



**BORN Information System (BIS):  
Quick Guide to Data Quality  
Management for Midwives**



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

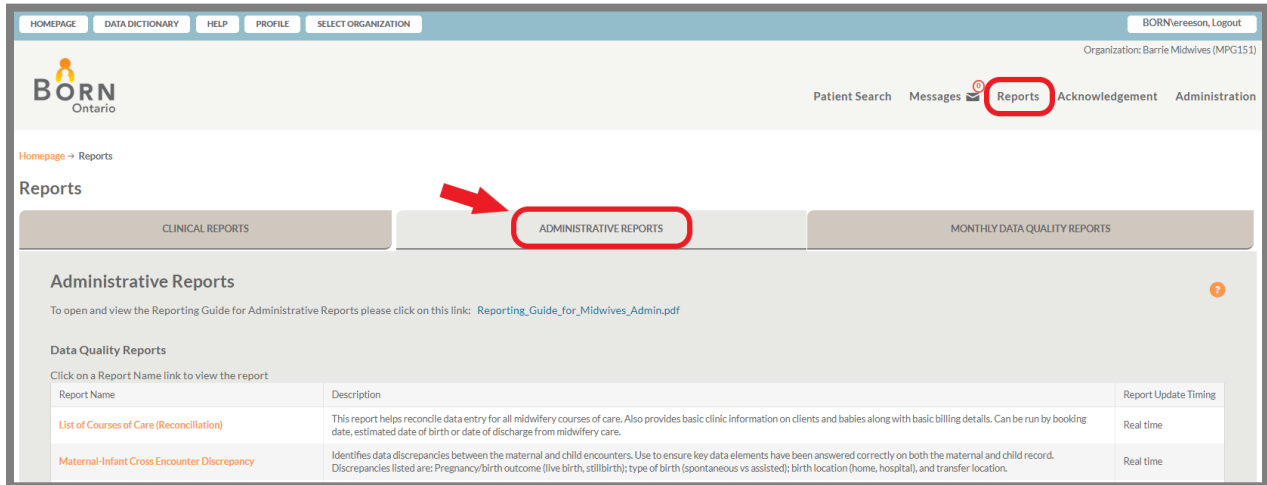
BORN is committed to high quality data to meet its mandate of being the authoritative source for maternal and child information. Clinicians, decision makers, policy makers, and researchers rely on valid and reliable data to support program management, benchmarking, evaluation, and quality improvement.

### How to Access All Reports:

1. Go to **'Reports'** which is located on the top menu bar of the BORN Information System (BIS) landing page.
2. Click on the **'Monthly Data Quality Reports'** tab.
3. Make your selection from the list of Data Quality Reports.



- You can also access the Monthly Data Quality Reports and other Administrative Reports in the Administrative Reports tab.



Administrative Reports

To open and view the Reporting Guide for Administrative Reports please click on this link: [Reporting\\_Guide\\_for\\_Midwives\\_Admin.pdf](#)

Data Quality Reports

Click on a Report Name link to view the report

Report Name	Description	Report Update Timing
<a href="#">List of Courses of Care (Reconciliation)</a>	This report helps reconcile data entry for all midwifery courses of care. Also provides basic clinic information on clients and babies along with basic billing details. Can be run by booking date, estimated date of birth or date of discharge from midwifery care.	Real time
<a href="#">Maternal-Infant Cross Encounter Discrepancy</a>	Identifies data discrepancies between the maternal and child encounters. Use to ensure key data elements have been answered correctly on both the maternal and child record. Discrepancies listed are: Pregnancy/birth outcome (live birth, stillbirth); type of birth (spontaneous vs assisted); birth location (home, hospital), and transfer location.	Real time

