

BORN Information System (BIS): Hospital - Local Administrator Guide

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BORN Information System (BIS)

Hospital - Local Administrator Guide

INTRODUCTION

This guide is designed to support your role as a BORN Local Administrator to:

- create new user accounts
- assign access to different permissions (e.g. data entry, data quality and clinical reports)
- support/edit existing user accounts in the BORN Information System (BIS)
- protect BORN Registry data by providing the appropriate access for individuals at your organization.

BACKGROUND INFORMATION

BORN was granted registry status under the Personal Health Information Privacy Act (PHIPA) in Nov. 2009. This special authority requires BORN to develop and adhere to rigorous privacy policies and have them reviewed and *approved* by the Ontario Information and Privacy Commissioner.

Each organization that provides data to the BORN Information System enters into a Data Sharing Agreement (DSA) with BORN Ontario. You will note that there are several roles identified in the DSA for hospitals including:

Role	Legal Description	Example
Legally Responsible Person	Person legally responsible for the BORN Ontario registration process, signs the Data Sharing Agreement (DSA) and identifies the sponsors and Local Administrator(s)	Senior executive or other senior leader with authority to 'bind' the organization
Sponsoring Organization	The legal entity (organization) named in the DSA with BORN	Hospital X
Sponsor	Person who identifies individuals who require access to the BIS	Hospital administrators or managers from your hospital

Role	Legal Description	Example
Individual	Person who requires access to the BIS	Hospital staff, physicians, midwives or other persons within organization who require BIS access for their role
Local Administrator	Person/s responsible for BORN user management (assigning user specific access to different permissions i.e., data entry, clinical reports) for your hospital Local Administrators are assigned the role of 'Organization Local Administrator' in the BIS and can assign this access to other(s) as needed	Hospital staff (e.g. Manager, clinical lead)

Note: Find BORN Ontario’s privacy policies, frequently asked questions, and other information under [Privacy Resources](#) on the BORN website.

WHAT IS A HOSPITAL BORN LOCAL ADMINISTRATOR?

A BORN Local Administrator is/are the person/s responsible for assigning, monitoring, and managing user access to the BIS. BORN recommends assigning two or three persons as a BORN Local Administrator(s) to ensure role coverage.

Each hospital has an assigned BORN coordinator who is available to assist with the Local Administrator role.

WHAT IF AN ORGANIZATION DOES NOT HAVE A CURRENT LOCAL ADMINISTRATOR?

- A sponsor (eg. Manager) can assign a new Local Administrator and notify your BORN coordinator to assign the person with this role in the BIS.



DUTIES AND RESPONSIBILITIES

1. Create and Maintain Accounts (BIS Access)

- Grant access and assign roles (See [Appendix A - Guide for Assigning User Roles](#))
- Inactivate accounts for staff who no longer require BIS access (See [BIS User Review](#))

2. Privacy and Security

- Remind BIS users to follow applicable privacy and security policies at your organization

3. Special Considerations

- BORN hospital Local Administrators may be asked by a manager/hospital leader to provide Local Administrator access for a department outside of the obstetrical service (e.g. Cytogenetics). You would have the authority to assign this permission as covered by the DSA that exists between BORN and your hospital. Contact your BORN coordinator with any questions or concerns.

A NOTE ABOUT MULTI-FACTOR AUTHENTICATION

To access the BIS, **Multi-factor Authentication (MFA)** is required.

MFA is a security enhancement that asks you to present two pieces of evidence – your credentials – when logging in to your account.

Your Login information (username/password) is one credential, the other credential is a PIN (most hospital users) or a phone code.

NAVIGATING THE BORN INFORMATION SYSTEM

You will need to access the Administration link on the BIS landing page to create or modify BORN user accounts.

