# BORN Information System (BIS)

# Reports for Midwives



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BORN

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# BORN Information System (BIS) Reports for **Midwives**

**Note:** To view reports, you must have access permission for BIS reports. Ask your local administrator for permission.

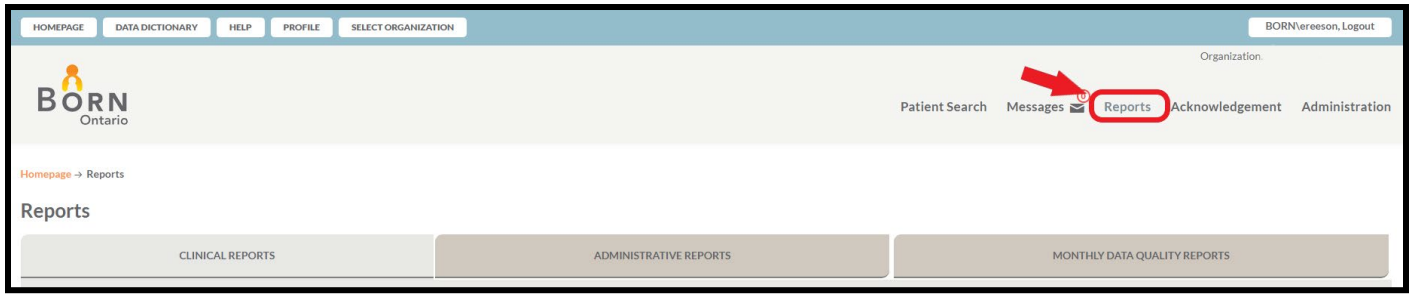
This guide covers 2 types of reports:

1. Administrative Reports (includes Data Quality reports)
2. Clinical Reports

## How to Access Reports

1. Click on **Reports** which is located on the top menu bar of the BIS landing page
2. Select either the **Clinical Reports, Administrative Reports** or **Monthly Data Quality Reports** Tab

Figure 1 - BIS Reports Page




## Administrative Reports

- An important part of data quality management
- Help you identify missing data and data entry errors
- To keep your work manageable, run administrative reports monthly.

### Administrative Reports Include:

- ✓ Incomplete Record Reports
- ✓ Maternal-Infant Cross Encounter Discrepancy Reports
- ✓ Reconciliation Reports

- ✓ Missing Data Element Reports
- ✓ Month-End Data Acknowledgement
- ✓ Midwifery Active Practice Report
- ✓ User Roles Report

## Incomplete Record Reports

**What are they?**

- Reports listing records that are:
    - Unlinked (i.e. Maternal and infant records that have been created, but are not linked)
    - Missing (i.e. Maternal record has been created, but baby record is missing)
    - Discrepant (i.e. Maternal record says baby was transferred to NICU, but baby record says baby went home)
    - Unfinished (i.e. Records in draft status – has not been submitted)

## Midwifery Incomplete Record Reports

1. Midwifery Incomplete Records – Infant
    - Helps you correct discrepancies and create/submit encounters that were missed
    - Provides 3 discrepancy reports:
        i. Neonatal death
        ii. Stillbirth
        iii. Summary of infants not linked to a pregnancy and course of care record

2. Midwifery Incomplete Records – Maternal
    - Identifies maternal records that are unlinked, missing, discrepant or in draft
    - Provides  2 discrepancy reports:
        i. Maternal outcome (hospital births only)
        ii. Number of fetuses

# Maternal-Infant Cross Encounter Discrepancy Report

What is it?

- A report that identifies data discrepancies between the maternal and child encounters

Why use it?

- To ensure key data elements have been answered correctly on both the maternal and child records

## Maternal-Infant Cross-Encounter Discrepancy Report Description

Discrepancies listed:

- Pregnancy/Birth Outcome (live birth, stillbirth)
- Type of Birth (spontaneous vs assisted)
- Birth Location (home, hospital)
- Newborn date of birth
- Transfers

## List of Courses of Care Reconciliation Report

What is it?

- This report provides basic information related to Courses of Care including billing details. It can be run by **booking date** or **estimated date of birth** or **date of discharge from midwifery care**

Why use it?

- This report helps reconcile entry for all Courses of Care

## List of Courses of Care Reconcilliation Report Description

List of Courses of Care (Reconciliation) Provides

- MPG name and number
- Client name, Client code number, OHIP
- Booking Date
- EDB
- Patient outcome
- Number of fetuses and link to fetuses
- Birth date and location type
- Hospital name
- Billable type
- Date of discharge from midwifery care
- Coordinating midwife number

- Billing midwife number
- Primary attending midwife number
- Secondary midwife number
- Care by other MPG
- Sent to MIS date

# Missing Data Elements Report

What are they?

