### 1 JULY 2012 – 30 JUNE 2013

# PERINATAL DATA COLLECTION (PDC)

Operational Instructions for the Administration of Perinatal Online (PNO)

> DATA COLLECTIONS UNIT (DCU) HEALTH STATISTICS CENTRE (HSC) QUEENSLAND HEALTH

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#### 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 Senior Data Collection 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.

Primary Users are granted access to the PDC Online Form by the PDC Data Collection Coordinator or Senior Data Collection Officer.

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

- a Primary User, or
- the PDC Data Collection Coordinator or Senior Data Collection Officer.

Users are granted access to the PDC Online Form by:

- a Deputy User,
- a Primary User, or
- the PDC Data Collection Coordinator or Senior Data Collection Officer.

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, Senior Data Collection Officer 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,
- Primary 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:

- Primary user,
- Deputy Level User,
- (hospital level) User.

#### 2.2.1. Primary User

There can only be one Primary User for each hospital.

Primary 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 Primary User (e.g. recreation leave, secondment, and extended sick/family leave) please notify your PDC contact.

The Primary 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.

0		MAY	*		0
		2012	<		
Sun	Мо	1993 1994	^	Fri	Sat
		1995 1996		4	5
6		1997		11	12
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27	2	2002			
Тос	day	2003 2004 2005 2006		Do	ne

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

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25 2 DE	č	30	- 31	27	28	- 29	30	- 31		
Today		Do	ne	То	day				Do	ne

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

0		JUN 2012	*	0					
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10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	- 30			
Тос	Today Done								

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



#### 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.
  - 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.healtl	h.qld.gov.au:7797/pls/periol_te:	t/f?p=144:202:22828166666492369::NO:::		
Queensland Government Queensland Health	QUEENSLAND	PERINATAL DATA COLLECTIO	N PORTAL	USER: LAUREN_KEN Version: v3.0.2 Test
Main Menu User Acc	ounts			
		Hospital User Management Options Update Existing Users and/or their Access Create a New User Account	; to Facilities under y	our Jurisdiction

This will display the User Accounts screen:



The User Accounts screen allows the Primary 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 Primary 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 Primary or Deputy User include:

- Users at Facilities Under Your Jurisdiction Lists users at facilities that the Primary 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 to facilities that a Primary 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 Primary 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:	Usektame	denise_	_lewis@health	.qld.gov.au	FF.	t Name			Simalae		
Select Out	put: O User	s At Faci ve User	lities Under Yo Accounts	our Jurisdiction	O Users \	With No Access To Any F User Accounts	acilities 🔾	) Users . All	Assigned T	o Facilities Outside Your J	urisdiction
			Update	Personal	Account						
			Edit	Surname f	First Name	Logon Account		Acti	ve Flag		
			Edit	Morris	Colleen	colleen_morris@healt	h.qld.gov.au	A L			
Īv	lanage Us	ers A	t Facilitie	s Under Y	'our Juri	sdiction					1
										row(s) 1 - 1 of 1	
	Password Sent	Edit	<u>Sumame</u>	<u>First Name</u>		Logon Username	Security Level	<u>Active</u> Flag	Account Locked	Facility 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-		✓ AI	l Facilities			
	Search Users:	Usernan	ne denise_	ewis@health.qlo	f.gov.au First Name		Su	irname	Go		
Select Output: • Users At Facilities Under Your Jurisdiction • Users With No Access To Any Facilities • Inactive User Accounts • Locked User Accounts • All											
	Manage Use	rs At I	acilitie	s Under You	rr Jurisdiction						
									row(s) 1 - 7 of 7		
	Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	<u>Loqon</u> <u>Username</u>	<u>Security</u> Level	<u>Active</u> <u>Flaq</u>	Account Locked	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	East	Lewis	Denise	denise_lewis@health.qld.gov.au	Nurse Unit Manager	In-Active	No	BABINDA HOSPITAL		
	17-14041-2010		Lowis	Denise	denise_lewis@health.qld.gov.au	Deputy User	In-Active	No	REDLAND HOSPITAL		
	17-MAY-2010	Edit	Lonio		_		Los Archives	ble	ALPHA HOSPITAL		
	17-MAY-2010 17-MAY-2010 17-MAY-2010	Edit Edit	Lewis	Denise	denise_lewis@health.qld.gov.au	Deputy User	In-Active	INU			
	17-MAY-2010 17-MAY-2010 17-MAY-2010 17-MAY-2010	Edit Edit Edit	Lewis	Denise Denise	denise_lewis@health.qld.gov.au denise_lewis@health.qld.gov.au	Deputy User User	In-Active	No	BUNDABERG HOSPITAL		
	17-MAY-2010 17-MAY-2010 17-MAY-2010 17-MAY-2010 17-MAY-2010	Edit Edit Edit Edit	Lewis Lewis Lewis	Denise Denise Denise	denise_lewis@health.qld.gov.au denise_lewis@health.qld.gov.au denise_lewis@health.qld.gov.au	Deputy User User User	In-Active In-Active In-Active	N0 N0 N0	BUNDABERG HOSPITAL CABOOLTURE HOSPITAL		

