1 JULY 2011 – 30 JUNE 2012

QUEENSLAND PERINATAL DATA COLLECTION (PDC)

Operational Instructions for the Administration of Perinatal Online (PNO)

> DATA COLLECTIONS UNIT (DCU) QUEENSLAND HEALTH

TABLE OF CONTENTS

1.	INTRODUCTION	4
1.1	BACKGROUND	4
1.2	SCOPE	4
1.3	CONFIDENTIALITY	4
1.4	REQUIREMENTS	4
1.5	SECURITY	5
1.6	ACCESS/REGISTRATION TO PDC ONLINE FORM	5
1.7	PDC ONLINE FORM SUPPORT	6
2.	USER MANAGEMENT	7
2.1	PDC USERS	7
2.2	HOSPITAL USERS	7
2.2.1	Nurse Unit Manager User	7
2.2.2	2. Deputy Level Users	8
2.2.3	8. Facility Level Users	8
3.	DATE FIELDS	9
4.	UPDATE EXISTING USERS	11
4.1	TO SEARCH FOR A SPECIFIC USER	13
4.2	MANAGE USERS AT FACILITIES UNDER YOUR JURISDICTION	15
4.3	USERS WITH NO ACCESS TO ANY FACILITIES	17
4.4	USERS ASSIGNED TO FACILITIES OUTSIDE YOUR JURISDICTION	18
4.5	INACTIVE USER ACCOUNTS	18
4.6	LOCKED USER ACCOUNTS	19
5.	CREATE NEW USER ACCOUNT/GRANT ACCESS TO EXISTING USE	R22
5.1	TO UPDATE YOUR PERSONAL ACCOUNT	24

TABLE OF CONTENTS

6.	EXTRACT DATA	25
7.	MONTHLY BIRTH REPORTS	29

1. INTRODUCTION

1.1 BACKGROUND

Welcome to the Queensland Perinatal Data Collection (PDC) Online Form.

This manual has been designed to be a user-friendly document. It is structured to lead you through the frequently used processes of the PDC Online Form step by step, providing you with the ability to successfully operate the application and reference its functions.

For a full description and definition of all the data items collected as part of the Queensland Perinatal Data Collection (PDC), users should refer to the *Manual of Instructions for the completion and dispatch of the Perinatal Data Collection Form*.

The PDC Online Form will undergo re-design and maintenance to existing functions from time to time. The user manual will be reviewed annually; therefore information in this manual may change to describe new functionality and new pages may be included. Please contact the Data Collection Coordinator or the Data Collection Liaison Officer in the Data Collections Unit to discuss any discrepancies within this manual.

1.2 SCOPE

The Perinatal Data Collection includes <u>all live births</u> regardless of gestation and weight and stillbirths of at least 20 weeks gestation and/or at least 400 grams in weight. Neonatal morbidity information is collected from the birth admission up until the time the baby is discharged, transferred or died or up until the baby reaches 28 days of age.

The PDC Online Form displays on a secure website (QHEPS) and is anticipated to phase out the paper based Perinatal Data Collection Form (MR63D).

1.3 CONFIDENTIALITY

Information collected using the PDC Online Form relates to the pregnancy of mothers and birth of their babies.

All data collected using the PDC Online Form is strictly confidential and is only to be used for statistical purposes.

All persons involved in the collection, processing, management and use of this information MUST ensure that patient confidentiality is maintained at all times.

1.4 REQUIREMENTS

Monthly Data Extracts must be generated from the PDC Online Form within 35 days from babies' birth.

Facilities that do not have any births during the month are required to inform Data Collections staff via email as per the existing reconciliation process.

1.5 SECURITY

PDC Online Form contains highly sensitive and confidential information.

Access to this system is strictly controlled through the use of usernames and passwords.

Users are issued a:

- Login username that is unique and identifiable to the individual,
- System generated unique password for their first login.

Users will be 'locked out' after three unsuccessful attempts at logging on. Contact your Nurse Unit Manager User, Deputy User or PDC contact to unlock your account. You will then receive a new system generated email containing a new password.

First time Users are required to change their password with their initial logon. The new password must contain a minimum of 8 characters with at least one number.

Users must not:

- Write down their password,
- Tell other people their password.

If your password becomes compromised, you should immediately change your password.

1.6 ACCESS/REGISTRATION TO PDC ONLINE FORM

All users require a user account to access to the PDC Online Form.

Nurse Unit Manager Users (formerly Primary Users) are granted access to the PDC Online Form by the PDC Data Collection Coordinator.

Deputy Users are granted access to the PDC Online Form by:

- a Nurse Unit Manager User, or
- the PDC Data Collection Coordinator.

Users are granted access to the PDC Online Form by:

- a Deputy User,
- a Nurse Unit Manager User, or
- the PDC Data Collection Coordinator.

After your access is granted and user account created, you will receive a notification email. If do not receive this email within 24 hours of requesting access, please notify either the PDC Data Collection Coordinator or your Nurse Unit Manager user.

The notification email contains:

- Your user name (GroupWise email address),
- Initial password (this password must be changed on your first logon),
- Link to the PDC Online Form.

1.7 PDC ONLINE FORM SUPPORT

Rather than contact the InfoService Centre, users of the PDC Online Form should contact PDC if they require any support or assistance in using the application.

Office hours are 8:15am to 5:00pm.

Phone:

Principal Data Collection Officer	(07) 3237 1464
Senior Data Collection Officer	(07) 3234 0814
Data Collection Coordinator	(07) 3235 4359

or send an email to:

PERIMAIL@health.qld.gov.au

2. USER MANAGEMENT

The PDC Online Form has 4 client types:

- PDC Users,
- Hospital Users,
- Deputy Users,
- Nurse Unit Manager Users.

2.1 PDC USERS

PDC Level Users: Management and staff within the Perinatal Data Collections in Health Statistics Centre (HSC).

PDC Users will have access to:

- all records (read only format),
- override confirmed fatal validation errors (eg unknown apgars with a BBA),
- register and maintain Nurse Unit Manager User accounts.

2.2 HOSPITAL USERS

Hospital Users have 3 levels of access:

- Nurse Unit Manager user,
- Deputy Level User,
- (hospital level) User.

2.2.1. Nurse Unit Manager User

There can only be one Nurse Unit Manager User for each hospital.

Nurse Unit Manager Users:

- are the highest level Hospital User,
- register and maintain the Deputy Facility Level user accounts,
- have access to all records for the hospital/s they have access to,
- can validate data,
- are responsible for extracting data to DCU each month,
- can be registered for more than one hospital,
- are responsible for maintaining their own account.