- Reports showing data elements with an answer = ‘unknown’

Why use them?

- The goal is 95% data capture for each data element for interpretation reliability
  - >30% missing – Data is not reliable and should not be analyzed
  - 10-30% missing – Use caution when interpreting data
  - 5-10% missing – Good progress! Aim for < 5%

## Midwifery Missing Data Elements Reports Description

There are two reports:

1. Midwifery Missing Data Elements Infant
   - Lists missing data (entered as ‘unknown’) from the **Birth Child** and **Postpartum Child** encounters.
   - Examples are delayed cord clamping and hearing screening
2. Midwifery Missing Data Elements Maternal
   - Lists missing data (entered as ‘unknown’), from the *Labour-Birth Mother*, and *Postpartum Mother* encounters.
   - Examples are maternal weight and prenatal education

# Month End Acknowledgement Report

**What is Acknowledgement**:

Acknowledgement is the final step of data submission to the BORN Information System (BIS), for each month of data entered under a midwifery practice group.

- Acknowledgement signals to BORN that your practice group is confident that the data submitted is complete for that month of client discharges/billable courses of care.

- Data completeness means all Midwifery - Incomplete Reports have been run, and incomplete records flagged in these reports have been corrected and submitted.

**Why is Acknowledgement Important?**

Only acknowledged data are included in the provincial dataset and comparators in clinical reports. If data is not acknowledged, none of the client billable courses of care for that month are included in the provincial comparator.

## What is the Month End Acknowledgement Report?

- A report that lists the months that have been acknowledged for a selected date range

**Note:** See the BORN Quick Guide to Data Quality Management for further instructions and information about acknowledgement.

## Midwives Active Practice Report

**What is it?**

- Midwives run and submit this report to the College of Midwives of Ontario (CMO) every year. It provides a tally of all births a midwife has attended, by location (home, hospital, or other) and by primary and second midwife.

**Who has access to this report?**

- If you have a billing number in the BORN Information System (BIS) and have data entry access in the BIS, then yes, you have access to your Active Practice Report. Check with your midwifery practice group local administrator if you are unsure.

**Note:** Midwifery practice group administrators do not have access to this report. Individual midwives have access and ability to run their own report.

**How do I run my Active Practice Report?**

- See the BORN Active Practice Report of Midwives for detailed instructions

# User Roles Report

**What is it?**

- A report designed for the Local Administrator – the person who manages access to the BORN Information System (BIS) at your practice

**Why use it?**

- Use this report to:
  - Verify all users have appropriate roles and access
  - Ensure users no longer requiring access have been made inactive or revoked

See the BORN Local Administrator Guide for more information

## User Roles Report Description

- Lists all BIS users in your organization and identifies:
  - User Name, Contact information, ID number, Organization, Job Title
  - BIS roles*
  - Status (active, locked, password locked)
  - Access privileges
  - User last access date

**Note:** BIS Roles are associated with specific access privileges (i.e. data entry, reports, local administration, acknowledgement, billing etc.)

# Clinical Reports

- Designed to help you see clinical care provided by individual midwives and all midwives at your practice group, and subsequent client outcomes.
- Reports are grouped into three categories: **maternal newborn reports**; **data download reports**, and '**within record'** reports.

## Maternal Newborn Reports (Frequencies and Percentages)

**What are they?**

- Summary reports that compare your client population with other MPGs
    - **Note:** Three or more MPGs must have acknowledged their data for the numbers to populate the report

**Why use them?**

- These reports enable you to benchmark clinical outcomes with peers, identify practice variations and monitor trends

**Note:** See the Clinical Report Access for Midwives document for details

## Midwifery Care Profile Report Details

1. **Midwifery Care Profile – Birth**
    - A list of the number of clients who gave birth by:
        - Type of birth
        - Type of birth by planned and actual place of birth
        - Actual place of birth by planned place of birth
        - Type of birth by number of fetuses
        - Perineal trauma and episiotomy by type of birth
        - Fetal presentation at time of birth
        - Primary and repeat cesarean sections
        - Planned and spontaneous cesarean section
        - Type of birth in women with previous cesarean section
        - Measuring normal birth and early postpartum by planned and actual place of birth
2. **Midwifery Care Profile - Demographics**
    - Provides the distribution of:

- Maternal age by parity
- Parity by location of birth
- Maternal primary language
- Pre-pregnancy BMI
- Maternal smoking and residential exposure to cigarette smoke during pregnancy
- Also includes selected components of maternal obstetrical history

3. **Midwifery Care Profile – Forward Sortation Area**
    - Provides numbers and percentages of where clients at your practice group reside, listed by postal code. Forward sortation area (FSA) represents the first three digits of the client's postal code

4. **Midwifery Care Profile – Labour**
    - Provides a summary of the following indicators
        - Fetal surveillance in labour
        - Pharmacologic pain management in labour
        - Intervention by planned place of birth
        - Cervical ripening, Induction of labour and Augmentation
        - Indications for induction

5. **Midwifery Care Profile - Newborn Outcomes**
    - Provides data on the following infant indicators:
        - Distribution of gestational age at birth in completed weeks
        - Distribution of birth weight in grams
        - Infant weight for gestational age
        - Infant early attachment/feeding initiation, live births, by place of birth
        - Infant early attachment/feeding initiation, live births, by type of birth
        - Feeding at discharge
        - Midwifery – newborn feeding
        - Resuscitation methods
        - Apgar 5, by birth location
        - Apgar 5, by birth type
        - Confirmed congenital anomalies
        - Pregnancy outcome

6. **Midwifery Care Profile -Utilization of Services**
    - Provides the following data:
        - Prenatal and postpartum visits by gestational age at booking
        - OHIP coverage for Ontario Midwifery clients
        - Unplanned maternal transport to hospital during labour
        - Unplanned maternal transport to hospital during birth/immediate postpartum
        - Unplanned maternal transport to hospital during postpartum (not immediate)
        - Unplanned newborn transport to hospital during birth/immediate postpartum
        - Unplanned newborn transport to hospital during postpartum (not immediate)
        - Maternal length of stay from admission to discharge home; facility births
        - Newborn length of stay from birth to discharge home; facility born term live births
        - NICU admissions, term live births, by actual place of birth
        - Women with at least one transfer of care, by BORN encounter

# Data Download Reports (Raw exported data for multiple patients)

## Encounter Lists

### What are they?

- These lists provide a spreadsheet view of every data element for every client for a particular encounter (within a selected date range).

### Why use them?

- If you need information that is not available in one of our Maternal Newborn Reports, you may be able to find it by exporting this list to Excel and applying filters. Note that these reports do not provide a patient/client experience perspective as they are encounter specific.

## Encounter List Report Descriptions

1. **Encounter List Antenatal General**
    - Lists all maternal records (within selected date range) with Antenatal General encounter data. Includes:
        - Demographic identifiers
        - Maternal health conditions
        - Pregnancy history

2. **Encounter List Birth Child**
    - Lists child records (within selected date range) with Birth Child encounter data. Includes:
        - Demographic identifiers
        - Birth details
        - Health conditions
        - Outcomes and transfer details
3. **Encounter List Labour Birth**
    - Lists all  maternal records (within selected date range) with Labour Mother encounter data. Includes:
        - Demographic identifiers
        - Admissions and transfers
        - Maternal health conditions and pregnancy history
        - Birth details and outcomes
4. **Encounter List Postpartum Child**
    - Lists all child records (within selected date range) with Postpartum Child encounter data.Includes:
        - Demographic identifiers
        - Postpartum details
        - Health conditions
        - Screening
        - Outcomes
        - Transfer/discharge details
5. **Encounter List Postpartum Mother**
    - Lists all maternal records (within selected date range) with Postpartum Mother encounter data.Includes:
        - Demographic identifiers
        - Maternal health conditions
        - Pregnancy history
        - Postpartum details
        - Outcomes
        - Transfer/discharge details

# Patient Experience Reports

**What are they?**

- These lists provide a spreadsheet view of data elements for the full patient experience, which includes **All** encounters for the maternal and infant records.

**Why use them?**

- These reports include every data element collected across the full patient/client experience. If you need information that is not available in one of our Maternal Newborn Reports, you may be able to find it here by exporting this list to Excel and applying filters.

