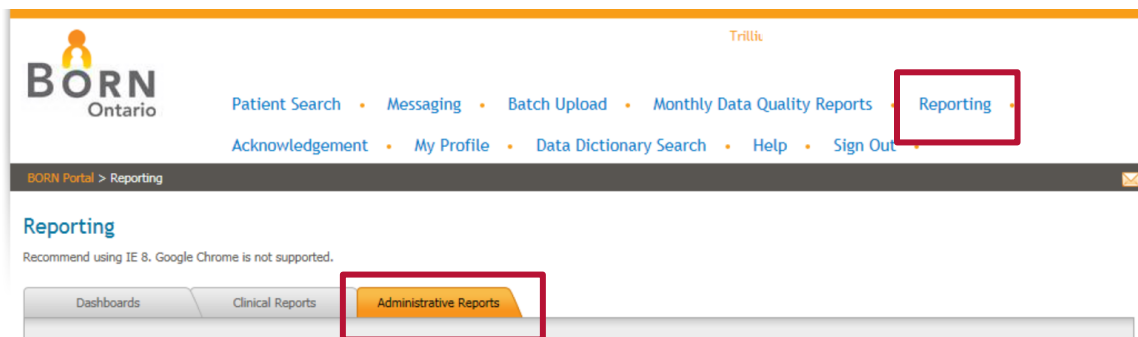

Quick Guide to Data Quality Management (DQM): For Monthly Data Correction & Reconciliation

How do I Access the Reports?

- Go to **'REPORTING'**
- Click on the **'ADMINISTRATIVE REPORTS'** Tab

Note: Your BORN Local Administrator can grant you access to 'Hospital Data Analysis Administrative Reports' and/or 'Organization Data Acknowledgement'



What are the Recommended Steps for DQM?

Step 1: Review **'INCOMPLETE MATERNAL RECORDS'** report & **'INCOMPLETE INFANT RECORDS'** report

- Select the date parameter of interest
- The number and type of incomplete records will display on the first tab (summary tab) of the report indicating the number of records requiring investigation and correction. Click the other tabs of the report for more information regarding the type of error (includes draft encounters, missing encounters, disposition discrepancies, missing admission dates, etc.) and personal health information (i.e. OHIP number and chart number)
- To investigate individual incomplete records:
 - Copy and paste the OHIP number or chart number into the BIS **Patient Search** field.
 - Review the record and make necessary corrections
 - Re-submit the record – ensuring the data is complete and accurate

Notes:

1. *The number of live and stillbirths is reported on the Incomplete Infant Record report.*
2. *For hospitals with an **NICU/SCN**, repeat the above steps for the **'Incomplete Infant Records – NICU/SCN'** report*



Step 2: Review 'MATERNAL-INFANT CROSS -ENCOUNTER DISCREPANCY' report

Note: This report flags instances where data in the mother's record is different than data in the child's record (i.e., type of birth, birth outcome and birth location).

- Select the same date parameters of interest as above
- The number of records with cross-encounter discrepancies will display on the first tab of the report (summary tab) indicating the number of records requiring investigation and correction. The other tabs contain more information on the discrepant records.
- To investigate individual records with cross encounter discrepancies:
 - Copy and paste the OHIP number (or chart number) into the BIS **Patient Search** field.
 - Review the record and make necessary corrections (i.e. ensuring the type of birth, birth outcome, birth location, etc. is the same between birth child and labour/birth mother encounters). Ensure data is complete and accurate.

Step 3: Review 'RECONCILIATION – MATERNAL NEWBORN' report

- Select the date parameters and click on 'view report'
- This report provides a list of maternal admissions, discharges, and births
- The number of admissions, discharges, and births need to be cross-referenced with an internal data source. Examples of internal data sources include: Admission-Discharge-Transfer (ADT) lists, health records, computerized unit census or log book. Reconciliation is key **to capturing 100% of your organization's births** in the BORN Information System (BIS).