For all changes to the Nurse Unit Manager User (e.g. recreation leave, secondment, and extended sick/family leave) please notify your PDC contact.

The Nurse Unit Manager User can then be changed temporarily or permanently depending on the information provided to the PDC contact.

2.2.2. Deputy Level Users

There can be any number of Deputy Level Users for each hospital.

Deputy Level Users:

- are responsible for maintaining access for the staff in their area,
- are responsible for maintaining their own user access (eg changing passwords),
- have access to all records for the hospital/s they are registered for,
- can validate data,
- can be registered for more than hospital.

2.2.3. Facility Level Users

There can be any number of facility level Users for each hospital.

Facility Level Users:

- are responsible for maintaining their own user access (i.e. changing passwords),
- have access to all records for the hospital/s they are registered for,
- can validate data,
- can be registered for more than hospital.

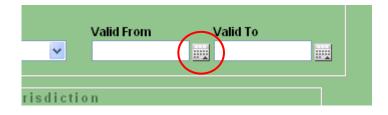
3. DATE FIELDS

Much of the user management requires an understanding of how to complete fields. All date fields within the PNO system are selected using the same method.

When selecting a date:

- The date will default to the current date,
- First select the year, then the month, and then the day'
- Past dates can be selected (in the 'Valid From' field),
- Future dates can be selected (in the 'Valid From' and 'Valid To' fields).

Dates are entered by clicking on the calendar button beside the date field. The keyboard can not be used to enter a date directly into the field.



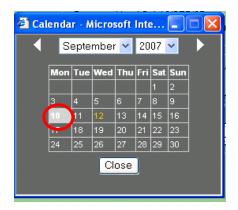
In the calendar box that appears, select the year by clicking on the drop down arrow in the year field then click on the year.

🔁 Cal	enda	r - N	licro	soft	Inte			\mathbf{X}
	S	epte	mber	~	2001	$\overline{\mathbf{v}}$		
	Mon	Tue	Wed	Thu	2007 2008 2009		<u>ו</u>	
	3 10	4 11	5 12	6 13	2010 2011	ļ	-	
	17	18	19	20	2012 2013			
	24	25	26 CI	27 OSE	2014 2015 2016 2017 2018			

Select the month by either clicking on the drop down arrow **OR** clicking on the arrows either side.

alendar - Microsoft	Inte			🕘 Cal	enda	r - N	licro	soft	Inte	ə	
September	2007	~			s	epte	mbei	r 🛩	20	07	~
January ■ February	Fri Sat	Sun			Mon	Tue	Wed	Thu	Fri	Sat	Sun
March	1	2								1	2
з April	7 8	9			3	4	5	6	7	8	9
10 May June	14 15	16			10	11	12	13	14	15	16
17 July	21 22	23			17	18	19	20	21	22	23
²⁴ August	28 29	30			24	25	26	27	28	29	30
September October November December]						CI	ose			

Point the cursor over the required day until a hand (pointer) icon appears, then click on the required day.



The selected date will then appear in the field in which you are working.

	Valid From	Valid To	
- · · (10-SEP-2007		
0.0			

Notes about the 'Valid To' date:

- Use of this date depends on whether the access or change of access is temporary or permanent:
 - If a User is having access allocated for an indefinite period (ie. Permanent employee or an employee with no known finish date), leave the 'Valid To' field blank.
 - If a User is having access allocated for a defined period, select a date for the 'Valid To' field. The user will be unable to access the PDC Online form after the 'Valid To' date.
 - o The date in the 'Valid To' field can be changed or deleted.

4. UPDATE EXISTING USERS

As a Nurse Unit Manager or Deputy Level User, you create and manage the Facility Level User accounts, ie user accounts of all staff that will be using the Perinatal Online System at your facility.

Management of existing Facility Level Users includes unlocking user accounts, adding user access to your facility, and amending user access (active status, user levels and account valid dates).

From the 'Main Menu' screen:

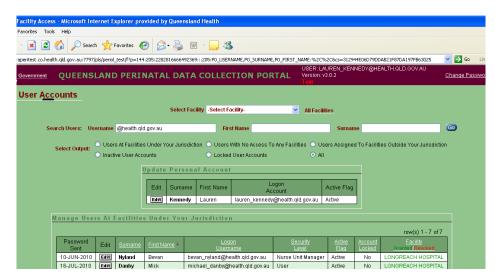
Click 'User Accounts' (top left corner) and the 'Hospital User Management Options' screen will appear with two options available.



Select 'Update Existing Users and/or their Access to Facilities under your Jurisdiction'.

Address 🕘 http://oraperitest.co.healt	h.qld.gov.au:7797/pls/periol_te:	st/f?p=144:202:2282816666492369::NO:::	
	QUEENSLAND	PERINATAL DATA COLLECTION PORTA	USER: LAUREN_KEN L Version: v3.0.2 Test
Main Menu User Acc	ounts		
		Hospital User Management Options Update Existing Users and/or their Access to Facilities u Create a New User Account	nder your Jurisdiction

This will display the User Accounts screen:



The User Accounts screen allows the Nurse Unit Manager or Deputy User to search for a specific User and display User accounts with a specific status (eg. inactive and locked).

The screen also contains 'Select Output' buttons that allow the Nurse Unit Manager or Deputy User to select the types of user accounts they would like listed on the screen. Selection of one of these buttons will cause a list of relevant users to show on the screen. The buttons available to a Nurse Unit Manager or Deputy User include:

- Users at Facilities Under Your Jurisdiction Lists users at facilities that the Nurse Unit Manager or Deputy User has administration responsibility for.
- Users With No Access To Any Facilities Lists users that have User accounts but do not have access to any facilities.
- User Assigned To Facilities Outside Your Jurisdiction Lists users that have access facilities that a Nurse Unit Manager or Deputy User has no administration responsibility for.
- Inactive User Accounts
- Locked User Accounts
- All displays all five lists of users

The account of each listed User can be accessed by clicking on the edit button to the left of the Users surname (far left column).

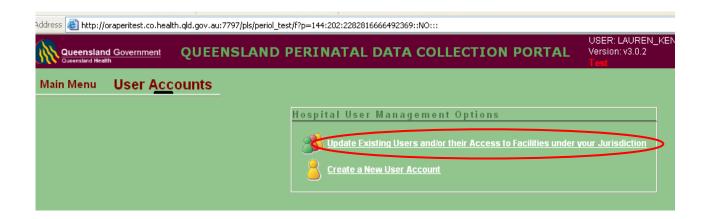
The update screen also has a link to allow a Nurse Unit Manager or Deputy User to edit their user account details. The edit button is located in the Update Personal Account box immediately below the selection buttons.

