

**New York State Perinatal Quality Collaborative
Health Commerce System
Scheduled Delivery Form System**

User Guide

For DSRIP Project 3.f.i – Perinatal Care

June 2015

**Division of Family Health
New York State Department of Health**



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Case Definition

Scheduled deliveries are defined as inductions or Cesarean sections prior to the onset of labor between 36 0/7 and 38 6/7 weeks gestational age.

Instructions for Monthly Quality Collaborative Data Collection

For Measurement Year 2, beginning July 1, 2015, hospitals should complete a NYSPQC Scheduled Delivery Form for **every** scheduled delivery between 36 0/7 and 38 6/7 weeks gestational age as it occurs during the month. Two documents are available that explain how to enter data and how to collect data:

- **New York State Perinatal Quality Collaborative Health Commerce System Scheduled Delivery Form System User Guide**
- **New York State Perinatal Quality Collaborative Scheduled Delivery Form, Stillbirth Aggregate Data Log and Stillbirth Individual Event Log Data Collection Field Guide**

This document is a “User Guide” that is intended to provide instructions for users who are entering data on the “*NYS Perinatal Quality Collaborative Health Commerce System Scheduled Delivery Form System*” which is located on the NYSDOH Web Portal known as the Health Commerce System.

The second document is a “Field Guide” that is intended to provide field-specific instructions for collecting data using the NYSPQC Scheduled Delivery Form.

Monthly Reporting to NYSDOH

After completing the monthly data collection, all data should be submitted to the NYSDOH through the HCS:

- a. Log in to the Health Commerce System (HCS) and enter the scheduled delivery information into the data entry application “*NYS Perinatal Quality Collaborative Scheduled Delivery Form System*” (NYSPQC SDFS). The NYSPQC SDFS is a web-based application on the NYSDOH HCS and is located at the URL: <https://commerce.health.state.ny.us/>.
- b. Instructions for using the HCS are provided later in this “User Guide”. The NYSPQC SDFS will provide data entry and reporting functions for the data that you collect for this project.
- c. The data collection forms should be entered into the SDFS after completing chart reviews for all scheduled deliveries but no later than the last Wednesday of each subsequent month (i.e., data for the month of July will

be due the last Wednesday of August). Early data submission is encouraged when possible.

- d. Reporting zero scheduled deliveries: if your facility has zero scheduled deliveries between 36 0/7 and 38 6/7 weeks of gestational age for any given month (regardless of indication), please confirm zero using the "Stillbirth Aggregate Data Log".

Who to Call For Help

If you need help using the data collection system on the HCS, require additional forms or need technical assistance with the SDFS, please contact:

New York State Perinatal Quality Collaborative
New York State Department of Health
Room 984, Corning Tower
Albany, NY 12237
Phone: (518) 473-9883
FAX: (518) 474-1420

E-mail: NYSPQC@health.ny.gov

Overview of NYSPQC Data Entry on the Health Commerce System

The New York State Perinatal Quality Collaborative (NYSPQC) Health Commerce System (HCS) web portal is an application provided to Regional Perinatal Centers (RPCs) and affiliate birthing hospitals for collecting patient-level data and reporting data specific to the NYSPQC and related projects. The purpose of this web portal application is to collect data used for calculating and presenting improvement measures to participating hospitals and to provide these data in electronic format to the New York State Department of Health for review of progress in achieving project goals.



All Sites are required to use the HCS

All sites are required to use this application for collecting and reporting data for the NYSPQC. In order to use the application, users will need to follow several steps including:

- Request an HCS Account;
- Navigate from the HCS menu to the HERDS survey menu;
- Enter *all* of the basic information for each new scheduled delivery between 36 0/7 and 38 6/7 weeks gestational age; and
- Enter aggregated information for deliveries.

Instructions for using the data entry functions of the HCS are provided below.

Requesting an Health Commerce System Account

Please make sure each team member from your facility who will be using the system has an HCS User Account ID and is assigned to the HCS Role of “SDF Reporter”.