**Patient Experience Report Descriptions**

1. **Midwifery Client Experience – Child**
    - Provides a spreadsheet view of data elements for ALL infant encounters.
        - Use this report if you need information that is not available in one of our standard reports, you can export this list to Excel and apply filters to create a custom report.
2. **Midwifery Client Experience – Child Consultations**
    - Provides a spreadsheet view of data elements for ALL infant encounters, for infants that had at least one consultation.
    - Use this report if you need information that is not available in one of our standard reports, you can export this list to Excel and apply filters to create a custom report.
    - This report includes:
        - Consult reason
        - Comments and consult rationale
        - Transfer of care rationale
        - Use of outpatient services
        - Hospital Admission
3. **Midwifery Client Experience – Maternal**
    - Provides a spreadsheet view of data elements for ALL maternal encounters (Labour Birth and Postpartum).
    - Use this report if you need information that is not available in one of our standard reports, you can export this list to Excel and apply filters to create a custom report.
4. **Midwifery Client Experience – Maternal Consultations**
    - Provides a spreadsheet view of data elements for ALL maternal encounters (Labour Birth and Postpartum), for clients that had at least one consultation.

- Use this report if you need information that is not available in one of our standard reports, you can export this list to Excel and apply filters to create a custom report.
- This report includes:
    - Consult reason, comments, and consult rationale
    - Transfer of care rationale
    - Use of outpatient services
    - Hospital admission

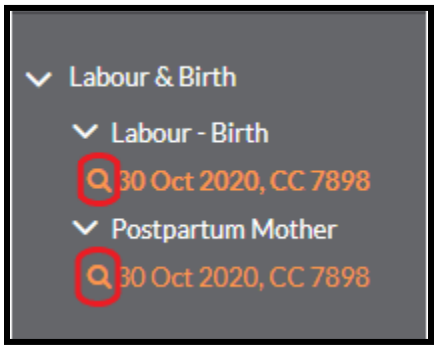
# Within-Record Reports (Summary of a single patient record; accessed **within** the record)

## Encounter Summary Reports

### What are they?

- These encounter specific summaries are located in the patient/client record in the BIS. Access them by clicking on the magnifying glass next to the encounter date along the left side of the screen

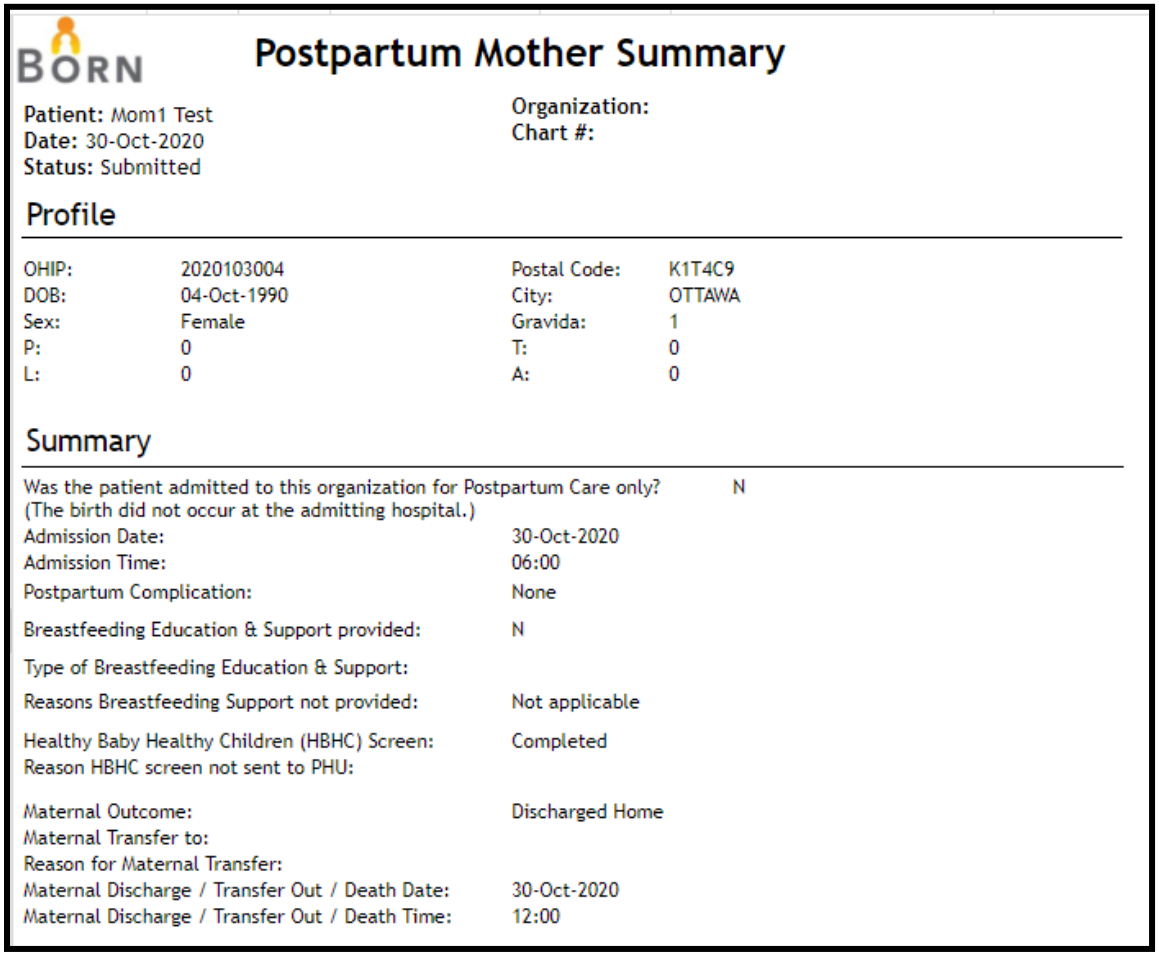
Figure 2 - Encounter Summary Report Location