Figure 1 - Administration Link

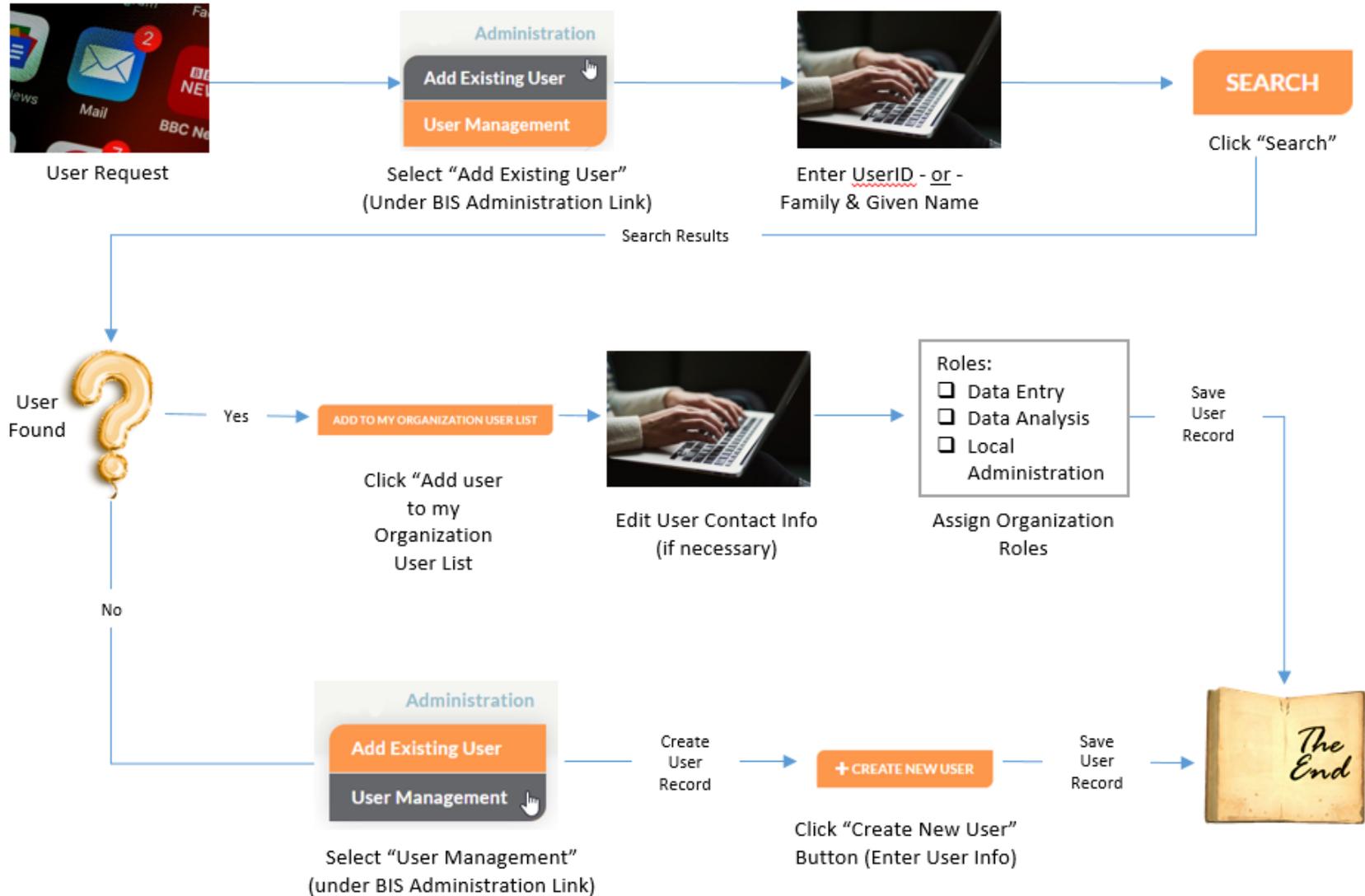


CREATING A NEW BIS USER ACCOUNT

- The following diagram outlines the steps for creating a new account
- Your first step is to check if the user already has an existing BIS account
- Step-by-step instructions can be found in the pages following the workflow diagram.