What to do if your designated staff member DOES NOT have an HCS account:

- E-mail **NYSPQC@health.ny.gov** in order to receive information regarding applying for an account.
- Once HCS account information is received, please contact NYSPQC@health.ny.gov with the account information, and for further instructions related to role assignment.

What to do if your designated staff member DOES have an HCS account:

- E-mail your HCS User ID to **NYSPQC@health.ny.gov**, so that we may verify that you have been assigned to the proper role for data entry.

What to do if your designated staff member DOES have an HCS account but is not assigned to the role of “SDF Reporter”:

- E-mail **NYSPQC@health.ny.gov** in order to obtain instructions for being assigned to the appropriate role.

If you have applied for an HCS Account, and your account is not yet active, please call the Commerce Accounts Management Unit (CAMU) at (866) 529-1890 to learn the status of your account. ***Your facility's HCS Coordinator should also call this number if he/she needs assistance establishing an account.***

Once you have your HCS Account information, please forward the HCS User Account ID to our project mailbox at NYSPQC@health.ny.gov so that we can complete our records.

Health Commerce System Account Roles

Each HCS User ID is assigned to one or more HCS Roles which grant permissions to the user for using the NYSPQC SDFS data, application and document access. In addition to requesting an HCS User Account from the NYSDOH, each user must also be added to a role by their hospital HCS Coordinator in order to enter or view data. The roles that have been created for the NYSPQC data system on the HCS are designated using the initials "SDF" which is an acronym for "Scheduled Delivery Form". The following roles were created on the HCS system:

- SDF RPC - Individuals in this role are from RPCs and can view RPC level aggregate data for affiliates in a specific RPC network, edit or view individual level data for affiliates in a specific RPC network
- SDF Reporter - Individuals in this role can edit or view individual level data for their facility only
- SDF Viewer - Individuals in this role can view individual level data for their facility only

Search by Organization Type		
Select an Organization Type	Order Official Prescriptions	Info
Hospital (pfi)	POC Editor	Unassigned
Hospital (school-based ext clinic)	Plant Manager	Info
Individual Practitioners	Public Information Officer	Info
Industry Group	SDF RPC	Unassigned
LHCSA	SDF Reporter	Unassigned
Liability Insurer	SDF Viewer	Unassigned
Local Law Enforcement	ServNY Reporter	Info
MDs as organizations	Smallpox Vaccination Coordinator/Liaison	Info
<input type="button" value="Select"/>		

Each hospital HCS User will be added to the “SDF Reporter” role by the HCS Coordinator at the hospital when the user is required to edit or view data. Other hospital HCS Users who only need reports may be added to the “SDF Viewer” role. The “SDF RPC” role is reserved for Regional Perinatal Center staff.

Health Commerce System RPC Roles

Every affiliate hospital should add one or more staff from their affiliated RPC to the SDF RPC role in order to provide view-only access to data and reports for the affiliate. This will help the RPC to provide both technical assistance and guidance to the affiliate hospital during the course of the Collaborative. The staff member who is filling the Data Manager role at the affiliate hospital should contact the facility’s RPC to identify staff from the RPC who should be added to this role, and then provide these names to the HCS Coordinator at the affiliate hospital with a request that the names be added to the “SDF RPC” role.

SCHEDULED DELIVERY FORM DATA ENTRY

When you click on the HCS link <https://commerce.health.state.ny.us/>, a login screen will appear that prompts for your User ID and Password. Use this screen to log into the HCS.

Welcome to NYSDOH HCS Andrew M. Cuomo, Governor | Howard A. Zucker, M.D., J.D., Commissioner

Please login to begin using the Health Commerce System




User Id:

Password:

[Forgot your password?](#)
To use the forgotten password feature you must first activate it, see the [Quick Reference Guide](#).

[Forgot your user ID?](#)

Site Policies/Terms of Use

Violation of the security and use agreement (e.g. sharing your account userid and password with someone else) will result in the temporary suspension of your account privileges until required remedial action is taken by executives at your facility.

Repeat offenses may result in the permanent removal of the account.

Contacting the Commerce Accounts Management Unit (CAMU) with someone else's account information will result in the account being disabled due to a security breach.