### Why use them?

- To print a summary of a specific encounter for a patient/client

Figure 3 - Encounter Summary Report – Postpartum Mother



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## Postpartum Mother Summary

**Patient:** Mom1 Test
**Date:** 30-Oct-2020
**Status:** Submitted

**Organization:**
**Chart #:**

### Profile

| | | | |
|---|---|---|---|
| OHIP: | 2020103004 | Postal Code: | K1T4C9 |
| DOB: | 04-Oct-1990 | City: | OTTAWA |
| Sex: | Female | Gravida: | 1 |
| P: | 0 | T: | 0 |
| L: | 0 | A: | 0 |

### Summary

| | |
|---|---|
| Was the patient admitted to this organization for Postpartum Care only? (The birth did not occur at the admitting hospital.) | N |
| Admission Date: | 30-Oct-2020 |
| Admission Time: | 06:00 |
| Postpartum Complication: | None |
| Breastfeeding Education & Support provided: | N |
| Type of Breastfeeding Education & Support: | |
| Reasons Breastfeeding Support not provided: | Not applicable |
| Healthy Baby Healthy Children (HBHC) Screen: | Completed |
| Reason HBHC screen not sent to PHU: | |
| Maternal Outcome: | Discharged Home |
| Maternal Transfer to: | |
| Reason for Maternal Transfer: | |
| Maternal Discharge / Transfer Out / Death Date: | 30-Oct-2020 |
| Maternal Discharge / Transfer Out / Death Time: | 12:00 |

# Patient Experience Reports

**What are they?**

- These patient/client experience reports are found on the demographics tab for a maternal client only. They combine information from **All** encounters for a single maternal client.
- Access the report by clicking on the magnifying glass icon.

Figure 4 – Patient/Client Experience Report Location

### Why use them?

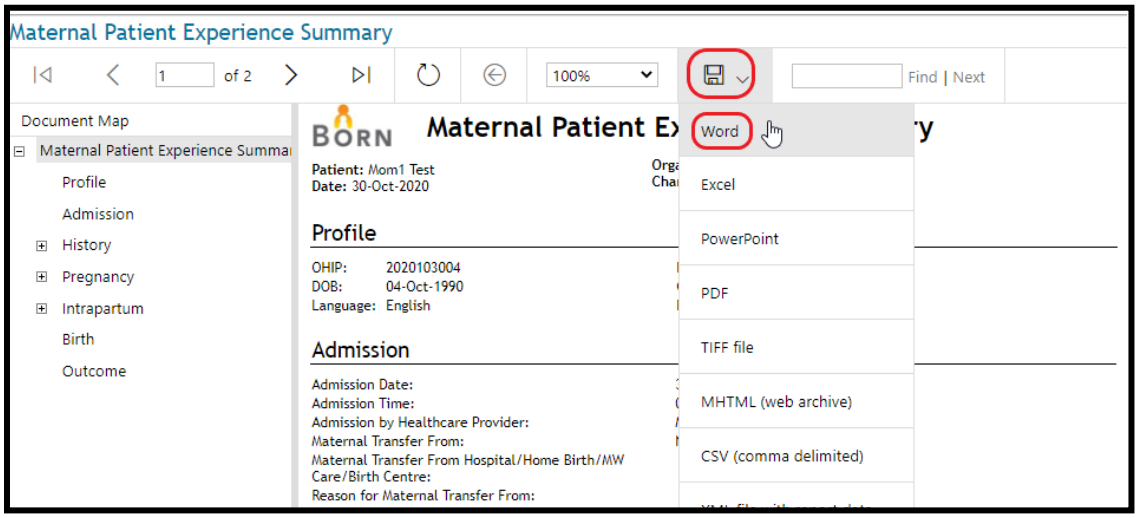
- Provides a comprehensive overview of all encounters for one client.
- To print these reports, you must export them to Microsoft Word of PDF.