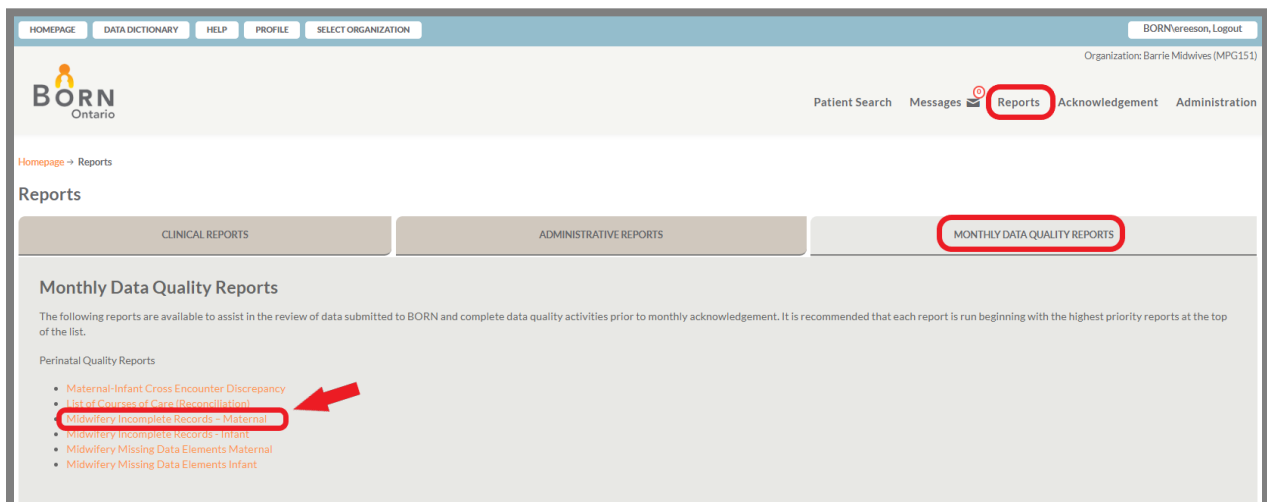
## Data Quality Review Process:

### Step 1: Review the following reports:

- 'Midwifery Incomplete Records – Maternal'
- 'Midwifery Incomplete Records Infant'

Note: You will have to run each report separately.

- Go to **'Reports'** which is located on the BIS top menu bar
- Click on the **'Monthly Data Quality Reports'** tab and select **Midwifery Incomplete Records - Maternal**.



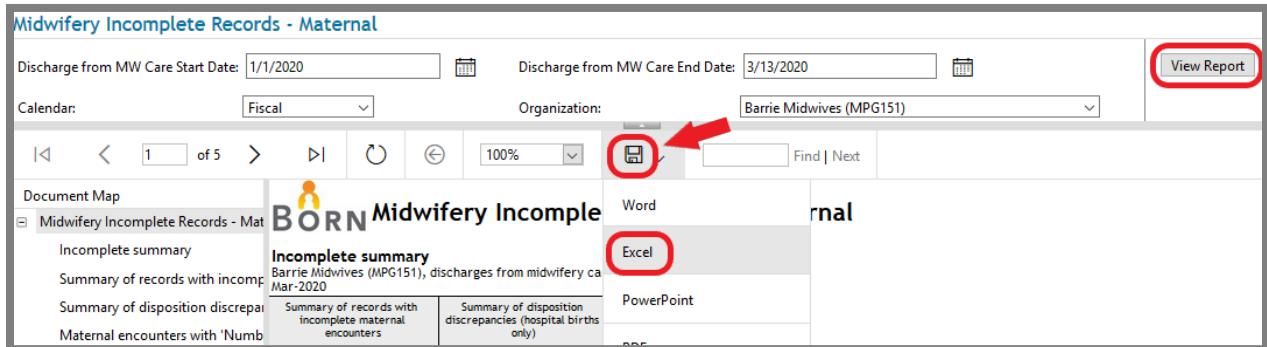
Monthly Data Quality Reports

The following reports are available to assist in the review of data submitted to BORN and complete data quality activities prior to monthly acknowledgement. It is recommended that each report is run beginning with the highest priority reports at the top of the list.