Important Site Notices

Contact the CAMU help desk For password and account questions.

Contact hinweb@health.state.ny.us if you are experiencing technical problems with the site.

The Office of Cyber Security necessitates that passwords for secured sites meet minimum requirements. [View the password requirements.](#)

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Choosing the NYSPQC Scheduled Delivery Form System

After logging into the HCS, select the NYSPQC application by choosing the “My Content” tab from the menu bar at the top of the screen. Select “All Applications” from the drop-down menu.

The screenshot shows the top navigation bar of the HCS interface. The 'My Content' tab is highlighted with a purple oval. A dropdown menu is open, showing options: 'Documents by Group', 'My Favorites', 'My Applications', 'All Applications' (circled in purple), and 'Mobile Apps'. Below the navigation bar, there are sections for 'Important Health Events' (including 'Ebola Response 2014' and 'NYS PMP'), 'Important Health Notifications' (with a table of notifications), and 'Newsroom Highlights...'. The table of notifications has the following data:

Posted	Priority	Keyword	Source	Audience	Description
04/24/2015	Advisory	Infectious Disease	CDC		Outbreak Who In
04/17/2015	Advisory	synthetic cannabinoid	NYSDOH		Increase and ED

This will show a series of alphabetic buttons that can be used to select specific applications. The NYSPQC SDFS can be chosen by clicking on the “N” box which will display all applications beginning with an “N”. Locate the application that is labeled “NYS Perinatal Quality Collaborative (NYSPQC) Scheduled Delivery Form System” and click on this label. This will open the application for data entry and editing.

Health Commerce System Applications

Browse by [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [XYZ](#) [View All](#)

Application Name
National Poison Data System (see Profile for Access Info)
Neonatal Intensive Care Unit
New York Electronic HIV Management System
New York Patient Occurrence Reporting and Tracking
Newborn Screening Applications
Nosocomial Outbreak Reporting Application (NORA)
Nursing Home ADHC Rates
Nursing Home Appeal System
Nursing Home Cash Receipts Assessment
Nursing Home Cost Report
Nursing Home Medicare Maximization Form
Nursing Home Rate Reports
Nursing Home Rate Sheets 4/1/2009 and Forward
Nursing Home Surveillance and Reporting System (HERDS)
Nursing Home Trend and Roll Factor Reports
NYCDOH EBC Submission
NYEIS - Production (New York Early Intervention System)
NYEIS Feature Request/Data Correction Request Upload
NYS Council On Graduate Medical Education (COGME) Documents
NYS County and Medicaid Managed Care Organization (MCO) Upload
NYS Electronic Certificate of Need
NYS Perinatal Quality Collaborative (NYSPQC) Scheduled Delivery Form System
NYCDOH Immunization Reporting System

Opening the Online Data Entry Screens

Prior to opening the data entry and edit functions, the application will open to the Health Electronic Response Data System (HERDS) page which displays tabs for various actions. Choose the “Data Entry” tab to enter the application and to enter or edit Scheduled Delivery records.

Health Electronic Response Data System (HERDS)

HERDS 3.0 : tmg02 (Facility) 16 Online User(s) | [About](#) | [Comments](#) | [Help](#)

Level Selector
Home
Data Entry
Reports

To Do
General
Periodic

Showing Pages 1-4 Number Of Records Per Page: 5

Activity	Reporting Organization	Data Entity Organization	Form	Permission	Completion Status
H-389-NICS Readiness Survey - 2012	Z Test Hospital (PFI)	Z Test Hospital (PFI)	H-389-NICS Readiness Survey - 2012	Save	Not Started
H-406-PICU Census Survey	Z Test Hospital (PFI)	Z Test Hospital (PFI)	H-406-PICU Census Survey	Save	Not Started
Scheduled Delivery	Z Test Hospital (PFI)	SequenceNumber:00001 System ID:31571	Scheduled Delivery Form	Save/Submit	Not Started
Scheduled Delivery	Z Test Hospital (PFI)	SequenceNumber:00003 System ID:31591	Scheduled Delivery Form	Save/Submit	Not Started
Scheduled Delivery	Z Test Hospital (PFI)	SequenceNumber:00005 System ID:32031	Scheduled Delivery Form	Save/Submit	Not Started