## Patient/Client Experience Report Description

## Maternal Patient Experience Summary

- Summary of all maternal encounters for a single patient and includes:
  - Admission details
  - Health and Obstetrical history
  - Pregnancy exposures and complications
  - Labour and birth information
  - Maternal outcome
  - Discharge details
  - Found on the demographics tab of the maternal record

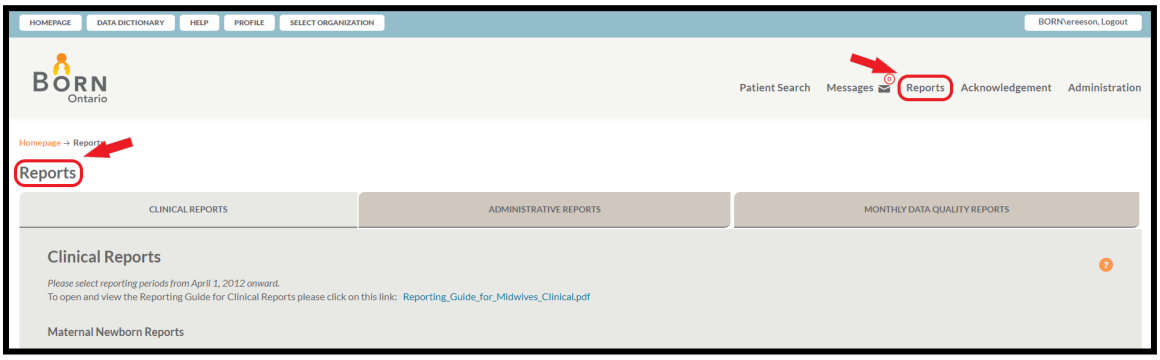
Figure 5 - Maternal Patient/Client Experience Summary Report



# Appendix A: How to acces, run and print reports

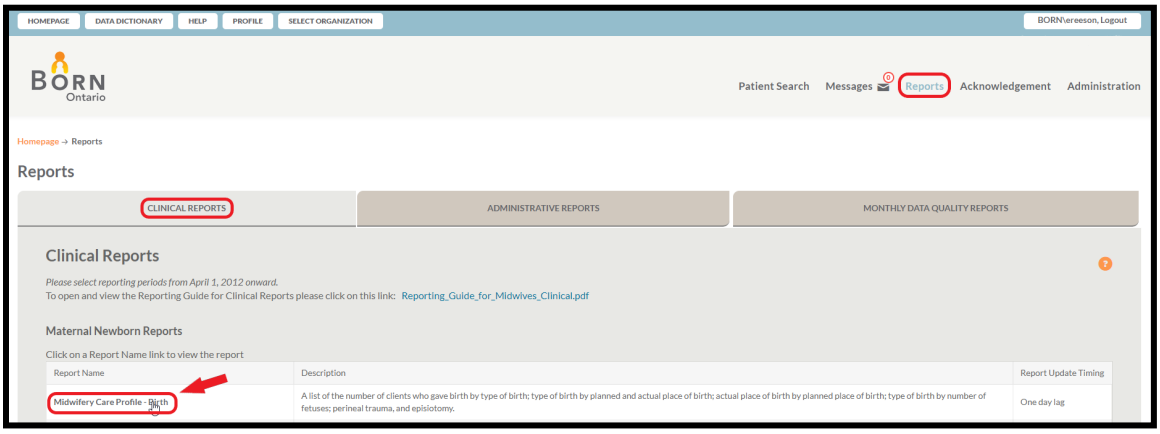
## How to access reports:

1. Login to the BORN Information System (BIS). Select **‘Reports’** in the top menu.
2. Select the type of report you wish to run, either **‘Clinical Reports,’ ‘Administrative Reports’** or **‘Monthly Data Quality Reports’**.