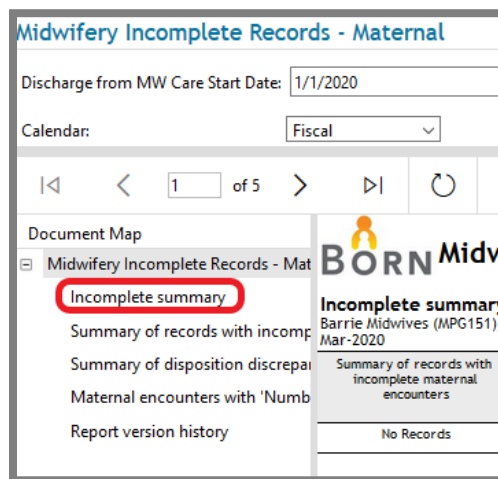
Perinatal Quality Reports

- [Maternal-Infant Cross Encounter Discrepancy](#)
- [List of Courses of Care \(Reconciliation\)](#)
- [Midwifery Incomplete Records - Maternal](#)
- [Midwifery Incomplete Records - Infant](#)
- [Midwifery Missing Data Elements Maternal](#)
- [Midwifery Missing Data Elements Infant](#)

3. A new window will open - select the date range you are looking for and click 'View Report.' To export to Excel, select the floppy disk icon in the center of the top section.



4. 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)



5. To investigate individual incomplete records:
  - a. Copy and paste the OHIP number or client code into the BIS **Patient Search** field.
  - b. Review the record and make necessary corrections
  - c. Re-submit the record – ensuring the data is complete and accurate



## Summary of Records with Incomplete Maternal Encounters Tab

- This tab shows encounters are either not created or not submitted
- Correct the records written in red text.
- Zeros (0) under link to child record means linked baby records for this client are missing under your practice group.
- Use the baby's OHIP number in 'Patient Search' to search for any existing patient records and create the missing Birth Child/Postpartum Child encounters.

BORN Midwifery Incomplete Records - Maternal														
Summary of records with incomplete maternal encounters														
Barrie Midwives (MPG151), discharges from midwifery care from 01-Jan-2020 to 16-Mar-2020														
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	Billing MW Name	Coordinating MW Name

## Summary of Disposition Discrepancies Tab

- The answer to Maternal Outcome is “Discharged Home” in more than one encounter in these records.
- Generally, “Discharged Home” should **only** be selected in the Postpartum Mother encounter.
- In the Labour/Birth Mother encounter, “No Transfer” is most often the appropriate selection.
- **To correct records** Run the Midwifery Incomplete Records – Maternal report, go to the Disposition discrepancy tab and use the information in the tab to enter into Patient Search in the BIS (OHIP or Client Code).
- Go to the encounter that has duplicate Maternal Outcome = discharged home data (likely the Labour/Birth Mother encounter) and change response to No Transfer – then, **Submit**.

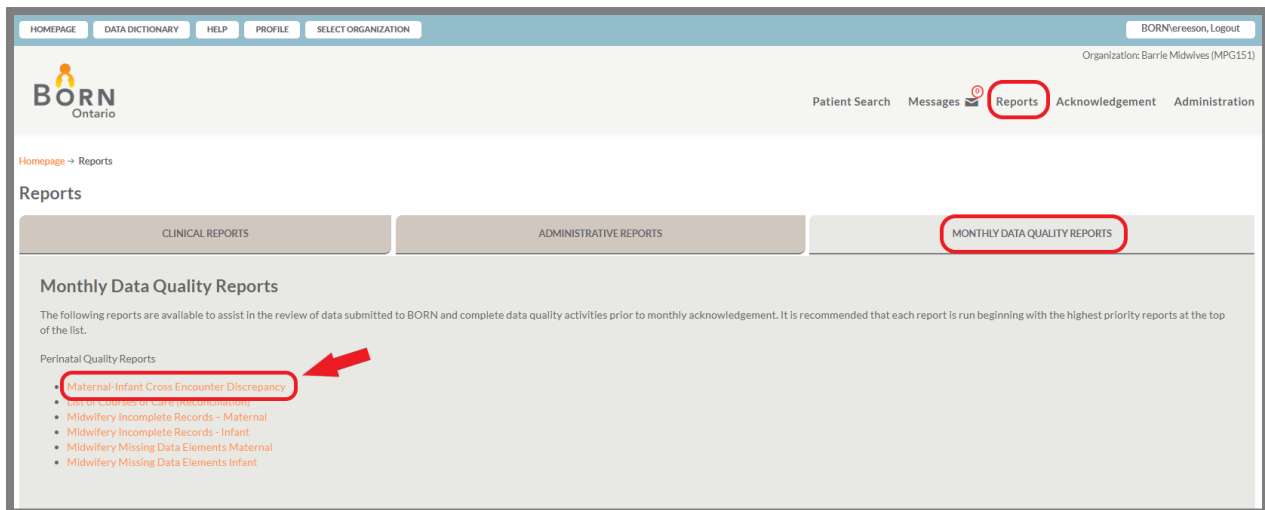
## Maternal Encounters with “Number of Fetus” Discrepancies