CREATING A NEW USER ACCOUNT – WORKFLOW DIAGRAM

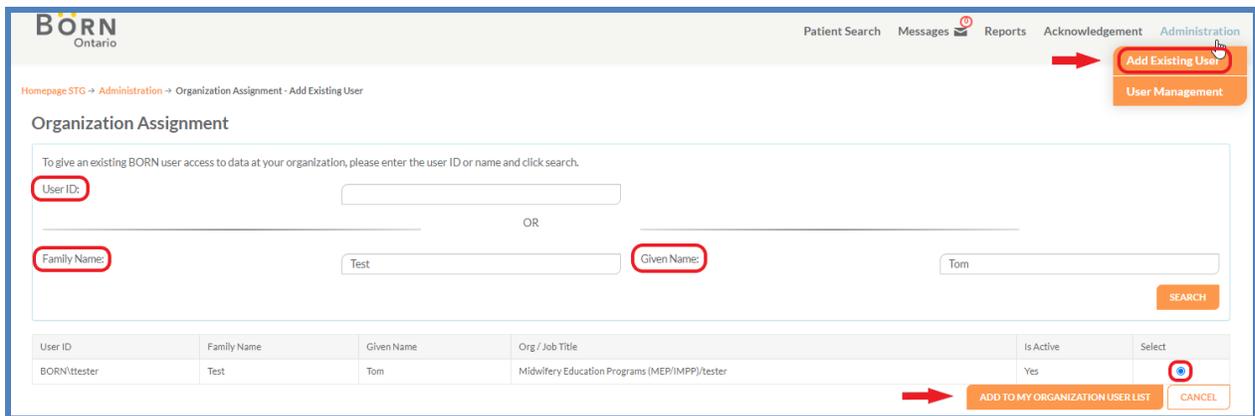
Figure 2 – Creating a New User Account – Workflow Diagram



CHECKING IF USERS HAVE AN EXISTING ACCOUNT

- Click the **Administration** link on the BIS landing page, then click **Add Existing User**
- Search for an existing account by entering Family and Given name or User ID – click Search
- If the correct user account appears, click to select and click Add to My Organization User List
- Verify that you have selected the correct user before assigning roles

Figure 3 - Check if User has an Existing BIS Account



Organization Assignment

To give an existing BORN user access to data at your organization, please enter the user ID or name and click search.

User ID:

OR

Family Name: Given Name:

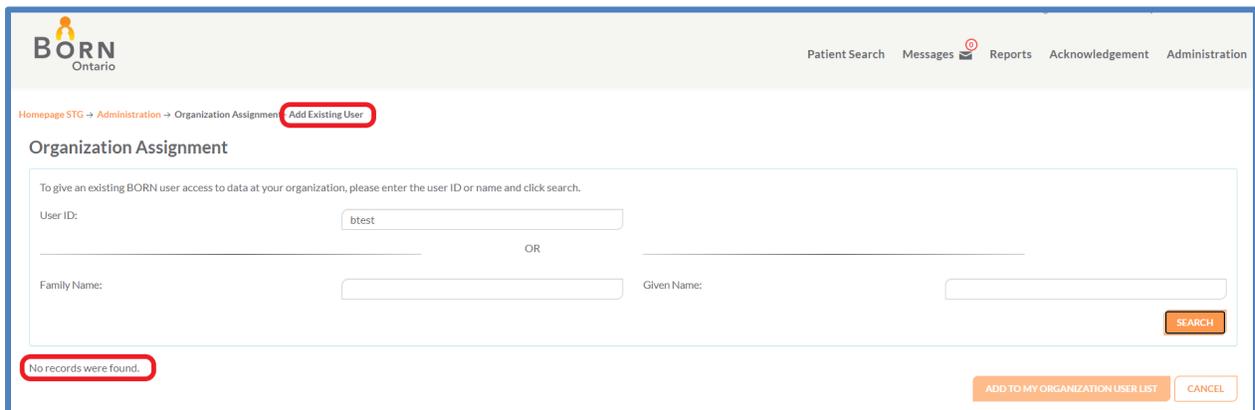
SEARCH

User ID	Family Name	Given Name	Org / Job Title	Is Active	Select
BORN\tester	Test	Tom	Midwifery Education Programs (MEP/MPPI)/tester	Yes	<input checked="" type="checkbox"/>

ADD TO MY ORGANIZATION USER LIST CANCEL

- If the user does not have an existing account, you will see “No records were found” under the search fields and you will have to create a new user account.

Figure 4 - Existing User Account not found



Organization Assignment

To give an existing BORN user access to data at your organization, please enter the user ID or name and click search.