4.1 TO SEARCH FOR A SPECIFIC USER

From the top right corner of any screen, click on the 'User Accounts' link.



This will open the User Management Options Box. Click on the 'Update Hospital Users and/or their Access under your Jurisdiction' link (top selection):



In the User Accounts screen, enter the User Name (GroupWise email address), First Name, or Surname and click '**Go**'

Main Menu	User A	<u>cc</u> ou	nts								
				Select Fa	cility NAME	BOUR HOSPITAL 🛛 👻	All Facilit	ies			
Search Users:	Usekname	denise_	_lewis@health	.qld.gov.au	FP.	it Name			Simalne		
Select Out	put:		lities Under Yo Accounts	ur Jurisdiction		With No Access To Any F User Accounts		Users. All	Assigned T	o Facilities Outside Your J	urisdiction
	0			Personal							
			Edit	Surname F	First Name	Logon Account		Acti	ve Flag		
			Edit	Morris	Colleen	colleen_morris@healt	h.qld.gov.au	A	-		
l.	Aanage Us	ers A	t Facilitie	s Under Y	'our Juri	sdiction				12	
										row(s) 1 - 1 of 1	
	Password Sent	Edit	<u>Sumame</u>	<u>First Name</u>		<u>Logon</u> <u>Username</u>	<u>Security</u> <u>Level</u>	<u>Active</u> <u>Flaq</u>	Account Locked	<u>Facility</u> Granted Revoked	
	27/AUG/09	Edit	Lewis	Denise	denise_le	wis@health.qld.gov.au	User	Active	No	NAMBOUR HOSPITAL	

The user and the facilities the user has access to will be displayed. The user's account can be accessed by clicking on an '**Edit**' button beside any of the User's allocated facilities.

				Select Facility	All Accessible Facilities-		✓ <u>AI</u>	l Facilities	
s	earch Users:	Usernar	ne denise_	lewis@health.qlo	l.gov.au First Name		Su	irname	G
M	anage Use) Locked User A	ies Under Your Jurisdiction OUse ccounts OAll rr Jurisdiction	rs With No Access To A	ny Facilities	s 🔿 Inactiv	ve User Accounts
	Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	<u>Logon</u> Username	<u>Security</u> Level	<u>Active</u> Flag	<u>Account</u> Locked	row(s) 1 - 7 of 7 Facility Granted Revoked
	17-MAY-2010	Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	Nurse Unit Manager	In-Active	No	NAMBOUR GENERAL HOSPITAL
	17-MAY-2010	Lant	Lewis	Denise	denise lewis@health.gld.gov.au	Nurse Unit Manager	In-Active	No	BABINDA HOSPITAL
	17-MAY-2010	Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	Deputy User	In-Active	No	REDLAND HOSPITAL
	17-MAY-2010	Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	Deputy User	In-Active	No	ALPHA HOSPITAL
	17-MAY-2010	Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	User	In-Active	No	BUNDABERG HOSPITAL
	17-MAY-2010	Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	User	In-Active	No	CABOOLTURE HOSPITAL
	11 Mest 2010								

Clicking an '**Edit**' button will open the user's account and list the facilities that the user has access to. From the user's account, you can:

- Add Facility access
- Amend their Security Level
- Enter a 'Valid To' date

Note: these changes can only be made for facilities that you have responsibility for.

						DesetBer				
	ave User					Reset Pas	sword			
	First Name Deni	ise		Surname	Lewis					
	<u>Username</u> denis	se_lewis@heal	ith.qld.gov.au							
	Contact Tel No 1234	\$ 5678		User Type	Hospital/Fa	acility User				
	Account Active In-A	ctive 🔽								
Pas	sword Last Sent 10/JU	JN/10								
Apt	User Account Create lication Access Grante	-	—	~						
Grant User Access	to Facilities wi	ithin your	Jurisdictio	n						
Add Access										
Eacility			Secu	rity Level		Valid From	Va	alid To		
Facility -Select Facility-				rity Level ect Level-	~	Valid From	Va	alid To		
					v	Valid From		alid To		
-Select Facility-	ccess to Facilit	ies within	 Sel 	ect Level-	v	Valid From		alid To		
-Select Facility-	ccess to Facilit	ies within	 Sel 	ect Level-	•	Valid From			ow(s) 1 - 7	of 7
-Select Facility-	ccess to Facilit Security Level	ies within Valid From	-Sel	diction	•	Valid From	255			s
-SelectFacility- date Users's Existing A Cancel Save Access Facility	Security		your Juris	diction		Acce	ess d By	n	ow(s) 1 - 7 Acces	s On
-Select Facility- date Users's Existing A Cancel Save Access Facility BABINDA HOSPITAL	Security Level	Valid From	your Juris	diction	COLLEEN	Acce Grante	ess d By ALTH.QLD.	n .GOV.AU	ow(s) 1 - 7 Acces Granted	s On :010
-Select Facility- date Users's Existing A Cancel Save Access Facility BABINDA HOSPITAL ALPHA HOSPITAL	Security Level Nurse Unit Manager	Valid From 01/FEB/10	vour Juris Valid 1 02-FEB-2010	diction	COLLEEN	Acce Grante N_MORRIS@HE	ess d By ALTH.QLD @HEALTH.	n .gov.au QLD.gov.au	ow(s) 1 - 7 Acces Granted 21-SEP-2	s On 010 009
-Select Facility- date Users's Existing A Cancel Save Access Facility BABINDA HOSPITAL ALPHA HOSPITAL NAMBOUR GENERAL HOSPITAL	Security Level Nurse Unit Manager Deputy User	Valid From 01/FEB/10 01/JUL/09	vour Juris Valid 1 02-FEB-2010	diction	COLLEEN	Acca Grante N_MORRIS@HE MCCULLAGH@	ess d By ALTH.QLD @HEALTH. ALTH.QLD	.GOV.AU QLD.GOV.AU .GOV.AU	ow(s) 1 - 7 Acces Granted 21-SEP-2 22-JUL-2	s On 010 009
-Select Facility- date Users's Existing A Cancel Save Access	Security Level Nurse Unit Manager Deputy User Nurse Unit Manager	Valid From 01/FEB/10 01/JUL/09 01/SEP/10	vour Juris Valid 1 02-FEB-2010	diction	COLLEEN LYNELLE COLLEEN NATASHA	Acca Grante V_MORRIS@HE _MCCULLAGH(V_MORRIS@HE	ISS d By ALTH.QLD @HEALTH.QLD EALTH.QLD	.GOV.AU QLD.GOV.AU .GOV.AU D.GOV.AU	ow(s) 1 - 7 Acces Granted 21-SEP-2 22-JUL-2 21-SEP-2	s On 009 009 009
-Select Facility- date Users's Existing A Cancel Save Access Facility BABINDA HOSPITAL ALPHA HOSPITAL NAMBOUR GENERAL HOSPITAL CABOOLTURE HOSPITAL	Security Level Nurse Unit Manager Deputy User Nurse Unit Manager User	Valid From 01/FEB/10 01/JUL/09 01/SEP/10 01/JUL/09	vour Juris Valid 1 02-FEB-2010	diction	COLLEEN LYNELLE COLLEEN NATASHA JOANNE_	Acco Grante V_MORRIS@HE :_MCCULLAGH(V_MORRIS@HE V_MORRIS@HE	RSS d By ALTH.QLD @HEALTH.QLD EALTH.QLI IEALTH.QLI	.GOV.AU QLD.GOV.AU .GOV.AU D.GOV.AU D.GOV.AU	ow(s) 1 - 7 Acces Granted 21-SEP-2 22-JUL-2 24-JUL-2	s On 010 009 010 009 009