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.

S	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				Hospital/F:	acility User				
Account Active In-Active 💌										
Password Last Sent 10/JUN/10										
	User Account Create	BY LYNELLE	E_MCCULLAGH	@HEALTH	QLD.GOV.A	AU Created On :	22/JUL/09			
Ар	Access of ante			GHEALTH	.GLD.00VF	so oranted on .	22/30/2003			
Grant User Access	to Facilities wi	ithin your	Jurisdictio	n						
Add Access										
Constitute .										
Facility			Secu	rity Level		Valid From	Val	lid To		
-Select Facility-			Secu Seli	rity Level ect Level-	~	Valid From	Val	lid To		
-Select Facility-			Secu -Sel	rity Level ect Level-	<b>*</b>	Valid From	Val	lid To		
-Select Facility-	access to Facilit	ies within	Secu -Seli your Juris	rity Level ect Level- diction	~	Valid From	Va	lid To		
-Select Facility -Select Facility- date Users's Existing A Cancel Save Access	access to Facilit	ies within	Secu -Selu your Juris	rity Level act Level- diction		Valid From	Va	lid To		
-Select Facility -Select Facility- date Users's Existing A Cancel Save Access	ccess to Facilit	ies within	Secu Sel	rity Level ect Level- diction	<b>v</b>	Valid From		lid To	pw(s) 1 - 7 of 7	
-Select Facility -Select Facility- Cancel Save Access Facility	Security Level	ies within Valid From	Secu -Selu your Juris Valid T	rity Level act Level- diction	•	Valid From	Val	lid To	ow(s) 1 - 7 of 7 Access Granted On	
-Select Facility -date Users's Existing A Cancel Save Access Facility BABINDA HOSPITAL	CCESS to Facilit Security Level Nurse Unit Manager	Valid From 01/FEB/10	Secu -Sel your Juris Valid T 02-FEB-2010	ity Level act Level- diction	COLLEEN	Valid From Acce Grante	Val	lid To re GOV.AU	ow(s) 1 - 7 of 7 Access Granted On 21-SEP-2010	
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Facility  Adate Users's Existing A  Cancel Save Access  Facility  BABINDA HOSPITAL  ALPHA HOSPITAL  NAMBOUR GENERAL HOSPITAL	Security Level Nurse Unit Manager Deputy User Nurse Unit Manager	Valid From 01/FEB/10 01/JUL/09 01/SEP/10	✓ -Sela     ✓	diction	COLLEEM COLLEEM COLLEEM	Valid From Acca Grante N_MORRIS@HE MCCULLAGH N_MORRIS@HE	Val	rid To ro GOV.AU DLD.GOV.AU GOV.AU	w(s) 1 - 7 of 7 Access Granted On 21-SEP-2010 22-JUL-2009 21-SEP-2010	
Facility -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/JUL/09 01/JUL/09	Valid T 02-FEB-2010 21-SEP-2010	inty Level act Level- diction	COLLEEN COLLEEN NATASHA	Valid From Accc Grante V_MORRIS@HE MCCULLAGH( V_MORRIS@HE A_DOHERTY@H	Val SSS d By ALTH.QLD.0 QHEALTH.QL EALTH.QLD.0	rr GOVAU DLD.GOV.AU GOV.AU ).GOV.AU	Dw(s) 1 - 7 of 7 Access Granted On 21-SEP-2010 21-SEP-2010 24-JUL-2009	