User ID:

OR

Family Name: Given Name:

SEARCH

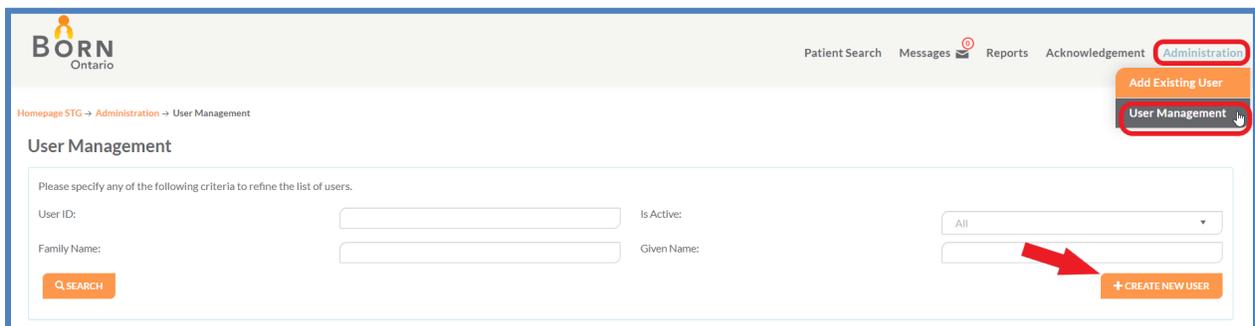
No records were found.

ADD TO MY ORGANIZATION USER LIST CANCEL

CREATING NEW USER ACCOUNTS

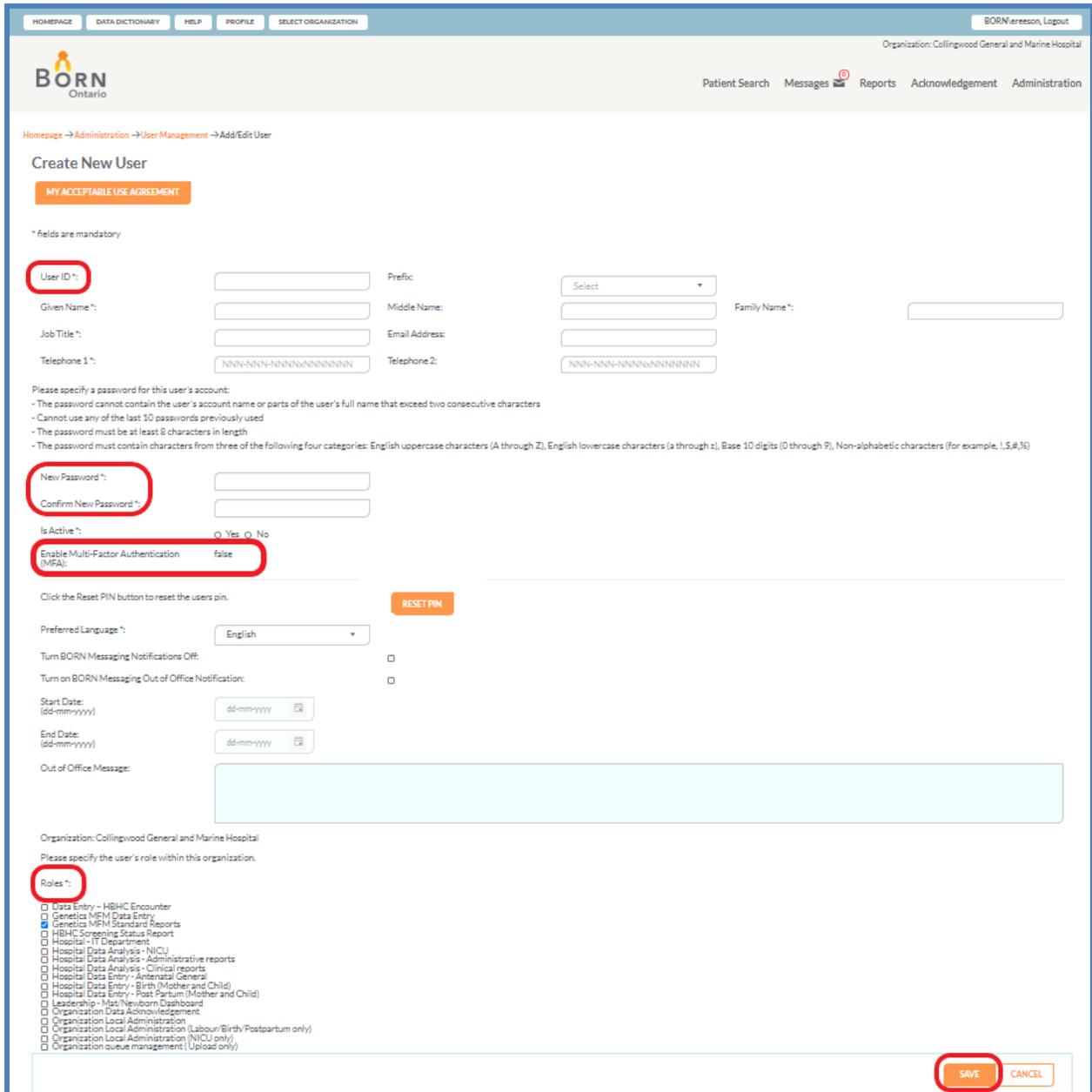
- Click the **Administration** link on the BIS landing page, then click **User Management**
- Search for an existing account by entering Family and Given name or User ID – click Search
- Click **+ Create New User**