MANAGING USERS

4

4.2 MANAGE USERS AT FACILITIES UNDER YOUR JURISDICTION

From the User Accounts screen, click on the 'Users at Facilities under Your Jurisdiction' button.

i 🗖 💌 🚺 🗡	pearun 📈 Favorites 🖤		*40				
raperitest.co.health.qld.gov.au:	7797/pls/periol_test/f?p=144:2	05:2282816666492369:::205:F	PO_USERNAME,PO_SU	RNAME,PO_FIRST_NAME	::%2C%2C&cs=312944E06D7	9DDAB21F87DA197FB63025	💌 🔁 Go 🛛 Lir
Government QUEEI	NSLAND PERIN	ATAL DATA COI	LLECTION		ER: LAUREN_KENNEDY@ rsion: v3.0.2 el	BHEALTH.QLD.GOV.AU	: <u>Change Passwo</u>
User <u>Acc</u> ounts							
		Select Facility -S	elect Facility-	A I	Il Facilities		
Search Users:	Username @health.qld.g	ov.au	First Name		Surname		Go
Select Outp	Inactive User Accou		Users With No Acc Locked User Accou		 Users Assigned To Fa All 	cilities Outside Your Jurisdicti	on

Users with access (granted or revoked) to the facilities under your jurisdiction will be listed on the screen. Each of these Users may be amended through the '**Edit**' button to the left of the User's Surname:

st.co.health.qld.gov.	au:7797/	pls/periol_test/	f?p=144:205:228	2816666492369::NO:::					
mment QUE	ENS	LAND P	ERINATA	L DATA CO	LLECTION		BER: LAURE rision: v3.0.2		DY@HEALTH.QLD.GOV.AU
er A <u>cc</u> ounts									
			Selec	t Facility -All Acces	ssible Facilities-	Y All Facilit	<u>ies</u>		
earch Users: Us		@health.gld		Circ.	st Name		Surnan		G
earch Users: Us	ername	@nealth.qld	i.gov.au	FILS	st Name		Suman	le	
Select Output:	 User 	s At Facilities	Under Your Jur	isdiction 🔾 Users	With No Access To) Any Facilities 🔵 Us	ers Assigne	d To Faciliti	es Outside Your Jurisdiction
	🔿 Inact	ive User Acco	ounts	🔿 Locked	l User Accounts	O Ali			
			Indate Per	sonal Account					
		-	putte i en	John Account				_	
			Edit Sum	ame First Name		ogon	Active Flag		
			Edit Kenn	edy Lauren			Active		
Manage Use	s At I	Facilities	Inder You	ur luriodicticu					
			onder ros	II Julisulctio	1				
			onder ros	II Sulfsulction	1				row(s) 1 - 7 of 7
Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	Log Usern	<u>on</u>	<u>Security</u> Level	Active Flag	Account Locked	row(s) 1 - 7 of 7 <u>Facility</u> Granted Revoked
	Edit Edit	<u>Surname</u> Nyland		Log	<u>on</u> ame				Facility
Sent			<u>First Name</u> ≜	Log Usern	<u>on</u> ame ealth.qld.gov.au	Level	Flag	Locked	Facility Granted Revoked
Sent 10-JUN-2010	Edit	Nyland	<u>First Name</u> ≜ Bevan	Log Usern bevan_nyland@he	on ame ealth.qld.gov.au health.qld.gov.au	Level Nurse Unit Manager	Flag Active	Locked No	Eacility Granted Revoked LONGREACH HOSPITAL
Sent 10-JUN-2010 16-JUL-2010	Edit	Nyland Danby	<u>First Name</u> ▲ Bevan Mick	Log Usern bevan_nyland@he michael_danby@	on ame saith.qid.gov.au heaith.qid.gov.au eaith.qid.gov.au	Level Nurse Unit Manager User	Flag Active Active	Locked No No	Eacility Granted/Revoked LONGREACH HOSPITAL LONGREACH HOSPITAL
Sent 10-JUN-2010 16-JUL-2010 10-JUN-2010	Edit Edit Edit	Nyland Danby Scanlan	First Name ≟ Bevan Mick Robyn	Log Usern bevan_nyland@ha michael_danby@ robyn_scanlan@h	on ame ealth.qld.gov.au nealth.qld.gov.au nealth.qld.gov.au h.qld.gov.au	Level Nurse Unit Manager User Deputy User	Flag Active Active Active	Locked No No No	Facility Granted Revoked LONGREACH HOSPITAL LONGREACH HOSPITAL LONGREACH HOSPITAL
Sent 10-JUN-2010 16-JUL-2010 10-JUN-2010 20-JUL-2010	Edit Edit Edit Edit	Nyland Danby Scanlan Reid	First Name ▲ Bevan Mick Robyn Vivien	Log Usern bevan_nyland@ha michael_danby@ robyn_scanlan@h vivien_reid@healt	on ame ealth.qld.gov.au nealth.qld.gov.au n.qld.gov.au h.qld.gov.au	Level Nurse Unit Manager User Deputy User Deputy User	Elao Active Active Active Active	Locked No No No No	Eacility Oranted Revoked LONGREACH HOSPITAL LONGREACH HOSPITAL LONGREACH HOSPITAL LONGREACH HOSPITAL