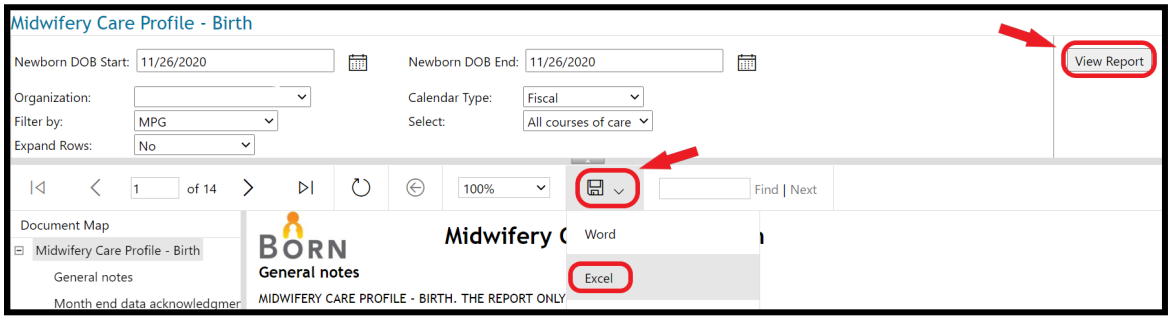

## How to run a report:

1. Then select the specific report you wish to run, from within the type of report you have selected. Shown here: Clinical Reports (type of report), Midwifery Care Profile – Birth (specific report within Clinical Reports)




2. A new window will open. Select the date range you would like to run the report for (eg fiscal year April 1, 2019 to March 31, 2020) and click ‘View Report.’ Once it is run, we recommend exporting it to Excel by selecting the floppy disk icon in the center of the top section

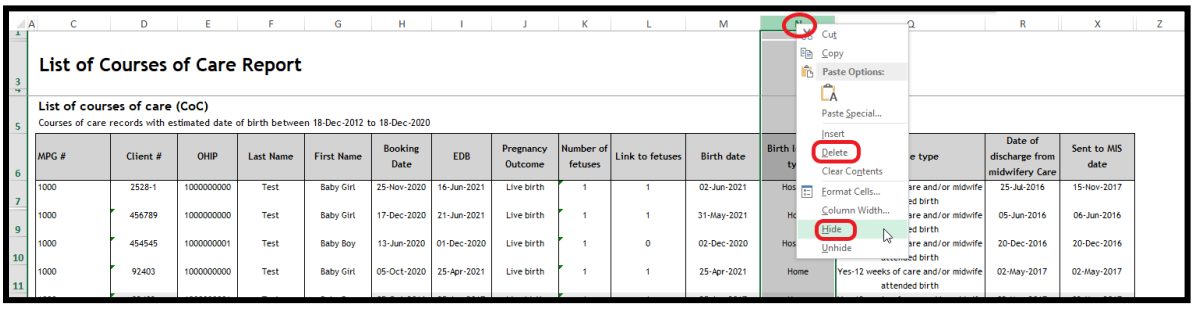
## How to export to Microsoft Excel




## If you want to print this report - how to hide columns and rows in excel:

When printing in Excel, most reports will need adjustment so that they fit perfectly on a page.

1. Hide any unnecessary columns or row from your table by right clicking on the letter cell and select ‘Delete’ or ‘Hide.’

