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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GENERAL INSTRUCTIONS FOR COLLECTING DATA

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 “NYSPQC 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 “NYSPQC 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 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
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.
When you click on the HCS link [https://commerce.health.state.ny.us/](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.
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.
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.
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.
When the “Data Entry” screen is exposed, select the “Scheduled Delivery” option from the “Activity” drop-down menu.
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.
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.
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.
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.
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 IF NO MATERIAL REASON SPECIFIED

21. Fetal reasons for scheduled delivery

22. Psychosocial reasons for scheduled delivery
SELECT ONLY ONE IF NO MATERIAl OR FETAL REASON SPECIFIED

Convenience of Patient/Doctor (includes scheduling difficulties)

25. 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?

24b. Medically indicated based on review?

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

Results of scheduled delivery review from question 24a

Infant Outcome

24. Was the infant(s) admitted to the Neonatal Intensive Care Unit (NICU) for more than 24 hours?

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.

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.
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”.

![Health Electronic Response Data System (HERDS) interface with data entry options for Stillbirth Aggregate Data Log]
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.

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