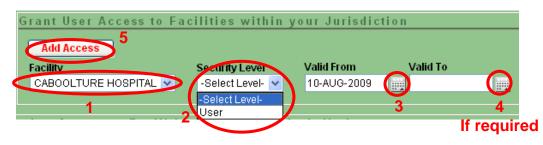
The following fields are displayed when clicking on the 'Edit' button:

- a) 'Manage Users'
- b) 'Grant User Access to Facilities within your Jurisdiction'
- c) 'Update User's Existing Access to Facilities within your Jurisdiction'
- d) 'The User has access to the following facilities'

- a) The 'Manage Users' field allows you to:
 - Update the User's contact telephone number by typing the new number into the field than clicking '**Save User**',
 - Change the active status by clicking on the drop-down box and selecting 'Active' or 'Inactive' then clicking on 'Save User'.



- b) 'Grant User Access to Facilities within your Jurisdiction' field allows you to add facility access to a User's account (ie. allowing the User to have access to data at one of your facilities). To do this:
 - 1. Select the facility from the 'Facility' drop-down field,
 - 2. Select the security level from the drop-down field 'Security Level',
 - 3. Select 'Valid From' date:
 - i. always defaults to current date,
 - ii. may be back dated,
 - iii. may be dated in the future.
 - 4. Select the 'Valid To' date (if required):
 - i. may be left blank,
 - ii. may be dated in the future
 - 5. Click 'Add Access'.



- c) 'Update User's Existing Access to Facilities within your Jurisdiction' field allows you to *change* existing facility access allocated to User's account.
 - o Change the Security Level,
 - o Enter a 'Valid To' date,
 - Click 'Save Access' to save any changes made.

Cancel Save Acces	35				
Facility	Security Level	Valid From	Valid To	Access Granted By	ow(s) 1 - 1 of 1 Access Granted On
AMBOUR HOSPITAL	User 🔽	10/AUG/09		COLLEEN_MORRIS@HEALTH.QLD.GOV.AU	25-AUG-2009

d) 'The User has access to the following facilities' – this list gives a summary of the User's current and previous facility access and security level.

				re	w(s) 1 - 2 of 2
Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
CABOOLTURE HOSPITAL	User	04-AUG-2009	-	COLLEEN_MORRIS@HEALTH.QLD.GOV.AU	27-AUG-2009
REDLAND HOSPITAL	User	01-JUL-2009	02-JUL-2009	NATASHA_DOHERTY@HEALTH.QLD.GOV.AU	23-JUL-2009

4.3 USERS WITH NO ACCESS TO ANY FACILITIES

From the User Accounts screen, click on the 'Users with no Access to any Facilities' button.

🖆 🔛 🚺 🎤 bearlin 📈 Favorites 🖤 🔯 🎽	😪 🔟 L 🛶						
raperitest.co.health.qld.gov.au:7797/pls/periol_test/f?p=144:205:228281	6666492369:::205:P0_USERNAME,P0_SURNAME,P0_FIRST	_NAME:%2C%2C&cs=312944E06D79DDAB21F87DA197FB63025	💌 🔁 Go 🛛 Lir				
Government QUEENSLAND PERINATAL	DATA COLLECTION PORTAL	USER: LAUREN_KENNEDY@HEALTH.QLD.GOV.AU Version: v3.0.2 Test	Change Passwo				
Jser A <u>cc</u> ounts							
	Select Facility -Select Facility-	All Facilities					
Search Users: Username @health.qld.gov.au	First Name	Surname	60				
Select Output: O Users At Facilities Under You O Inactive User Accounts	ur Jurisdiction Uers With No Access To Any Faci Locked User Accounts	ilities O Users Assigned To Facilities Outside Your Jurisdicti All	on				

This identifies Users without access to any facilities because:

- A User has been account created (and password provided) but access to a facility has not been granted,
- A User's account is locked, or
- A User's access has been revoked for all facilities (eg. their 'valid to' is in the past thereby making facility access invalid).

These details may be amended through the 'Edit' button. Once an account is unlocked, the User will then receive a new system generated email containing a new password.

ers \	ers With No Access To Any Facilities								
Edit	<u>Surname</u> 4	<u>First Name</u>	<u>Logon</u> <u>Username</u>	<u>Active</u> <u>Flag</u>	Account Locked	<u>User</u> <u>Created By</u>			
Edit	Norris	Lucinda	lucinda_norris@health.qld.gov.au	Active	No	DENISE_LEWIS@HEALTH.QLD.GOV.AU			
Edit	Waring	Tracey	tracey_waring@health.qld.gov.au	Active	Yes	JOANNE_BUNNEY@HEALTH.QLD.GOV.AU			
Edit	bahr	julie	julie_bahr@health.qld.gov.au	Active	No	COLLEEN_MORRIS@HEALTH.QLD.GOV.A			

4.4 USERS ASSIGNED TO FACILITIES OUTSIDE YOUR JURISDICTION

From the User Accounts screen, click on the 'Users Assigned to Facilities outside Your Jurisdiction' button.

· • •		bearun 📈 r	avuntes 🕎	🕅 🖓 🕅	u · 🗾 💜				
raperitest.co.hea	lth.qld.gov.au:	7797/pls/periol_	_test/f?p=144:205	:2282816666492369	9:::205:P0_USERNAME,P0	_SURNAME, PO_FIRST_	NAME:%2C%2C&cs=312944E	06D79DDAB21F87DA197FB63	1025 🔽 🄁 Go 🛛 Lir
Government	QUEE	NSLAND	PERINA	TAL DATA		I PORTAL	USER: LAUREN_KENNE Version: v3.0.2 Test	DY@HEALTH.QLD.GOV.A	U : <u>Change Passwo</u>
User <u>Acc</u>	User A <u>cc</u> ounts								
				Select Fac	ility -Select Facility-	~	All Facilities		
Se	earch Users:	Username	@health.qld.go	v.au	First Name		Surname		60
	Select Outp		s At Facilities Ur ve User Accoun		ion O Users With No / O Locked User Ac		tie Uers Assigned T	o Facilities Outside Your J	urisdiction

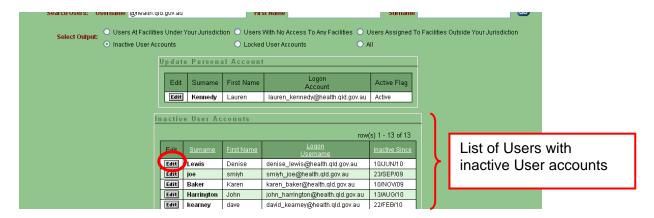
This will list Users who have been granted access at a facility you are not responsible for. They may be granted access at your facility by clicking on the 'Edit' button alongside their name. Amend their access as outlined in 4.2 b) – 'Grant User Access to Facilities within Your Jurisdiction'.