Figure 5 - User Management - Create New User



- Create a user ID: Determined by the user/organization. Example: first letter of first name followed by last name (ex. jsmith), can mirror organization IDs.
 - User IDs are unique, two BIS users cannot have the same user ID in the database. You will get a message stating user ID has been assigned.
- Enter name, job title, email address and phone number
- Assign a temporary password
- Click on active status: Yes
- Assign roles (type of access) within your organization – see [Appendix A - Guide for Assigning User Roles](#)
- Check the roles that are appropriate for the user and click ‘Save’
- It may take **up to 15 minutes** for an account to become active

Figure 6 - Creating a New User Account



The screenshot shows the 'Create New User' form in the BORN system. The form is titled 'Create New User' and includes a 'MY ACCEPTABLE USE AGREEMENT' button. A note states '* fields are mandatory'. The form contains several input fields: 'User ID*', 'Given Name*', 'Job Title*', 'Telephone 1*', 'Prefix', 'Middle Name', 'Email Address', 'Telephone 2', and 'Family Name*'. There are also dropdown menus for 'Prefix' and 'Preferred Language'. A 'RESET PIN' button is present. The 'New Password*' and 'Confirm New Password*' fields are highlighted with red circles. The 'Enable Multi-Factor Authentication (MFA):' field is set to 'false' and is also highlighted with a red circle. Below the form, there is a 'Roles:' section with a list of roles, including 'Data Entry - HBHC Encounter', 'Genetics MEM Data Entry', 'Genetics MEM Standard Reports', 'HBHC Screening Status Report', 'Hospital - IT Department', 'Hospital Data Analysis - NICU', 'Hospital Data Analysis - Administrative reports', 'Hospital Data Analysis - Clinical reports', 'Hospital Data Entry - Antenatal General', 'Hospital Data Entry - Birth (Mother and Child)', 'Hospital Data Entry - Post-Partum (Mother and Child)', 'Leadership - Mat/Newborn Dashboard', 'Organization Data Acknowledgement', 'Organization Local Administration', 'Organization Local Administration (Labour/Birth/Postpartum only)', 'Organization Local Administration (NICU only)', and 'Organization queue management (Upload only)'. The 'Roles:' label is highlighted with a red circle. At the bottom right, there are 'SAVE' and 'CANCEL' buttons, with the 'SAVE' button highlighted with a red circle.

Note: Enable Multi-Factor Authentication = false field is for the BORN Helpdesk only.

ASSIGNING USER ROLES

- Assign roles (type of access) within your organization – see [Appendix A - Guide for Assigning User Roles](#)

Figure 7 - Assigning User Roles

Please specify the user's role within this organization.

Roles *:

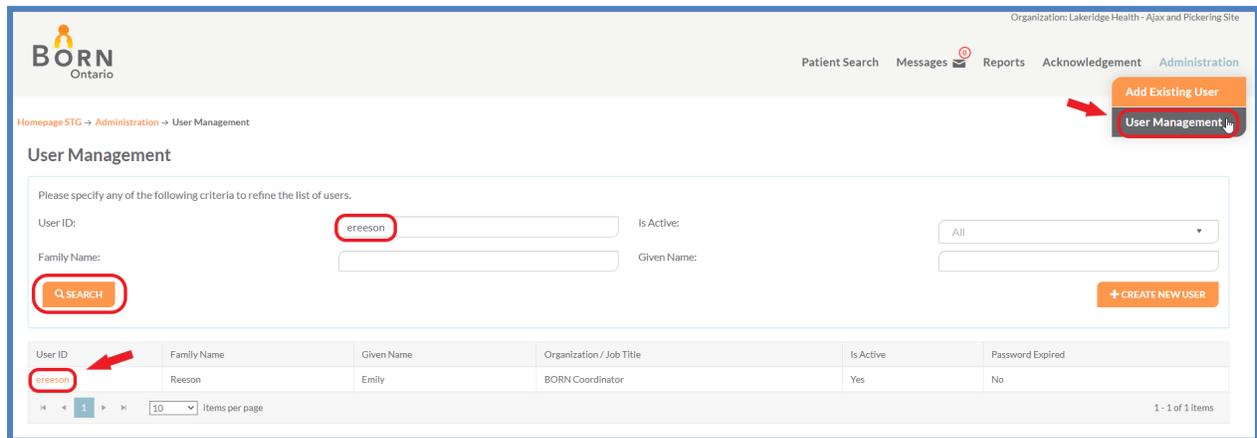
- Data Entry - HBHC Encounter
- Genetics MFM Data Entry
- Genetics MFM Standard Reports
- HBHC Screening Status Report
- Hospital - IT Department
- Hospital Data Analysis - NICU
- Hospital Data Analysis - Administrative reports
- Hospital Data Analysis - Clinical reports
- Hospital Data Entry - Antenatal General
- Hospital Data Entry - Birth (Mother and Child)
- Hospital Data Entry - Post Partum (Mother and Child)
- Leadership - Mat/Newborn Dashboard
- Organization Data Acknowledgement
- Organization Local Administration
- Organization Local Administration (Labour/Birth/Postpartum only)
- Organization Local Administration (NICU only)
- Organization queue management (Upload only)

- Click box to assign a role, unclick to remove and save.
- Additional roles may be added by BORN
- Edit BIS user roles as required

EDITING USER ACCOUNTS

- Once you have added a user to your organization or created a new user account, you can make changes through the 'Edit User' screen.
- Click the **Administration** link then click **User Management** to access the **Edit User** page
- Search using unique BIS user ID OR Family and Given name
- Click on the **User ID hyperlink** to advance to the Edit User screen

Figure 8 - Edit User



- Use the Edit User screen to:
 - Modify contact information
 - Change passwords
 - Reset PINs
 - Change user roles
 - Revoke Access from my organization

- User IDs cannot be edited
 - If a new User ID is requested due to a name change, create a new user account and make the old account inactive by clicking 'No' on the 'Is Active' section of the Edit User screen (See [Making an Existing User Not Active](#))

Figure 9 - Edit User Screen

Homepage STG → Administration → User Management → Add/Edit User

Edit User

MY ACCEPTABLE USE AGREEMENT

* fields are mandatory

User ID *: Prefix:

Given Name *: Middle Name: Family Name *:

Job Title *: Email Address:

Telephone 1 *: Telephone 2:

Is Active *: Yes No

CHANGE PASSWORD

Enable Multi-Factor Authentication (MFA): true

Preferred Language *:

Turn BORN Messaging Notifications Off:

Turn on BORN Messaging Out of Office Notification:

Start Date: (dd-mm-yyyy)

End Date: (dd-mm-yyyy)

Out of Office Message:

Organization: Lakeridge Health - Ajax and Pickering Site

Please specify the user's role within this organization.

Roles *:

- Genetics MFM Data Entry
- Genetics MFM Standard Reports
- Hospital - IT Department
- Hospital Data Analysis - NICU
- Hospital Data Analysis - Administrative reports
- Hospital Data Analysis - Clinical reports
- Hospital Data Entry - Antenatal (General)
- Hospital Data Entry - Birth (Mother and Child)
- Hospital Data Entry - NICU
- Hospital Data Entry - Post Partum (Mother and Child)
- Leadership - Mat/Neonborn Dashboard
- Organization Data Acknowledgement
- Organization Data Upload
- Organization Local Administration
- Organization Local Administration (Labour/Birth/Postpartum only)
- Organization Local Administration (NICU only)
- Organization queue management (Upload only)