* Note: This report includes all birth child encounters created for your hospital regardless of birth location. Because of BORN Ontario's mandate to capture 100% of all births in Ontario, if a baby was born outside your hospital and not under the care of a midwife (e.g. en route to your hospital, at a non-birthing hospital, etc.), you must complete encounters in the BIS for that woman and baby. If your organization's internal source only represents births that occurred at your organization, the number of births reported may be discrepant. To check if this is the case:

- Run the Maternal Newborn Reconciliation report for the time period of interest
- Export to Excel
- Click on List of Births (Birth Child) tab
- Filter rows by 'Place of Birth' and/or 'Birth Hospital' to identify any baby(ies) not born at your organization

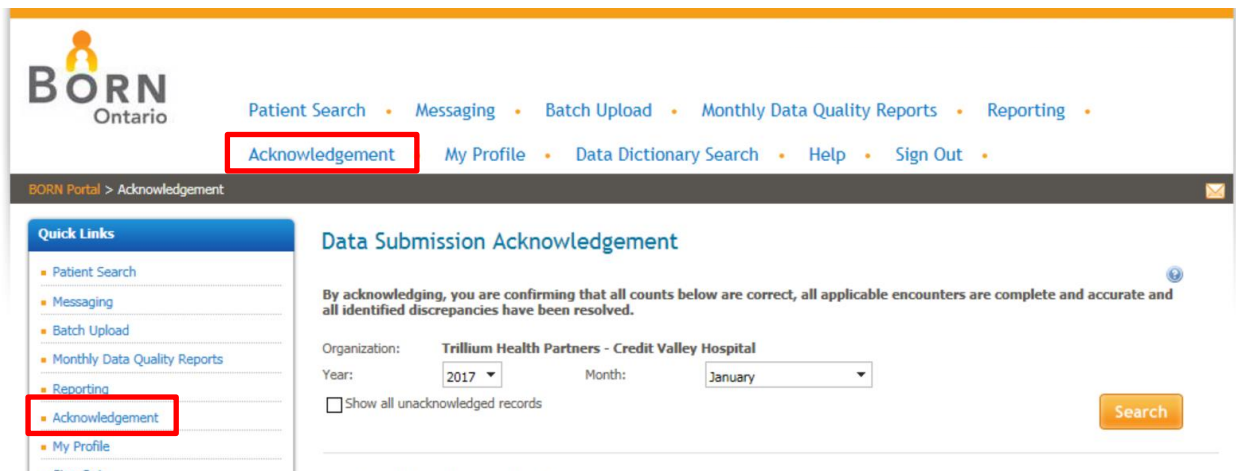
**For hospitals with an NICU/SCN, repeat the above steps for the 'Reconciliation – NICU/SCN' report to ensure 100% of NICU/SCN admissions are captured in the BIS*

Step 4: Acknowledge Data

- Click on '**ACKNOWLEDGEMENT**'

Notes:

1. You will only be able to acknowledge data for your organization if you've been granted permission by your BORN Local Administrator
2. Acknowledgment ensures confidence in interpreting clinical reports

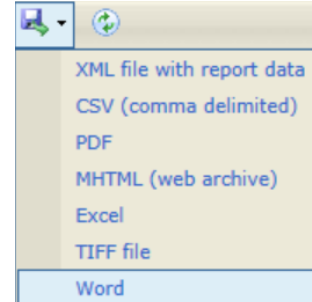


- Select the checkbox titled "Show all unacknowledged records" to display all months not yet acknowledged
- Select the year and month(s) that you would like to acknowledge and click search
- Click the number of live births and the number stillbirths submitted, and the number of NICU/SCN admissions beside Data Submission Type (provided these numbers match your expected values as confirmed by your internal data source) and click 'Save'
- Once data has been acknowledged
 - Clinical reports can be run with confidence
 - BORN knows that data is ready to be used for analysis and data requests
 - It can be included in comparison groups across the province
- Goal: acknowledge data by the 15th of the following month (i.e. July data should be acknowledged by August 15th)

For hospitals with an **NICU/SCN – repeat the above process for NICU/SCN data. While we urge sites to acknowledge labour/birth/postpartum data within two weeks of month's end, acknowledgement for the NICU/SCN does not need to be acknowledged so quickly. It is understandable that long stay NICU/SCN admissions may delay acknowledgment of NICU/SCN data until all admissions are discharged for that month.*

Additional Notes for Reports:

- Reports can be formatted into Excel, Word, PDF, etc. by clicking on the export icon in the toolbar above the report and can be printed for use as a working document
- Remember that reports contain personal health information and must be kept confidential (i.e. locked up, shredded following use, not left open for viewing by others)
- To see at a glance which months have been acknowledged, go to **'REPORTING'**, then click on the **'ADMINISTRATIVE REPORTS'** tab. Click on **'MONTH END ACKNOWLEDGEMENT – ALL ORGANIZATIONS'**, choose your organization and the date parameters and click on the 'view report' button.



Remember to send any questions that require sharing personal health information to your BORN Coordinator via BIS messaging