« «Prev 1 2 3 4 Next» »

System/Activity Messages
Showing Pages 1-1 Number Of Messages Per Page: 5

Message Type	Activity	Message Posted	Message
System Messages	Not Applicable	07/09/2012 04:03 PM	System Maintenance Complete
Emergency Incident	A Zombie Apocalypse CTI-114&116 Training Exercise	07/16/2012 01:20 PM	Zombie Apocalypse (Training)

When the “Data Entry” screen is exposed, select the “Scheduled Delivery” option from the “Activity” drop-down menu.

The screenshot displays the Health Electronic Response Data System (HERDS) interface. At the top left, the title "Health Electronic Response Data System (HERDS)" is visible. To the right, a status bar shows "HERDS 3.0 : tmg02 (Facility) 15 Online User(s) | [About](#) | [Comments](#) | [Help](#)" and a message "Session idle time expires in 60 min". Below the title bar, a navigation menu includes "Level Selector", "Home", "Data Entry" (which is highlighted), and "Reports". The main content area is titled "Data Entry" and features a form with a label "Activity:" followed by a dropdown menu. The dropdown menu is open, showing a list of activity options: "Please Select Activity", "A Zombie Apocalypse CTI-114&116 Training Exercise", "CTI-114 Pilot Evaluation", "H-389-NICS Readiness Survey - 2012", "H-406-PICU Census Survey", "NIMS Tracking", and "Scheduled Delivery". The "Scheduled Delivery" option is currently selected and highlighted in blue.

Selecting the Form Option

The organization name and Form options will appear next. Select the form that you are using to enter data from the two options: 1) Scheduled Delivery Form; and 2) Stillbirth Aggregate Data Log.

The screenshot shows the HERDS 3.0 interface. At the top, it displays 'Health Electronic Response Data System (HERDS)' and 'HERDS 3.0 : tmg02 (Facility) 17 Online User(s) | [About](#) | [Comments](#) | [Help](#)'. Below this is a navigation bar with 'Level Selector', 'Home', 'Data Entry', and 'Reports'. The 'Data Entry' section is active, showing a form with the following fields:

- Activity:** Scheduled Delivery
- Organization:** Z Test Hospital (PFI) (8888) with a link to [Show Organization Info](#)
- Form:** Please Select Form (dropdown menu open)

The dropdown menu for 'Form' is open, showing the following options:

- Please Select Form
- Scheduled Delivery Form
- Stillbirth Aggregate Data Log
- Stillbirth Individual Event Log

Adding a New Record

To the right of the Data Entity Name is a control button titled “Add New Delivery” that should be used for adding new Scheduled Delivery forms. Clicking this button will expose the data entry fields for Sequence Number and the System ID. When you assign a unique Sequence Number, this value should be left padded with zeroes and the value should be padded to create a character number that is five characters in length. For example, the first Sequence Number assigned should be “00001” and the next “00002” After assigning a new unique Sequence Number, the “Add” button to the right of the Sequence Number field should be clicked. Clicking the “Add” button will also expose the data entry fields below the Sequence Number field.

Health Electronic Response Data System (HERDS)

HERDS 3.0 : tmg02 (Facility) 17 Online User(s) | [About](#) | [Comments](#) | [Help](#)

Session idle time expires in 39 min

[Level Selector](#) | [Home](#) | **Data Entry** | [Reports](#)

Data Entry

Activity: * Scheduled Delivery

Organization: * Z Test Hospital (PFI) (8888) [Show Organization Info](#)

Form: * Scheduled Delivery Form

Data Entity Type: * Delivery

Data Entity Name: * Please Select Name

Add New Entity

Entity Type	Delivery
Created By	Z Test Hospital (PFI)

Sequence Number: Enter a site-assigned Sequence Number that will be used in lieu of the medical record number for each delivery. The Sequence Number should be consecutive and not duplicate another patient's Sequence Number. The site-assigned Sequence Number should be recorded on the paper form and the electronic form. Duplicate Sequence Numbers should not be used to identify different Scheduled Delivery events from the same facility. The Sequence Number should be entered with left padded zeroes so that the number is 5 characters in length (e.g. 00001, 00045, 00236.....).
Note: This field may not be left blank.