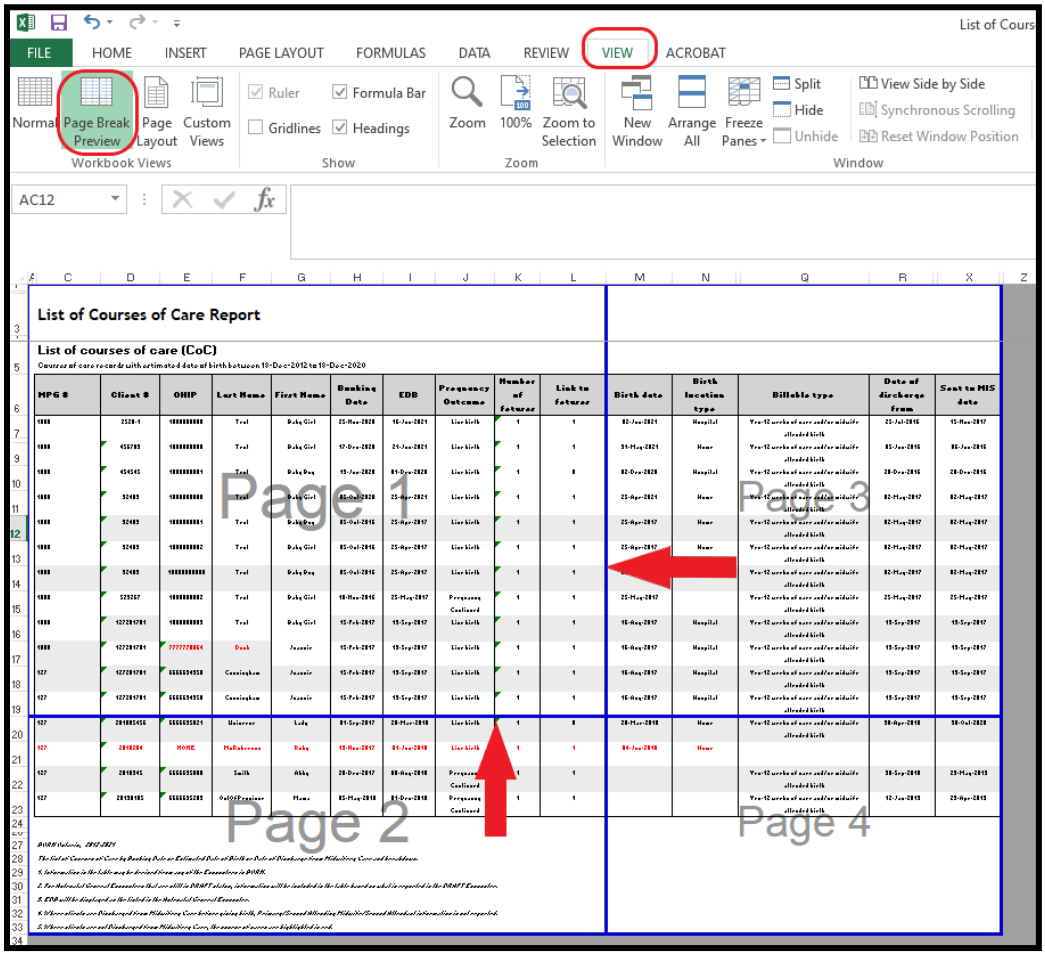


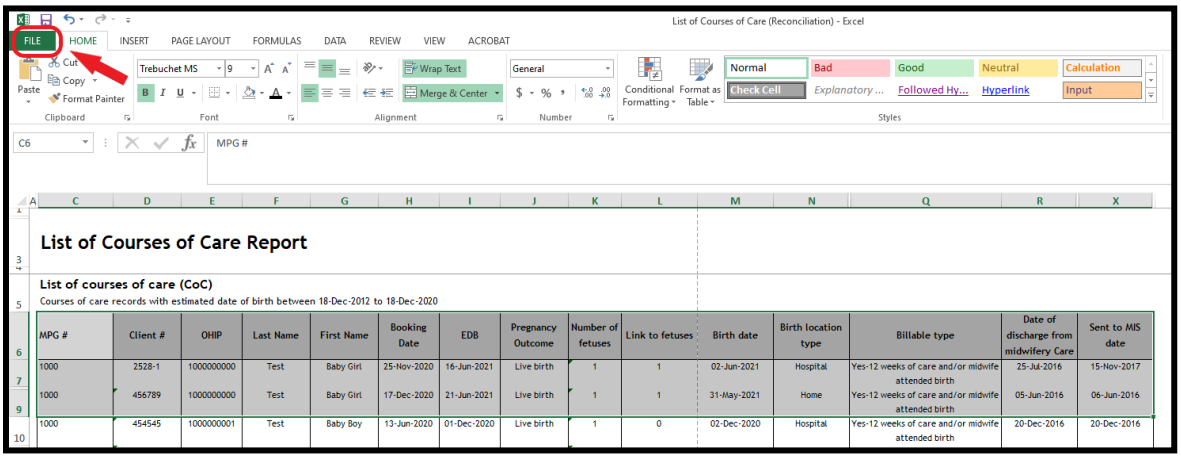

2. Decrease column widths by right clicking on the letter cell and selecting ‘Column Width…’ Manually adjust column widths by dragging the rightmost line of the cell to the desired width. Repeat all of the above steps for rows.

## How to use page –break preview to set a print area

1. As an alternative to hiding and/or deleting columns or rows, you can go to the ‘View’ screen and select ‘Page-break preview’ to set a print area
2. Drag the page-break lines to choose which area you would like to print

## How to use the Page Break Preview




## How to print a report in Excel

Click on ‘File’ and then ‘Print.’ To choose a smaller print area, select the cells that you want by clicking on one corner and dragging your cursor to highlight the cells you would like to print.