- This tab shows discrepancies between the Pregnancy tab “Number of Fetuses” data element and the number of created live or stillbirth records.
- Repeat these steps for running the Midwifery Incomplete Records – Infant Report.

## Step 2: Review 'Maternal Infant Cross Encounter Discrepancy' Report

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

1. Go To '**Reports**' which is located on the top menu bar
2. Click on the '**Monthly Data Quality Reports**' tab and select 'Maternal-Infant Cross-Encounter Discrepancy Report'.

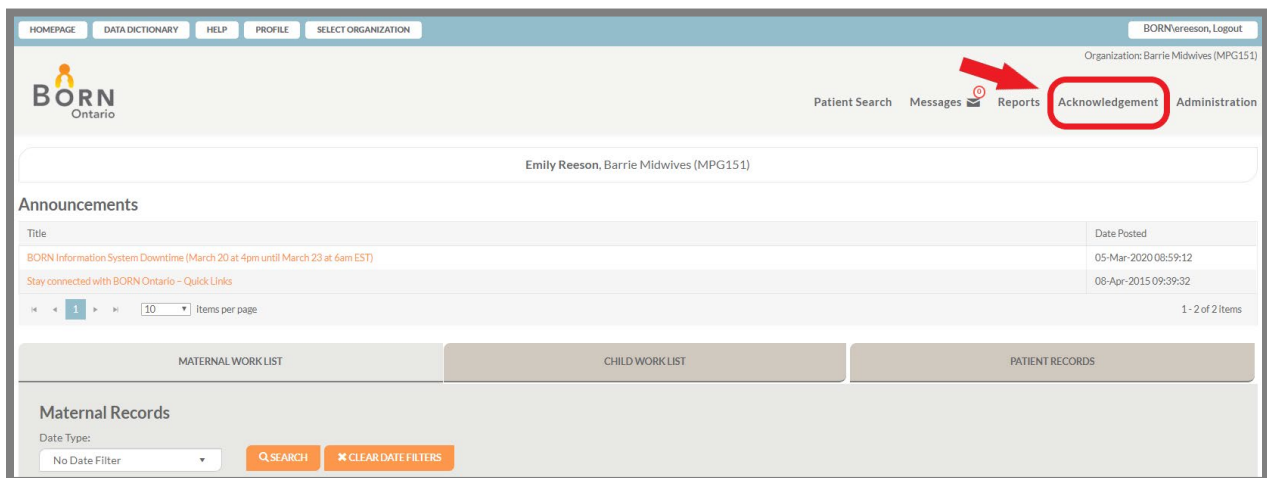


3. Select the date range you are looking at and click 'View Report.' To export to Excel, select the floppy disk icon in the center of the top section.
4. The number of records with cross-encounter discrepancies will display on the first tab of the report (summary tab) indicating the number of records requiring investigation and correction. The other tabs contain more information on the discrepant records.
5. To investigate individual records with cross encounter discrepancies:
  - a. Copy and paste the OHIP number (or client code) into the BIS **Patient Search** field.
  - b. Review the record and make necessary corrections (i.e. ensuring the pregnancy/birth outcome, type of birth, birth location, etc. is the same between birth child and labour/birth mother encounters). Ensure data is complete and accurate.