System ID: The HERDS 3 system will assign a System ID value to your record that will be used to identify this specific electronic record. Please record this value on the corresponding paper form for later use when you want to search for or retrieve the record.

Sequence Number * ID

System ID * ID

Recording the Sequence Number to Identify Unique Forms

Selecting a Form type will expose the Data Entity Type and the Data Entity Name. Select “Delivery” as the Data Entity Type. Records previously entered will appear in the drop-down box. Then the user can use the drop-down to select previously entered records for editing. These records will be displayed in sorted fashion by Sequence Number from lowest to highest value. The Sequence Number is the value assigned by each hospital and which is collected by each hospital on the Scheduled Delivery Form using field “3. Sequence Number” on the paper version of the Scheduled Delivery Form. The Sequence Number will be used to uniquely identify the paper record that is maintained by the hospital.

NOTE: The patient Sequence Number *must* be a unique number assigned to each patient. Although the data entry system will accept data entry of two different patients using the same patient Sequence Number and will *not* generate an error message, you should not reuse the Sequence Number value.

A corresponding System ID field will be displayed to the right of the Sequence Number on the drop-down box. This value will be automatically assigned by the system to uniquely identify each record that is entered.

The screenshot displays the HERDS 3.0 interface. At the top, it shows the system name "Health Electronic Response Data System (HERDS)" and user information: "HERDS 3.0 : tmg02 (Facility) 17 Online User(s) | About | Comments | Help". A session idle time warning states "Session idle time expires in 60 min". The navigation menu includes "Level Selector", "Home", "Data Entry", and "Reports". The "Data Entry" section is active, showing a form with the following fields:

- Activity: Scheduled Delivery
- Organization: Z Test Hospital (PFI) (8888) [Show Organization Info]
- Form: Scheduled Delivery Form
- Data Entity Type: Delivery
- Data Entity Name: Please Select Name

An "Add New Delivery" button is located to the right of the Data Entity Name field. The dropdown menu for "Data Entity Name" is open, showing a list of records sorted by Sequence Number:

Sequence Number	System ID
00000	31293
00001	31571
00003	31591
00005	32031

Field Views and Help Displays

Each of the data entry fields will have either drop-down values for category selection or blank space for entry of values and information. Most data entry fields also have a “question mark” information button next to the field that will provide additional information about the field contents or business rules when clicked on. Enter all fields as shown in the graphics below.

12. Primary insurer	Medicaid	?	✓
B. Clinical Data			
13a. Final gestational age at delivery (weeks)	36	?	✓
13b. Final gestational age at delivery (days)	3	?	✓
14. Was gestational age documented in the chart?	Yes	?	✓
15. Was gestational age of <u>less than 39 weeks</u> confirmed by one of the following?	Yes	?	✓
<ul style="list-style-type: none">• First or second trimester ultrasound < 20 weeks• Fetal heart tones documented for 30 weeks by Doppler ultrasonography• 36 weeks since positive serum/urine human gonadotropin pregnancy test result			
16. Was fetal lung maturity documented by amniocentesis?	No	?	✓
17. For inductions, was the Bishop Score of cervical status 8 or greater for a primigravida birth mother or 6 or greater for a multigravida birth mother? *	Score ≥8 primigravida, ≥6 multigravida	?	✓
Patient Counseling			
18. Was there documentation in the medical record that the maternal <u>and</u> fetal/newborn risks and benefits of scheduled delivery 36 0/7 - 38 6/7weeks were discussed with the mother?	Yes	?	✓
Reason for Scheduled Delivery			
19. Was there documentation in the medical or prenatal record of the <u>primary</u> reason for scheduled delivery?	Yes	?	✓