REVOKE ACCESS FROM MY ORGANIZATION

MAKING AN EXISTING USER NOT ACTIVE

- Click the **Administration** link then click **User Management** to access the **Edit User** page
- Search using unique BIS user ID OR Family and Given name
- Click on the **User ID hyperlink** to advance to the Edit User screen

FOR USERS WITH **BIS** ACCESS PRIVILEGES FOR YOUR ORGANIZATION ONLY:

- Make the user inactive by clicking 'No' on the 'Is Active' section of the Edit User page:

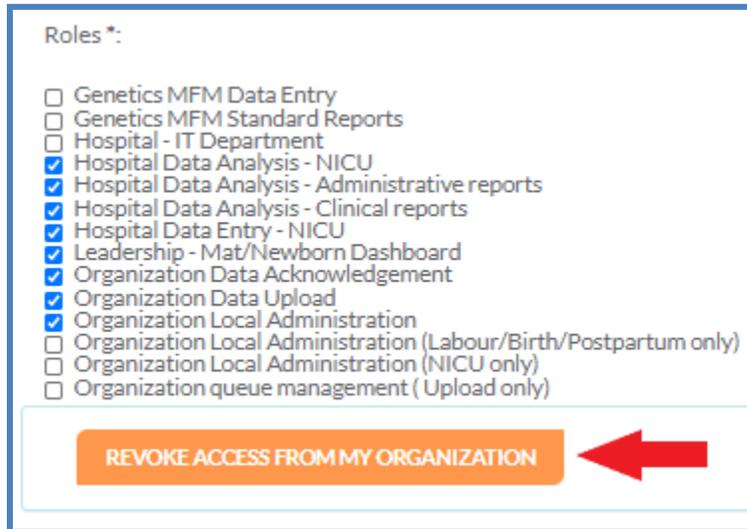
Figure 10 –Edit User Screen - Is user Active?

A screenshot of a form field labeled "Is Active*:". To the right of the label are two radio buttons: "Yes" (unselected) and "No" (selected).

For users with **BIS** access privileges at more than one organization:

- Revoke access from your organization **only** by using the 'Revoke Access from My Organization' button.
- This will remove all permissions the user has for your organization, but will not delete the user from the BIS.
- This button will not display for users with access to your organization only.

Figure 11 - Revoke Access from my Organization

A screenshot of a user management interface showing a list of roles under the heading "Roles *:". The roles are listed with checkboxes, some of which are checked. At the bottom of the list is an orange button labeled "REVOKE ACCESS FROM MY ORGANIZATION" with a red arrow pointing to it from the right.

Roles *:

- Genetics MFM Data Entry
- Genetics MFM Standard Reports
- Hospital - IT Department
- Hospital Data Analysis - NICU
- Hospital Data Analysis - Administrative reports
- Hospital Data Analysis - Clinical reports
- Hospital Data Entry - NICU
- Leadership - Mat/Newborn Dashboard
- Organization Data Acknowledgement
- Organization Data Upload
- Organization Local Administration
- Organization Local Administration (Labour/Birth/Postpartum only)
- Organization Local Administration (NICU only)
- Organization queue management (Upload only)

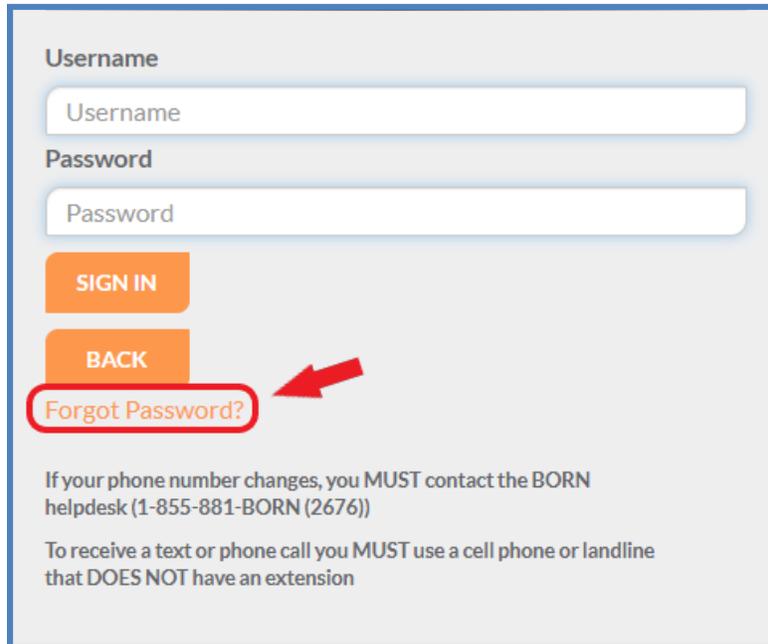
[REVOKE ACCESS FROM MY ORGANIZATION](#)