4.5 INACTIVE USER ACCOUNTS

From the User Accounts screen, click on the 'Inactive User Accounts' button.

aperitest.co.hea	peritest.co.health.qld.gov.au:7797/pls/periol_test/f?p=144:205:2282816666492369:::205:P0_USERNAME,P0_SURNAME,P0_FIRST_NAME:%2C%2C&cs=312944E06D79DDAB21F87DA197FB63025					
Government	QUEEM	ISLAND PERINATA	L DATA COL	LECTION PORTAL	USER: LAUREN_KENNEDY@HEALTH.QLD.GOV.AI Version: v3.0.2 Test	U Change Passw
User <u>Ace</u>	counts					
			Colored Freedbarr C.			
			Select Facility -Select Facility	elect Facility-	All Facilities	
Se	earch Users:	Username @health.qld.gov.au	Select Facility -S	elect Facility- First Name	All Facilities Surname	60

Users whose accounts have been made inactive (eg. due to any type of extended leave, such as long service leave, maternity leave, etc.) will be listed on the screen. Each of these Users may be amended through the '**Edit**' button to the left of the User's Surname:



Changing a User's active/inactive status is explained in section 4.1 a).

Changing a User's active/inactive may also be used for a User who has access to more than one facility. Their account can be disabled (set as inactive) from one field rather than having to end date (via the 'Valid To' field) the access for each individual facility they have access to.

4.6 LOCKED USER ACCOUNTS

Accounts are locked when any User - Nurse Unit Manager User, Deputy User or User - fails to log on due to an incorrect password on three consecutive attempts. When they fail the third attempt, the following message will appear.



Deputy Users and the Nurse Unit Manager User can unlock a User or a Deputy User account. A Nurse Unit Manager User's account can only be unlocked by the Perinatal Data Collection.

To unlock a User's account:

From the top right corner of any screen, click on the 'User Accounts' link.



This will open the User Management Options Box. Click on the 'Update Hospital Users and/or their Access under your Jurisdiction' link (top selection):

Queensland Government Q					
	UEENSLAND	PERINATAL	DATA COL	LECTION PORTAI	USER: LAUREN_KEN Version: v3.0.2 Test
Main Menu User Accou	nts				
		Update Ex	r Managemen sisting Users and/or New User Account	t Options their Access to Facilities und	er your Jurisdiction

 Select the 'Locked User Accounts' button to display those Users whose accounts are locked.

Output: O Users At Facilities U O Inactive User Accour			With No Access To Any Facilities O I User Accounts O	States and states and	o Facilities Outs	
Up	Ipdate Personal Account					
[Edit Surname	First Name	Logon Account	Active Flag		
	Edit Morris	Colleen	colleen_morris@health.qld.gov.au	A		
	cked User A	ccounts				
			ro	w(s) 1 - 1 of 1		
	Edit <u>Surname</u>	<u>First Name</u>	<u>Logon</u> <u>Username</u>	Locked Since		
	Edit Norris	Lucinda	lucinda_norris@health.qld.gov.au	25/SEP/09		

• Click on the 'Edit' button to the User you wish to unlock. This will open the User's account.

nu User A <u>cc</u> ounts										
	Manage User	c								
	manage over				Unlock Accou	nt				
	Uniock Account									
			THIS AC	COUNT IS	LOCKED					
	1000	st Name Lucinda sername lucinda_	norrie@hoolth a		me Norris					
		ct Tel No 1234567			/pe Hospital/Facility User					
		Question what is r	ny first name fred	d Ansv	ver lucinda					
		nt Active Active ast Sent 25/SEP/	00							
					DV.AU Created On 23/JUL/09 DV.AU Granted On 23/JUL/09					
	Application Acco	so oranea by Di		nemerin.eleb.oc						
The us	er has access	to the follow	ving faciliti	ies						
					r	ow(s) 1 - 2 of 2				
	Facility	Security Level	Valid From	Valid To	Access	Access				
		116			Granted By	Granted On				
-	OLTURE HOSPITAL	Deputy User	04-AUG-2009	-	COLLEEN_MORRIS@HEALTH.QLD.GOV.AU	27-AUG-2009				
REDL	AND HOSPITAL	User	01-JUL-2009	02-JUL-2009	NATASHA_DOHERTY@HEALTH.QLD.GOV.AU	23-JUL-2009				

- Note: Those facilities the User has been granted access to will be displayed.
- To unlock the account, click on the 'Unlock Account' button.

Microsof	ft Internet Explorer 🛛 🛛
2	You are about to unlock this account and create a new system generated password for the user. Do you wish to proceed?
	OK Cancel

- Click 'OK'.
- A new password will then be generated which is automatically emailed to the User.

New password generated and emailed to userAccount Unlocked								
Manage Users								
Save User			Reset Password					
First Name	Lucinda	Surname	Norris					
	lucinda_norris@health.qld.gov.au	Sumane	Noma					
Contact Tel No	12345678	User Type	Hospital/Facility User					
Lost Password Question	what is my first name fred	Answer	lucinda					
Account Active	Active 🔽							
Password Last Sent	25/SEP/09							
User Account Created By DENISE_LEWIS@HEALTH.QLD.GOV.AU Created On 23/JUL/09 Application Access Granted By DENISE_LEWIS@HEALTH.QLD.GOV.AU Granted On 23/JUL/09								

- The User will then need to log on with the new system generated password and follow the prompts to change their password.
- Note: the User should be made aware that the generated password is casesensitive (all letters are in Uppercase) and to take care when entering zeros (0 – oval-shaped) and the letter O (circle shaped) as these are the two most common errors when logging on to the PNO system.

5. CREATE NEW USER ACCOUNT/GRANT ACCESS TO EXISTING USER

There are two stages required to set-up a user with access to your facility: 1) a User Account needs to be created and then 2) access to a facility needs to be granted.