Which of the following was the PRIMARY reason documented in the medical records for a scheduled delivery between 36 0/7 and 38 6/7 weeks gestation? (Reasons can be maternal, fetal, psychosocial)

SELECT ONLY ONE (AND SPECIFY BELOW AS NEEDED)

20. Maternal reasons for scheduled delivery

SELECT ONLY ONE

Select a value

21. Fetal reasons for scheduled delivery

SELECT ONLY ONE IF NO MATERNAL REASON SPECIFIED

Select a value

22. Psychosocial reasons for scheduled delivery

SELECT ONLY ONE IF NO MATERNAL OR FETAL REASON SPECIFIED

Convenience of Patient/Doctor (includes scheduling difficulties)

23. Specify (narrative) Please explain the choice made as requested in above fields 20, 21, and 22

24a. When 'Other' is selected as the Maternal or Fetal reason, was the reason for scheduled delivery reviewed by a designated reviewer or panel?

No

Results of scheduled delivery review from question 24a

24b. Medically indicated based on review?

If the answer to question 24a. is Yes
24c. Explain decision based on review:

Infant Outcome

25. Please enter the number of infants delivered

1

26. Was the infant(s) admitted to the Neonatal Intensive Care Unit (NICU) for more than four hours?

Yes

27. If Yes: Number of days in NICU (Baby #1)

2

28. If Yes: Number of days in NICU (Baby #2)

29. If Yes: Number of days in NICU (Baby #3)

C. Data collection, entry and verification

30a. Initials of individual completing this form:

Review & Submit

Save All

Reset

Completing Data Entry for Scheduled Delivery Form Data

When data entry is complete, select the “Save All” control button which is located at the top and bottom of the form. This will save the record or display error messages for fields that have violations of the business rules, are empty when a value is required or are otherwise in error. After all error messages are corrected, you will need to Save All, then review and submit to the DOH by clicking the “Review & Submit” control button that is located to the left of the “Save All” button. This action will submit the record for review and will display the values for each field with an audit trail of the user who entered the data.

- Click “Save All”;
- Correct any Error Messages that are displayed;
- Click “Review and Submit”;
- Correct any Error Messages that are displayed; and
- Click “Submit Data to DOH” to complete the data submission action and create a record for permanent storage in the database.

Scheduled Delivery Form						
					Modify	Submit Data to DOH
Export options: View Table PDF						
Section	Field	Value	Data Status	User	Updated	
	Patient Record Status:	Open	saved	tmq02	08/30/2012 01:16 PM	
A. Patient Demographics	4a. Month of Maternal Admission to the Hospital	February	saved	tmq02	08/30/2012 01:16 PM	
	Year of maternal admission to the hospital (YYYY) *	2012	saved	tmq02	08/30/2012 01:16 PM	
	5. Maternal age on the date of admission in years *	34	saved	tmq02	08/30/2012 01:16 PM	
	6. NOTES	This was a scheduled delivery	saved	tmq02	08/30/2012 01:16 PM	
	Delivery Type					
	7. Vaginal	Operative	saved	tmq02	08/30/2012 01:16 PM	
	8. Cesarean					
	9. Induced Labor	Yes	saved	tmq02	08/30/2012 01:16 PM	
	10. Patient ethnicity	Hispanic	saved	tmq02	08/30/2012 01:16 PM	
	11. Patient Race	White	saved	tmq02	08/30/2012 01:16 PM	
	12. Primary insurer	Medicaid	saved	tmq02	08/30/2012 01:16 PM	

Use the field definitions from the “NYSPQC Scheduled Delivery Form Data Collection Field Guide” to help guide your data collection and completion of the paper form.

REPORTING ZERO SCHEDULED DELIVERIES

Procedures for Reporting Zero Scheduled Deliveries using the Stillbirth Data Log

After reviewing all medical records for the month, if there are zero scheduled deliveries to report, use the “Stillbirth Aggregate Data Log” to confirm zero. Use the “Form” field on the HCS system to select data entry screens for the Stillbirth Aggregate Data Log. This selection will expose the “Time Period” field where you will be able to select a single month for data entry. Each month the “Time Period” field will be updated to include the new month. This action will then expose all of the data fields for entry as seen in the screen shot below. For example, data for the month of July 2015 will be entered into the Time Period “Monthly: 07/01/2015 12:00 AM”.