Facility     -Select Facility-      date Users's Existing A Cancel Save Access      Facility BABINDA HOSPITAL ALPHA HOSPITAL NAMBOUR GENERAL HOSPITAL CABOOLTURE HOSPITAL REDLAND HOSPITAL	Security Level Nurse Unit Manager Deputy User Nurse Unit Manager User Deputy User	Valid From 01/FEB/10 01/JUL/09 01/JUL/09 01/JUL/09 01/JUL/09	Secu -Selu your Juris Valid T 02-FEB-2010 21-SEP-2010	inty Level act Level- diction	COLLEEN LYNELLE COLLEEN NATASHA	Valid From Acce Grante MORRIS@HE _MCCULLAGH( MORRIS@HE _DOHERTY@H _GEORGIOU@H	Val SSS d By ALTH.QLD.0 @HEALTH.QLD.0 EALTH.QLD.0 EALTH.QLD.0	IIII To Tr GOV.AU ILD.GOV.AU GOV.AU J.GOV.AU D.GOV.AU	xw(s) 1 - 7 of 7 Access Granted On 21-SEP-2010 22-JUL-2009 21-SEP-2010 24-JUL-2009 24-JUL-2009	
Facility         -Select Facility-         date Users's Existing A         Cancel       Save Access         Facility         BABINDA HOSPITAL         ALPHA HOSPITAL         NAMBOUR GENERAL HOSPITAL         CabooLTURE HOSPITAL         REDLAND HOSPITAL         NAMBOUR GENERAL HOSPITAL	Security Level Nurse Unit Manager Deputy User Nurse Unit Manager User Deputy User User	Valid From 01/FEB/10 01/JUL/09 01/JUL/09 01/JUL/09 01/JUL/09 26/AUG/09	Secu -Selu your Juris Valid T 02-FEB-2010 21-SEP-2010 21-SEP-2010 31-AUG-2010	ity Level act Level- diction	COLLEEN LYNELLE COLLEEN NATASHA JOANNE COLLEEN	Valid From Acce Grante N_MORRIS@HE _MCCULLAGH( N_MORRIS@HE _DOHERTY@H _GEORGIOU@H N_MORRIS@HE	Val PSS d By ALTH.QLD.0 @HEALTH.QLD.0 EALTH.QLD.0 IEALTH.QLD.0	ro GOV.AU ALD.GOV.AU GOV.AU D.GOV.AU D.GOV.AU GOV.AU GOV.AU	xw(s) 1 - 7 of 7 Access Granted On 21-SEP-2010 22-JUL-2009 24-JUL-2009 24-JUL-2009 24-JUL-2009 27-AUG-2009	

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.

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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	US PORTAL Ver Ter	ER: LAUREN_KENNEDY@ rsion: v3.0.2 el	BHEALTH.QLD.GOV.AU	: <u>Change Passwo</u>					
User <u>Acc</u> ounts	User A <u>cc</u> ounts											
		Select Facility -S	elect Facility-	<b>A</b> I	Il Facilities							
Search Users:	Username @health.qld.g	ov.au	First Name		Surname		<b>Go</b>					
Select Outp	Inactive User Accou	Inder Your Jurisdiction Onts	Users With No Acc Locked User Accou	ess To Any Facilities unts	<ul> <li>Users Assigned To Fa</li> <li>All</li> </ul>	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:

X 🖻 🚺 🥖	U Search	n 🏋 Favori	ites 🛃 🞽	• 🎯 🔟 🔪	<u> </u>					
test.co.health.qld.gov	au:7797/	pls/periol_test/	f?p=144:205:2282	816666492369::NO:::						-
ernment QUE	ENS	LAND P	ERINATA	L DATA CO	LLECTION	PORTAL Ve	BER: LAURE rsion: v3.0.2	N_KENNE	DY@HEALTH.QLD.GOV.AU	ģ
er <u>Acc</u> ounts	5									
			Selec	t Facility -All Acces	sible Facilities-	All Eacilit	ies			
						AITTOOM				
Search Users: Us	ername	@health.qld	.gov.au	Firs	st Name		Surnan	ne		Go
	U mati		Edit Kenne	me First Name	Li Ac lauren_kennedy	ogon count @health.qld.gov.au	Active Flag			
Manage Use	rs At I	Facilities	: Under You	r Jurisdictior	1					
									row(s) 1 - 7 of 7	Ī
Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	Loq: <u>Usern</u>	on ame	<u>Security</u> <u>Level</u>	<u>Active</u> <u>Flaq</u>	<u>Account</u> Locked	Facility Granted/Revoked	
10-JUN-2010	Edit	Nyland	Bevan	bevan_nyland@he	alth.qld.gov.au	Nurse Unit Manager	Active	No	LONGREACH HOSPITAL	
16-JUL-2010	E.u.u	Danby	Mick	michael_danby@h	nealth.qld.gov.au	User	Active	No	LONGREACH HOSPITAL	
10-JUN-2010	Edit	Scanlan	Robyn	robyn_scanlan@h	ealth.qld.gov.au	Deputy User	Active	No	LONGREACH HOSPITAL	
20-JUL-2010	Edit	Reid	Vivien	vivien_reid@health	n.qld.gov.au	Deputy User	Active	No	LONGREACH HOSPITAL	
29-SEP-2010	Edit	flesh	goose	goose_flesh@hea	ilth.qld.gov.au	User	Active	No	LONGREACH HOSPITAL	
	Edit	jeans	jane	jane_jeans@healf	th.qld.gov.au	User	Active	No	LONGREACH HOSPITAL	
	-						1	1	L L AN ADDRA AN UNA ADDRA	

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,
  - Enter a 'Valid To' date,
  - Click 'Save Access' to save any changes made.

Update Users's Exi Cancel Save Acce	sting Access	to Facilities	within your Jur	isdiction ro	ow(s) 1 - 1 of 1
Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
NAMBOUR HOSPITAL	User 🔽	10/AUG/09		COLLEEN_MORRIS@HEALTH.QLD.GOV.AU	25-AUG-2009
	User				

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.

T	he user has access to the following facilities											
					rc	ow(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
User 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	r Jurisdiction Uers With No Access To Any Faci Locked User Accounts	litties 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.

U	sers With No Access To Any Facilities												
	Edit	<u>Surname</u> ≜	<u>First Name</u>	<u>Loqon</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.AU						

#### 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,P0_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>	ounts								
				Select Fac	ility -Select Facility-	~	All Facilities		
Se	earch Users:	Username	@health.qld.go	v.au	First Name		Surname		<b>60</b>
	Select Outp	ut: O User: O Inacti	s At Facilities Ur ve User Accoun	nder Your Jurisdicti ts	ion O Users With No / O Locked User Ac	Access To Any Facili counts	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.

· 🙍 💌 (	<b>W</b>   🎤 :	earun 📈 F	avonites 🐨 🛛	ו 🛸 📖	· 🛃 📣				
raperitest.co.healt	h.qld.gov.au:	7797/pls/periol_l	est/f?p=144:205:2	282816666492369:::	205:PO_USERNAME,PO_S	URNAME, PO_FIRST	_NAME:%2C%2C&cs=312944E	06D79DDAB21F87DA197FB6302	25 💌 🄁 Go 🛛 Lir
Government	QUEE	NSLAND	PERINAT	AL DATA C	OLLECTION	PORTAL	USER: LAUREN_KENNE Version: v3.0.2 Test	DY@HEALTH.QLD.GOV.AU	Change Passwo
User <u>Acc</u>	ounts								
				Select Facility	-Select Facility-		All Facilities		
Sea	nrch Users:	Username	@health.qld.gov.a	au	First Name		Surname		<b>G0</b>
	Select Outp		At Facilities Und e User Accounts	er Your Jurisdiction	<ul> <li>Users With No A</li> <li>Locked User Acc</li> </ul>	ccess To Any Faci ounts	lities O Users Assigned T O All	o Facilities Outside Your Juri	isdiction

