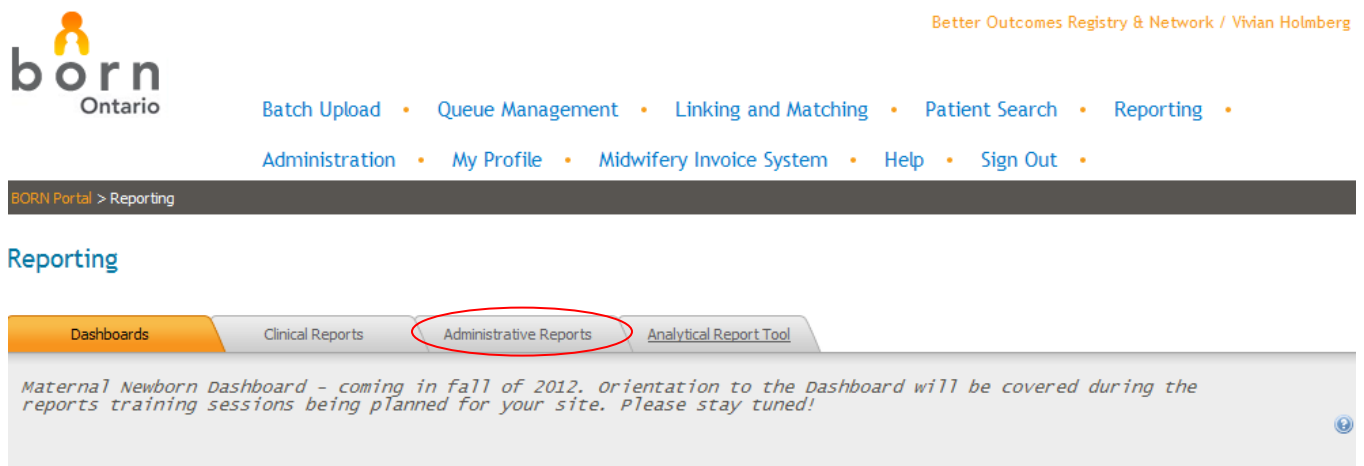
Each MPG MUST Acknowledge their data each month for it to be reliable in available for reporting.

Records cannot be Acknowledged until the errors/issues are corrected.

### HOW DO I GET TO ADMINISTRATIVE REPORTS?

From Landing Page – Click on Reporting

Select the Administrative Reports Tab



The screenshot shows the BORN Portal interface. At the top left is the 'born Ontario' logo. On the right, it says 'Better Outcomes Registry & Network / Vivian Holmberg'. A navigation menu contains links for 'Batch Upload', 'Queue Management', 'Linking and Matching', 'Patient Search', 'Reporting', 'Administration', 'My Profile', 'Midwifery Invoice System', 'Help', and 'Sign Out'. Below the menu is a breadcrumb trail: 'BORN Portal > Reporting'. The main heading is 'Reporting'. A tabbed interface shows 'Administrative Reports' selected and circled in red. Below the tabs is a message: 'Maternal Newborn Dashboard - coming in fall of 2012. Orientation to the dashboard will be covered during the reports training sessions being planned for your site. Please stay tuned!'.

The Midwifery Administrative Reports are listed below:

Dashboards		Clinical Reports		Administrative Reports		Analytical Report Tool	
<b>Data Quality Reports</b>							
Click on a Report Name link to view the report							
Report Name				Description			
<a href="#">List of Courses of Care (Reconciliation report)</a>				Midwives List of Courses of Care			
<a href="#">Midwifery Incomplete Infant Birth and Postpartum Records</a>				Midwifery Incomplete Infant Birth and Postpartum Records			
<a href="#">Midwifery Incomplete Maternal Labour &amp; Birth and Postpartum Records</a>				Midwifery Incomplete Maternal Labour & Birth and Postpartum Records			
<a href="#">Midwifery Missing Data Elements Infant</a>				Midwifery Missing Data Elements Infant			
<a href="#">Midwifery Missing Data Elements Maternal</a>				Midwifery Missing Data Elements Maternal			

### LIST OF COURSES OF CARE – (RECONCILIATION REPORT)

The List of Courses of Care report can be queried with the following filters:

- A) Date of Discharge from Midwifery Care
- B) Booking Date
- C) Estimated Date of Birth

**Purpose:**

- a) Data Quality Mangement for reconciliation – to see that you have all expected records before invoicing and acknowledging.
- b) Display records in red - those that have issues that cannot be displayed on the Incomplete Reports. **These red records should be corrected.**

**Note:** Second Tab lists Courses of Care draft encounters. The Second tab is the same for all three sub-reports.

The screenshot shows a query interface with the following fields:
 

- Start Date: 4/1/2012
- End Date: 4/30/2012
- Select Date Type: A dropdown menu is open, showing options: <Select a Value>, Discharge Date from MW Care, Booking Date, and Estimated Date of Birth.
- Organization: [Empty dropdown]
- View Report button

Click View Report on the right to run the report.