As a Nurse Unit Manager or Deputy Level User, you create and manage the Facility Level Users ie all staff that will be entering details at your facility.

Initially, check the User's email address in the Groupwise Address book to ensure access is granted to the correct person.

From the 'Main Menu' screen:

Click 'User Accounts' and the 'Hospital User Management Options' screen will appear with two options available. Select 'Create a New User Account or Grant Access to this Application to an Existing User'.

Address 🙋 http://oraperitest.co.health	h.qld.gov.au:7797/pls/periol_t	rest/f?p=144:202:22828166666492369::NO:::	
Queensland Government Queensland Health	QUEENSLAND	PERINATAL DATA COLLECTION PORTAL	USER: LAUREN_KE Version: v3.0.2 Test
Main Menu User Acc	ounts		
		Hospital User Management Options	
		Update Existing Users and/or their Access to Facilities under their Access to Facilities under the second s	your Jurisdiction
		Create a New User Account	

Allows the Nurse Unit Manager or Deputy User to create a new User account then grant the new User access to your facility.

ser Accounts			
	Create User		
	Cancel Cre	ate	
	First Name	Wood	Surname Duck
	<u>Username</u>	wood_duck@health.qld.gov.au	
	Contact Tel No	1235 1452	User Type Hospital/Facility User
	Account Active	Active	
	User Acco	ount Created By Created On	
	Application Acc	ess Granted By Granted On	

Enter details in the 'Create Users' fields, check the username details, then click 'Save'.

An automatically generated email containing the link, their User name (GroupWise email address) and password is sent to them.

		User details created s	successfully.		
Manage Us	ers				
Save User				Reset Pass	word
First Nan	ne Wood	St	rname Duck		
	ne wood_duck@hea				
Contact Tel I	No 12351452	Use	er Type Hospital/F	acility User	
Account Activ	ve Active 🔽				
		AUREN_KENNEDY@ AUREN_KENNEDY@			
Cront Hoor	Access to Fa	cilities within	your Jurisdi	ction	
Grant User					
_	s				
Add Acces	SS	Security Level	Valid From	Valid To	

This will also open the 'Grant User Access to Facilities within your Jurisdiction box'., which will allow you to allocate facilities under your jurisdiction to the User. To do this, within the 'Grant User Access to Facilities within your Jurisdiction':

1. Select the facility from the 'Facility' drop-down field,

- 2. Select the security level from the drop-down field 'Security Level',
- 3. Select 'Valid From' date:
 - i. always defaults to current date,
 - ii. may be back dated,
 - iii. may be dated in the future.
- 4. Select the 'Valid To' date (if required):
 - iv. may be left blank,
 - v. may be dated in the future
- 5. Click 'Add Access'.

Grant User Access to Fac	ilities within y	your Jurisdia	ction	
Add Access 5				
Facility	Security Lever	Valid From	Valid To	
CABOOLTURE HOSPITAL	-Select Level- 💌	10-AUG-2009		
1	-Select Level-		3	4
·····2	User			If required

The User will then be able to enter and update mother and baby records from your facility.

5

5.1 TO UPDATE YOUR PERSONAL ACCOUNT

From the User Accounts screen, click on the '**Edit**' button to the Left of your Surname in the Update Personal details box.

Facility Access	s - Microsoft Int	ernet E	xplorer pro	vided by Quee	nsland Health						
Favorites Tools	s Help										
- 💌 🖉	🏠 🔎 Searc	h 🣩	Favorites 🍕	3 🔗 🎍	🗑 - 📙 🖓						
raperitest.co.healt	th.qld.gov.au:7797/	pls/periol	_test/f?p=144	:205:22828166664	92369:::205:P0_USERNAME,P	PO_SURNAME	E,PO_FIRST_NAME:%2C%	2C&cs=3129	44E06D79DD	AB21F87DA197FB63025	💌 🄁 Go 🛛 Lin
Government	QUEENS	LAN) PERII	NATAL DA	TA COLLECTIC	N POF			NEDY@HE	ALTH.QLD.GOV.AU	Change Passwo
User Acc	ounts										
	•			Cala	• Facility Calcot Facility						
				Selec	t Facility -Select Facility-		🞽 🛛 All Facilit	les			
Sea	arch Users: Us	ername	@health.glo	d.dov.au	First Nam	le		Surnar	ne		Go
				-							-
	Select Output:	🔿 User	's At Facilitie:	s Under Your Juri	sdiction 🔘 Users With N			ers Assigne	d To Faciliti	es Outside Your Jurisdicti	on
		 Inact 	ive User Acc	ounts	O Locked User.	Accounts	All				
				Jpdate Pers	onal Account						
							ogon		7		
				Edit Suma	ame First Name		count '	Active Flag			
			(Edit Jenne	e dy Lauren laure	en_kennedy	/@health.qld.gov.au /	Active			
<u>N</u>	Manage Use	rs At I	Facilitie	s Under You	r Jurisdiction						_
										row(s) 1 - 7 of 7	f
	Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	<u>Loqon</u> <u>Username</u>		<u>Security</u> <u>Level</u>	<u>Active</u> <u>Flaq</u>	Account Locked	<u>Facility</u> Granted:Revoked	
	10-JUN-2010	Edit	Nyland	Bevan	bevan_nyland@health.ql	-	Nurse Unit Manager	Active	No	LONGREACH HOSPITA	
	16-JUL-2010	Edit	Danby	Mick	michael danby@health.	ald.dov.au	User	Active	No	LONGREACH HOSPITA	

From the Manage Personal Account box you can update the relevant user account details and click '**Save User**' to save the changes.

Save User			
First Name	Lauren	Surname	Kennedy
Username	lauren_kennedy@health.qld.gov.a	au	
Contact Tel No	87654321	User Type	Hospital/Facility User
Account Active Password Last Sent			
	Created By NATASHA_DOHERTY(Granted By NATASHA_DOHERTY(-	

5

6. EXTRACT DATA

Prior to extracting, run the validation report to ensure all outstanding validations have been amended.

From the 'Main Menu' screen, select 'Validate Data'.



Ensure the correct:

- Facility is displayed
- Period (month) is displayed. This should be the same as the 'Current Period' already identified.

The date the extract is due is displayed.