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 - Primary 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 Primary User can unlock a User or a Deputy User account. A Primary 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):

Address 🙆 http://oraperitest.co.healt	h.qld.gov.au:7797/pls/periol_ta	est/f?p=144:202:2282816666	92369::NO:::		
Queensland Government Queensland Health	QUEENSLAND	PERINATAL DA	TA COLLECTION	PORTAL	USER: LAUREN_KEN Version: v3.0.2 Test
Main Menu User Acc	ounts				
		Hospital User Ma	nagement Options Users and/or their Access to I <u>ser Account</u>	Facilities under v	our Jurisdiction

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

Select Output:	<ul> <li>Users At Faciliti</li> <li>Inactive User Ac</li> </ul>	es Under Y counts	our Jurisdict	on O Users V O Ucked	With No Access To Any Facilities O I User Accounts O	Users Assigned All				
		Update Personal Account								
		Edit	Surname	First Name	Logon Account	Active Flag				
		Edit	Morris	Colleen	colleen_morris@health.qld.gov.au	A				
		Locked	User Ac	counts	TO	w(s) 1 - 1 of 1				
		Edit	<u>Sumame</u>	<u>First Name</u>	Logon Usemame	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.

Managa Hoora									
Unlock Account Reset Account THIS ACCOUNT IS LOCKED									
First Name       Starcey       Surname       Ede         Username       stacey_ede@health.qld.gov.au       Contact Tel No       12345678       User Type       Hospital/Facility User         Account       Active       Account       Active       Account       Account Active         Password Last Sent       07/JUL/11       User Account Created By DENISE_LEWIS@HEALTH.QLD.GOV.AU       Created On       22/JUL/09         Application       Access Granted By DENISE_LEWIS@HEALTH.QLD.GOV.AU       Granted On       22/JUL/09									
e user has access	to the follow	ving faciliti	es						
				rc	ow(s) 1 - 4 of 4				
Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On				
ARAMAC HOSPITAL	User	01-JUL-2009	-	LYNELLE_MCCULLAGH@HEALTH.QLD.GOV.AU	23-JUL-2009				
CABOOLTURE HOSPITAL	User	22-OCT-2009	-	COLLEEN_MORRIS@HEALTH.QLD.GOV.AU	22-OCT-2009				
IPSWICH HOSPITAL Deputy User 01-JAN-2011 - COLLEEN_MORRIS@HEALTH.QLD.GOV.AU 07-JUL-201									
ALPHA HOSPITAL Deputy User 01-JUL-2009 - DENISE_LEWIS@HEALTH.QLD.GOV.AU 22-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 🛛 🔀
?	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								
<u>Username</u>	lucinda_norris@health.qld.gov.au										
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 Creat Application Access Grant	ed By DENISE_LEWIS@HEALTH.G ed By DENISE_LEWIS@HEALTH.G	QLD.GOV.AU QLD.GOV.AU	Created On 23/JUL/09 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 Primary or Deputy User to create a new User account then grant the new User access to your facility.