**INCOMPLETE MATERNAL REPORT AND INCOMPLETE INFANT REPORT**

There are two Incomplete Reports to be reviewed by users – Maternal and Infant. There may be records with incomplete encounters found on one report that are not visible on the other report.

Discharge from MW Care Start Date: 4/1/2012 Discharge from MW Care End Date: 4/30/2012 View Report

Calendar: Fiscal Organization: Access Midwives

Document Map: Midwifery Incomplete Maternal Record Report

Summary of records with incomplete maternal encounters  
Access Midwives, discharges from midwifery care from 01-Apr-2012 to 30-Apr-2012

ID	Health card number	Given name	Family name	Discharge date from midwifery care	EDB	Antenatal General	Labour	Birth	Postpartum	Link to child record	Number of live /stillborn fetuses	Number of infant records	Number of birth child encounters
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Note: records are only displayed in these reports if they are incomplete and they have an existing encounter with a Date of Discharge from Midwifery care selected. Once corrected, they no longer appear on the report.

**USERS CAN IGNORE THE COLUMN IN THE INFANT REPORT THAT REPORTS NSO SCREENS NOT RECEIVED.**

**HOW DO I ACKNOWLEDGE MONTHLY DATA FOR MY MPG?**

Access Midwives / Vivian Holmberg

born Ontario

Patient Search • R Administration • My Profile • Midwifery Invoice System • Help • Sign Out •

BORN UAT Portal > Administration > Data Submission Acknowledgement

Quick Links: Patient Search, Reporting, Administration, User Management, Registration Request, Add Existing User, Data Submission Acknowledgement, Move Cycle, Delete Cycle/Patient, My Profile, Help, Midwifery Invoice System, Select Organization, Sign Out

Data Submission Acknowledgement

Month End Acknowledgement Updated

\* fields are mandatory  
Organization: Access Midwives  
Year #: 2012 Month #: June Search

Show all unacknowledged records

Year	Month	Data Submission Type	Data Submission	Comments	Date/Time	Id	User
2012	June	Course of Care	<input checked="" type="checkbox"/>				

Save Cancel

Step 1: Local Administrator: Go to Administration > Data Submission Acknowledgement

Step 2: Select Year and Month – CLICK Search

Step 3: Click in Box Submission – add Comment if relevant CLICK Save

### **WHEN SHOULD A LOCAL ADMINISTRATOR ACKNOWLEDGE DATA?**

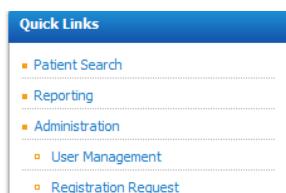
MPG users can acknowledge data from the previous month once they have corrected records from the relevant month. Users should review the Reconciliation Report to confirm that all maternal and infant records are included in the BIS. This should be followed by a review of the Incomplete Reports to ensure all encounters have been submitted.

Note: You cannot Acknowledge the current month or future months.

### **WHAT DOES THIS ERROR MESSAGE MEAN?**

If you try to acknowledge data and the following message is displayed, it means that there are still records for your practice group with problematic encounters (i.e. not created, incomplete or not submitted). These are records with a Date of Discharge that falls in the month you are trying to acknowledge.

Return to the List of Courses of Care and the Incomplete Maternal and Incomplete Infant reports to review records still in Draft/Unsubmitted/Not Created Status. These outstanding records must be corrected before the Acknowledgement can be completed.



#### Data Submission Acknowledgement

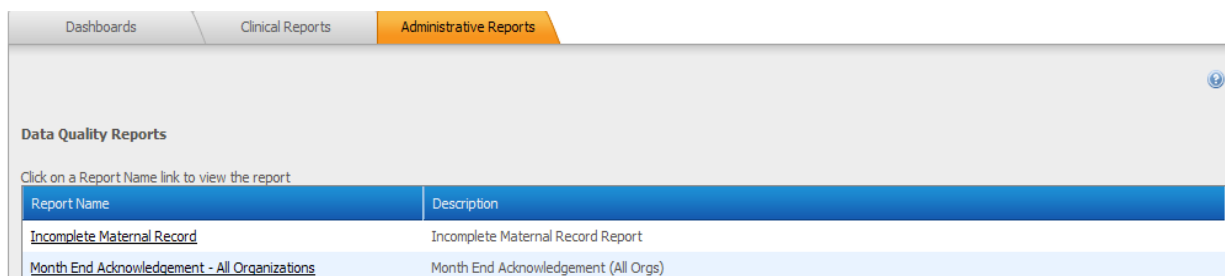


**The following errors occurred while processing your request**

- Course of Care cannot be submitted because there are records with draft status.