The screenshot shows the HERDS 3.0 interface. The top navigation bar includes "Level Selector", "Home", "Data Entry", and "Reports". The "Data Entry" section is active, showing a form for "Scheduled Delivery". The form fields are: "Activity" (Scheduled Delivery), "Organization" (Z Test Hospital (PF1) (8888)), "Form" (Stillbirth Aggregate Data Log), "Data Entity Type" (Hospital (pf)), and "Data Entity Name" (Z Test Hospital (PF1) (8888)). The "Time Period" dropdown menu is open, showing options: "Please Select Time Period", "Monthly : 08/01/2012 12:00 AM", and "Monthly : 07/01/2012 12:00 AM".

The screenshot shows the "Stillbirth Aggregate Data Log" form. The "Form Information" section includes a "Navigational Style" dropdown set to "Section" and a legend for field types: Required Field (red asterisk), Data Saved to Work Area (yellow checkmark), Data Submitted to DOH (green checkmark), Current Field/Selection (red arrow), Field Information (question mark), Field with Rules (red circle with R), Warning (yellow triangle), and Error (red exclamation mark). The "Stillbirth Monthly Log" section contains the following fields:

Count of Stillbirths, Live Births, and Deliveries Each Month	
Count of ALL Stillbirths during the month of admission	<input type="text"/> ?
Count of ALL live births during the month of admission	<input type="text"/> ?
Count of ALL deliveries during the month of admission	<input type="text"/> ?
36 0/7 to 38 6/7 Weeks	
Count of Stillbirths between 36 0/7 and 38 6/7 weeks gestation during the month of admission	<input type="text"/> ?
Count of all live births between 36 0/7 and 38 6/7 weeks gestation during the month of admission	<input type="text"/> ?
Count of ALL deliveries between 36 0/7 and 38 6/7 weeks gestation during the month of admission	<input type="text"/> ?

The form includes "Review & Submit", "Save All", and "Reset" buttons. Export options are "View Data PDF" and "Blank Form PDF".

Completing Data Entry for Stillbirth Aggregate Data Log

When data entry is complete, select the “Save All” control button which is located at the top and bottom of the form. This will save the record or display error messages for fields that have violations of the business rules, are empty when a value is required or are otherwise in error. After all error messages are corrected, you will need to Save All, then review and submit to the DOH by clicking the “Review & Submit” control button that is located to the left of the “Save All” button. This action will submit the record for review and will display the values for each field with an audit trail of the user who entered the data.

- Click “Save All”;
- Correct any Error Messages that are displayed;
- Click “Review and Submit”;
- Correct any Error Messages that are displayed; and
- Click “Submit Data to DOH” to complete the data submission action and create a record for permanent storage in the database.

Data Entry

Activity: Scheduled Delivery

Organization: Z Test Hospital (PFI) (8888)
[Show Organization Info](#)

Form: Stillbirth Aggregate Data Log

Data Entity Type: Hospital (pfi)

Data Entity Name: Z Test Hospital (PFI) (8888)
[Show Facility Info](#)

Time Period: Monthly : 08/01/2012 12:00 AM

Stillbirth Aggregate Data Log Modify Submit Data to DOH

Export options: [View Table PDF](#)

Section	Field	Value	Data Status	User	Updated
Stillbirth Monthly Log	Count of Stillbirths, Live Births, and Deliveries Each Month				
	Count of ALL Stillbirths during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM
	Count of ALL live births during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM
	Count of ALL deliveries during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM
	36 0/7 to 38 6/7 Weeks				
	Count of Stillbirths between 36 0/7 and 38 6/7 weeks gestation during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM
	Count of all live births between 36 0/7 and 38 6/7 weeks gestation during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM
	Count of ALL deliveries between 36 0/7 and 38 6/7 weeks gestation during the month of admission	23	saved	tmq02	08/30/2012 02:18 PM

Modify Submit Data to DOH