				l est	
User A <u>cc</u> ounts					
	Create User				
	Cancel Crea	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	unt 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 creat	ed successfully.		
Manage Us	ers				
Save User				Reset Pass	word
First Nan	ne Wood		Surname Duck		
Usernan	<u>1e</u> wood_duck@he	alth.qld.gov.au			
Contact Tel I	lo 12351452		User Type Hospital/	Facility User	
Account Acti	ve Active 🔽				
User A Application A	count Created By ccess Granted By	LAUREN_KENNED LAUREN_KENNED	Y@HEALTH.QLD.GC Y@HEALTH.QLD.GC	WAU Created On 11 WAU Granted On 11	1/0CT/10 1/0CT/10
User Ac Application A Grant User	ccount Created By ccess Granted By Access to Fa	LAUREN_KENNED LAUREN_KENNED acilities with	Y@HEALTH.QLD.GC Y@HEALTH.QLD.GC n your Jurisdi	WAU Created On 11 WAU Granted On 11	I/OCT/10 I/OCT/10
User Ad Application A Grant User Add Acces	Access to F	LAUREN_KENNED LAUREN_KENNED acilities with	Y@HEALTH.QLD.GC Y@HEALTH.QLD.GC n your Jurisdi	WAU Created On 14 WAU Granted On 14	1/0CT/10 1/0CT/10
User Ad Application A Grant User Add Acces Facility	ccount Created By ccess Granted By Access to Fa	LAUREN_KENNED LAUREN_KENNED a cilities with Security Level	Y@HEALTH.QLD.GC Y@HEALTH.QLD.GC n_your_Jurisdi Valid From	VAU Created On 11 VAU Granted On 11 Iction Valid To	1/OCT/10 1/OCT/10

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 D			If required

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

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#### 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_USERNAM	ME, PO_SURNAME	,P0_FIRST_NAME:%2C%	2C&cs=3129	44E06D79DD	AB21F87DA197FB63025	💌 🄁 Go 🛛 Lin
Government	QUEENS	LANI	O PERII	NATAL DA	TA COLLECT		USER: LAU Version: v3 Test	JREN_KEN .0.2	NEDY@HE	ALTH.QLD.GOV.AU	Change Passwo
User Acc	ounts										
	•			Cala	• Facility - Calact Facili	14 .					
				Selec	t Facility -Select Facili	ny-	All Facilit	es			
Sea	arch Users: Us	ername	@health.glo	d.dov.au	First N	lame		Surnan	ne		Go
				-							-
	Select Output:	🔾 User	's At Facilitie:	s Under Your Juri	sdiction 🔘 Users With	h No Access To	) Any Facilities 🔵 Use	ers Assigne	d To Faciliti	es Outside Your Jurisdicti	on
		Inact	ive User Acc	ounts	C Locked Us	ser Accounts	<ul> <li>All</li> </ul>				
				Jpdate Pers	onal Account						
							aon		1		3025 ♥ € Go Un V <u>Chance Passwo</u> Urisdiction
				Edit Suma	ame First Name	Ac	count /	Active Flag			
			(	Edit enn	edy Lauren la	auren_kennedy	@health.qld.gov.au /	Active			
_											
<u>N</u>	Manage Use	rs At	Facilitie	s Under You	r Jurisdiction						<u> </u>
										row(s) 1 - 7 of 7	·   .
	Password Sent	Edit	<u>Surname</u>	<u>First Name</u> ≜	<u>Logon</u> <u>Usernam</u>	<u>e</u>	<u>Security</u> <u>Level</u>	<u>Active</u> <u>Flaq</u>	<u>Account</u> Locked	<u>Facility</u> Granted/Revoked	
	10-JUN-2010	Edit	Nyland	Bevan	bevan_nyland@healtl	h.qld.gov.au	Nurse Unit Manager	Active	No	LONGREACH HOSPITA	-
	16-JUL-2010	Edit	Danby	Mick	michael danby@hea	ith.gld.gov.au	User	Active	No	LONGREACH HOSPITAL	

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
<u>Username</u>	lauren_kennedy@health.qld.gov.a	au	
Contact Tel No	87654321	User Type	Hospital/Facility User
Account Active Password Last Sent	Active 13/JUL/10		
User Account ( Application Access (	reated By NATASHA_DOHERTY@ iranted By NATASHA_DOHERTY@	ງ HEALTH.QL ງHEALTH.QL	D.GOV.AU Created On 23/JUL/09 D.GOV.AU Granted On 23/JUL/09

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#### 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:

- **1.** Facility is displayed
- 2. Period (month) is displayed.
- 3. Current Period already identified.
- 4. The date the extract is due is displayed.



There are two Validations.

- 1. Run Admitted Validations Validate records for the specified month where the baby is still admitted.
- 2. Run Discharged Validations Validate records for the specified month where the baby has been discharged. These are the records that will be extracted in the Monthly Extraction process.