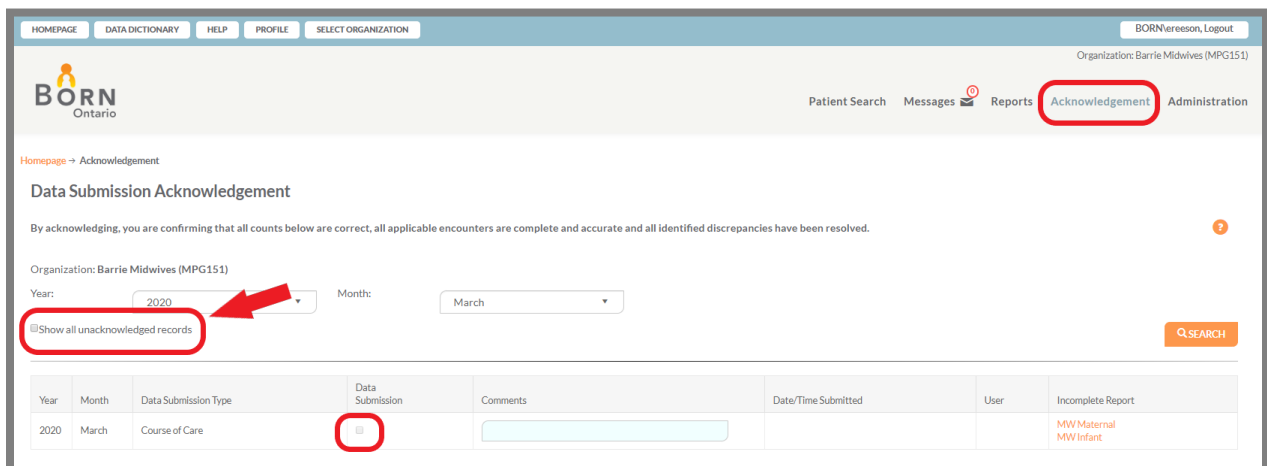
### Step 3: Acknowledge Data

- Acknowledgment is the final step of data quality management, after all of your incomplete reports have been viewed and corrected.
- Once acknowledged, clinical reports can be viewed with confidence. Your midwifery data can also be included in research/data requests from the Ministry of Health and Long-Term Care and other stakeholders.

1. Click on “Acknowledgement” as seen on the top menu bar



2. Select the checkbox titled “Show all unacknowledged records” to display all months not yet acknowledged, then click Search.







3. If you want to see one month only, select the year and month that you would like to acknowledge and click Search
4. Once the data table is displayed, in order to report data completion, click the box under Data submission and click 'Save'.
5. You can also access the Midwifery Maternal and Infant Incomplete Record Reports in this table.



## Appendix: Data Quality Management Faq

**Are you having trouble with accessing the reporting functions mentioned in this guide?**

The BIS local administrator at your MPG can grant you access to 'Data Analysis Administrative Reports' and/or 'Organization Data Acknowledgement'

**Are you having trouble acknowledging data?**

You will only be able to acknowledge data for your organization if you've been granted permission by your BIS Local Administrator

**Did you know you can export your reports in various formats?**

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 if printed, they must be kept confidential (i.e. locked up, shredded following use, not left open for viewing by others)

**Would you like to see which months have been acknowledged to date?**

Go to '**Reports**', then click on the '**Administrative Reports**' tab. Click on '**Month End Acknowledgement – All Organizations**', choose your organization and the date parameters and click on 'view report'.

**Questions?**

Remember to send any questions that require sharing personal health information to your BORN Coordinator via BIS Messaging. Your coordinator will be pleased to help!