**IS THERE A WAY I CAN CONFIRM THAT I HAVE ACKNOWLEDGED MY DATA?**

Local Administrators can go to the Administrative Reports Tab, click on the Month End Acknowledgement Report (All Orgs) to confirm that data for each month has been acknowledged.



The Month End Acknowledgement Report is displayed below:



**Month end acknowledgement summary**  
 From June 2012 to October 2012  
 Access Midwives

Organization	Data submission type	Acknowledged (Yes/No)		
		June 2012	July 2012	October 2012
Access midwives	Course of Care	No	Yes	No
Proportion of acknowledgement (%) - Access Midwives		0.0	100.0	0.0

**WHAT ARE THE MISSING DATA REPORTS FOR?**

Purpose: Identify where missing or unknown data is:

- >30 % records
- 10 to 30% records
- 5-10% records

These reports allow each practice group to identify where data quality improvement initiatives can be directed.



## Antenatal, labour, birth and postpartum maternal data elements with missing data

### Antenatal, labour, birth and postpartum maternal data elements with ≥30% missing data

Access Midwives, patients discharged from midwifery care from 01-Apr-2012 to 30-Apr-2012

Admission date	Missing data element name	Number of women	Records with missing data		
			n	%	% in Ontario (mean)

## HOW DO I GIVE A USER ACCESS TO ADMINISTRATIVE REPORTS?

Local Administrators can go to Administration : User Management and can enable access to Administrative, Clinical or Standard Reports.

**Edit User**

\* fields are mandatory

User ID #: [ ] Prefix #: Ms

Given Name #: [ ] Middle Name: [ ] Family Name #: Holmberg

Email Address : [ ] MW Provider Number: [ ]

Telephone 1 #: [ ] Telephone 2: [ ]

The user's password is set to expire on : 12/10/2012 8:11:04 AM

Is Active #:  Yes  No

Is RSA User :

**Change Password**

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Organization: Neepeeshowan Midwives

Please specify the user's role within this organization.

Roles #:

- Midwife Invoicing System for MPG users
- MW Data Analysis - Administrative Reports
- MW Data Analysis - Clinical Reports
- MW Data Analysis - Standard Reports
- MW Data Entry
- Organization Local Administration

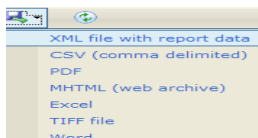
**Revoke Access from My Organization** **Save** **Cancel**

## HOW DO I EXPORT THE REPORTS TO EXCEL?

Users can Export the report to another format by clicking the disk icon in the top section:



Export formats include the following:



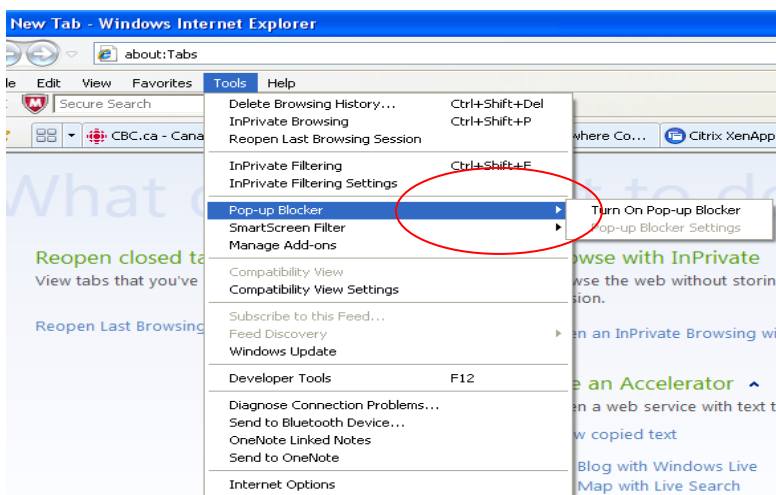
Users can refresh the report by clicking on on the green arrow icon

### THE REPORTS DO NOT RUN

1. Make sure you have the access to Administrative Reports
2. Make sure the Pop Up Blocker is turned OFF

If using Internet Explorer, ensure your Pop Up Blocker is turned OFF,

Go to Browser Menu Bar : Tools : Internet Options : Pop Up Blocker



**The Pop Up Blocker selection should display as in the screen shot here.**

Should there be additional information included in this document, please forward your suggestion to:

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