Click Run Discharged Validations	
Admitted Patient Validations	Discharged Patient Validations
Validate records for the specified month where the baby is still admitted	Validate records for the specified month where the baby has been discharged. These are the records that will be extracted in the Monthly Extraction process.
Run Admitted Validations	Run Discharged Validations

(	
	Microsoft Internet Explorer
	This option will run the record validations for discharged patients at the selected facility and period. Do you wish to Proceed?
	OK Cancel

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
Current	MONTHLY E Period: FEB-2009 Due I	EXTRACTION PR Date: 04-APR-2009 Sta	OCESS ntus:Not Yet Ex	tracted		
	Facility:					
	Period:	contion will outract record	to a file for the colort	d facility and naviad		
	Run D	s option will extract records	to a hier or the select	eu racilicy and period.	. Do you wish to Proceed?	
			OK Can	cel		

Click 'Yes' to proceed.



The extraction process is now complete.

Data Extraction completed successfully

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

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

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 Government		QUEENSLA COLL CABOO	ND PERINAT	TAL DATA RTAL PITAL	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	CTION PROCE	SS Extracted			
		Facility: CABOO	LTURE HOSPITAL	<b>~</b>				
		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 Governme	M QUEENSLAND PERINATAL DATA COLLECTION PORTAL	USER: COLLEEN_MORRIS@HEALTI Version: v2.0 Teet		
Main <u>M</u> enu Use	Accounts			
	Welcome to the Queensland Health Perinatal	Data Collection Web Porta		
	Your last successful login was on 27-AUG-2 Your last unsuccessful login was on 25-AUG	009 at 7:53 AM 5-2009 at 6:03 PM		
	<u>Main Menu Options</u>	_		
	Search/Create Mothe			
	Archived Mothers			
	Validate Data			
	Extract Data			
	Reports			

Queensland Heat	id Government	QUEENS CC NA		ID PERIN CTION PO	ATAL ORTA PITA	DATA L L	US Ver Ter	ER: COLLEEN_MOF sion: v2.0	RIS@HEALT
Main Menu	Search/0	Cr <u>ea</u> te Moth	er	Archived M	others	Validate	Data	Extract Data	Reports
		Create New Mr	ther	Select Facilit	V NAMBO	OUR HOSPITA	L 💌		
		Search Curre	nt Mo	others					
		Select Mother	-Select	<b>L</b>					~
		OR Search by ( Surname	hint: use	e % 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

Queensland Government Gueensland Health			QUEEN C	ISLANI OLLEC ARAMA	D PERIN TION PO AC HOSP	ATAL DA DRTAL PITAL	TA USER: COLL Version: V1.1 Test	USER: COLLEEN_MORRIS@HEALTH.QLD.GOV.AU Version: V1.14.32 Ten		
	Home	Sear	ch/Create Mothe	ar Archiv	ved Mothers	Hospital User	s Validate Data E	xtract Data Admin	Repor	ts
onthly l	Birth De	tails	ş		Search C Facility A	RAMAC HOSPIT				
Period	Moth	ers Birth	Babies Born	Admitted Mothers	Discharged Mothers	Discharged Babies	Mothers Validated That Still Have Errors	Mothers Validated With No Errors	Extracted Mothers	(s) 1 - 13 of Extracted
May 2009	0		0	1	1	0	0	0	0	Period Not Extracted Y
April 2009	4		6	4	1	1	0	0	0	Period Not Extracted \
March 2009	0		0	0	0	0	0	0	0	Period Not Extracted \
February 2009	0	n	0	0	0	0	0	0	0	Period Not Extracted Y
January 2009	2		3	3	2	3	2	0	0	Period Not Extracted Y
Decembe 2008	r O		0	0	0	0	0	0	0	Period Not Extracted Y
Novembe 2008	0		0	0	0	0	0	0	0	Period Not Extracted Y
October 2008	0		0	0	0	0	0	0	0	Period Not Extracted Y
Septembe 2008	r O		0	0	0	0	0	0	0	Period Not Extracted Y

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