Main Menu	Search/Create Mother	Archived Mothers	Valid <u>ate</u> Data	Extract Data	Reports				
	_		MONTHLY VALIDATION PROCESS Current Period: AUG-2009 Due Date: 05-0CT-2009						
		Facility: CA	BOOLTURE HOSPITAL	~					
		Period: AUG	5-2009 💌						
		Run Data Vali	dation View Valida	tion Log					

Click 'Run Data Validation'.

Microso	ft Internet Explorer	<
?	This option will run the record validation report for the selected facility and period. Do you wish to Proceed	17

Click 'OK'.

The validation report will identify any mothers/babies with outstanding validations. These will need to be amended prior to the extraction.

Once there are no outstanding validations, the month can then be extracted.

Enter the 'Main Menu' screen.

Click 'Extract Data'.



The 'Extract Data' screen can also be accessed from the 'Search/Create Mother' screen:



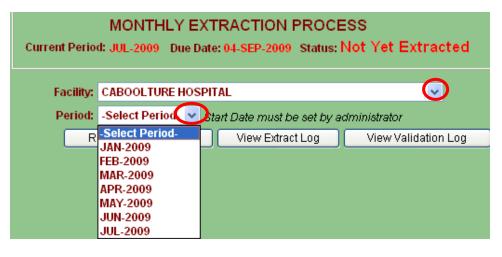
The 'Extract Data' screen displays the following information:

- Current Period which is due,
- Due Date date extract is due,
- Status extracted or not yet extracted.

MONTHLY EXTRACTION PROCESS

Current Period: FEB-2009 Due Date: 04-APR-2009 Status: Not Yet Extracted

From the 'Extract Data' screen, ensure the correct facility is viewed. Click on the drop down arrow to select the period (month) you wish to extract.



A pop up box appears asking for confirmation that you wish to proceed with the extraction process.

Home Search/Create Mother	Archived Mothers Hospital Users	Validate Data	Extract Data	Admin
	XTRACTION PROCESS ate: 04-APR-2009 Status: Not Yet E	xtracted		
Period:	ernet Explorer			
Run D 😲 This	option will extract records to a file for the sele	ted facility and period	. Do you wish to Proceed?	
	ок	ancel		

Click 'Yes' to proceed.



The extraction process is now complete.

Data Extraction completed successfully

If there are outstanding validations, the following screen will appear:

() o	QUEENSLAND PERINATAL DATA COLLEC
C	ORA-20004: This extract has validation errors, (See the validation log.)
	All errors must be resolved before extracting records for the current facility and period. Contact the Data Collection Unit if you cannot resolve an error.
	Error Error occurred while performing data extraction
	<u>ok</u>

Return to the validation screen to amend the records identified. Once completed, return to the '**Extract Data**' screen and continue the extraction process.

The following screen appears once the extraction has been successfully completed.

Queensland G Queensland Health	overnment	COLL	ND PERINAT	TAL	USER: COLLE Version: V1.14 Production	EEN_MORRIS@HEALTH I.31	.QLD.GOV.AU	<u>Change</u> <u>Password</u> Logout
	Home	Search/Create Mother	Archived Mothers	Hospital Users	Validate Data	Extract Data	Admin	
		Da	ata Extraction complete	ed successfully				
		MO Current Period: MAY-	NTHLY EXTRAC					
		Facility: CABOO	LTURE HOSPITAL	~				
		Period: -Select	Period- 🔽 Start Date	e must be set by adn	ninistrator			
		Run Da	ata Extraction	View Extract Log	View Validat	on Log		

7. MONTHLY BIRTH REPORTS

A report can be run which details the monthly birth details. This can be accessed from:

- 'Main Menu' screen
- 'Search/Create Mother' screen

	QUEENSLAND PERINATAL DATA COLLECTION PORTAL	USER: COLLEEN_MORRIS@HEALTH Version: v2.0 Test		
Main Menu User	Accounts			
V	Velcome to the Queensland Health Perinata	Data Collection Web Porta		
	Your last successful login was on 27-AUG-2 Your last unsuccessful login was on 25-AUG			
	<u>Main Menu Options</u>	_		
	Search/Create Mothe			
	Archived Mothers			
	Validate Data			
	Extract Data			
	Reports			

Queenslan Oueensland Heat	d Government	CC	DLLE	D PERINA CTION PO	RTA			ER: COLLEEN_MOF sion: v2.0	RIS@HEALT
Main Menu	Search/	Cr <u>ea</u> te Moth	er	Archived Mo	thers	Validate	Data	Extract Data	Reports
		Create New Mo	other	Select Facility	NAMBO	UR HOSPITAI	. 🗸		
		Search Curre	nt Mo	thers					
		Select Mother	-Select-						~
		OR Search by Surname	'hint: use	9 % as wildcard)		UR Number		Find	

Select 'Monthly Births Report'.

Ensure the selected facility is correct.

The report identifies any discrepancies between:

- The number of mothers giving birth,
- The number of babies born and discharged,
- The number of mothers admitted and discharged,
- Records with outstanding validations,
- Records completely validated,
- Mothers extracted,
- Date records extracted.

MONTHLY BIRTH REPORTS

7

Queensland Government Gueensland Health		QUEENSLAND PERINATAL DATA COLLECTION PORTAL ARAMAC HOSPITAL				A USER: COLLEEN_MORRIS@HEALTH.QLD.GOV.AU Version: V1.14.32			J <u>C</u> Passwo
	Home Sear	ch/Create Mothe	r Archiv	red Mothers	Hospital User	s Validate Data Ex	tract Data Admin	Repor	ts
onthly B	irth Details	3		Search C Facility AF	RAMAC HOSPIT	AL			
Period	Mothers Giving Birth	Babies Born	Admitted Mothers	Discharged Mothers	Discharged Babies	Mothers Validated That Still Have Errors	Mothers Validated With No Errors	row(Extracted Mothers	s) 1 - 13 of 1 Extracted C
May 2009	0	0	1	1	0	0	0	0	Period Not Extracted Ye
April 2009	4	6	4	1	1	0	0	0	Period Not Extracted Ye
March 2009	0	0	0	0	0	0	0	0	Period Not Extracted Ye
February 2009	0	0	0	0	0	0	0	0	Period Not Extracted Ye
January 2009	2	3	3	2	3	2	0	0	Period Not Extracted Ye
December 2008	0	0	0	0	0	0	0	0	Period Not Extracted Ye
November 2008	0	0	0	0	0	0	0	0	Period Not Extracted Ye
October 2008	0	0	0	0	0	0	0	0	Period Not Extracted Ye
September 2008	0	0	0	0	0	0	0	0	Period Not Extracted Ye

Page 30