PASSWORDS AND PINS

USER FORGETS PASSWORD

- Users can change their own forgotten passwords by clicking the 'Forgot Password' link on the BIS login page and following these 3 steps:
 1. Enter your user ID
 2. Answer 2 security questions
 3. Create a new password

Figure 12 - Forgotten Passwords



2. User Wants to Change Password or PIN

- Users can reset their own passwords or PINs by accessing the 'Change Password' or "Change PIN" page under the profile tab on the Landing Page.

Figure 13 - Change Password or PIN



3. Password has expired

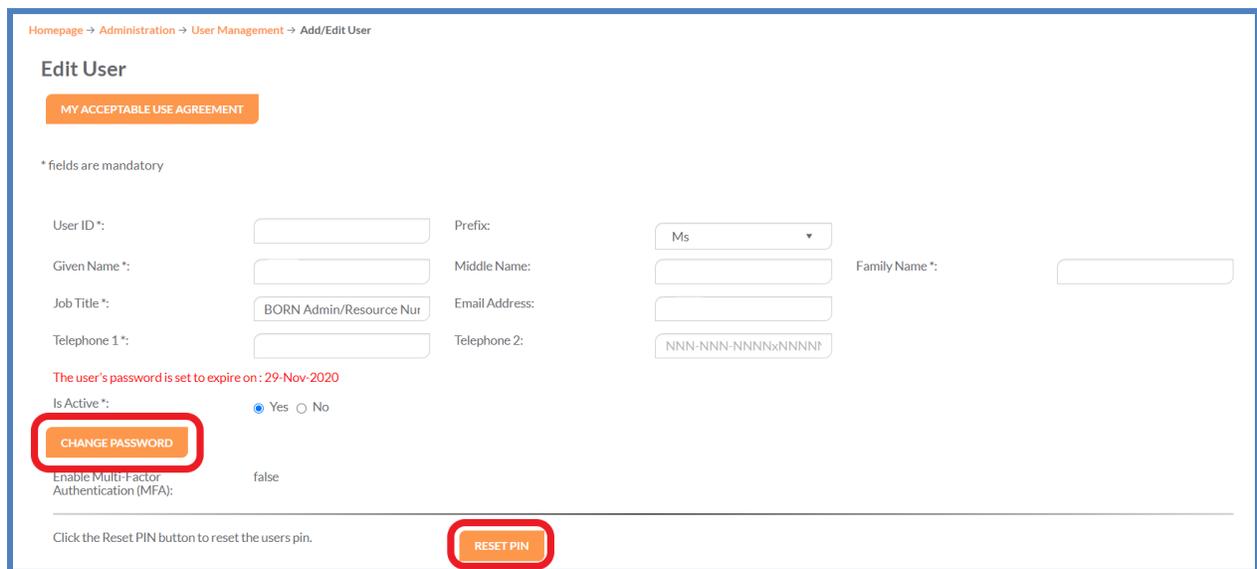
- Users will be prompted to change their expired password upon next login.
- PINs do not expire.

LOCAL ADMIN ROLE IN RESETTING PASSWORDS AND PINs

- If a user is unable to change their own password or has forgotten their PIN, you can change it for them:

- Click the **Administration** link then click **User Management** to access the **Edit User** page
- Search using unique BIS user ID OR Family and Given name
- Click on the **User ID hyperlink** to advance to the Edit User screen
- Click 'Change Password' or 'Reset PIN'

Figure 14 - Changing a Password or Resetting a PIN



Homepage → Administration → User Management → Add/Edit User

Edit User

MY ACCEPTABLE USE AGREEMENT

* fields are mandatory

User ID *: Prefix:

Given Name *: Middle Name: Family Name *:

Job Title *: Email Address:

Telephone 1 *: Telephone 2:

The user's password is set to expire on: 29-Nov-2020

Is Active *: Yes No

CHANGE PASSWORD

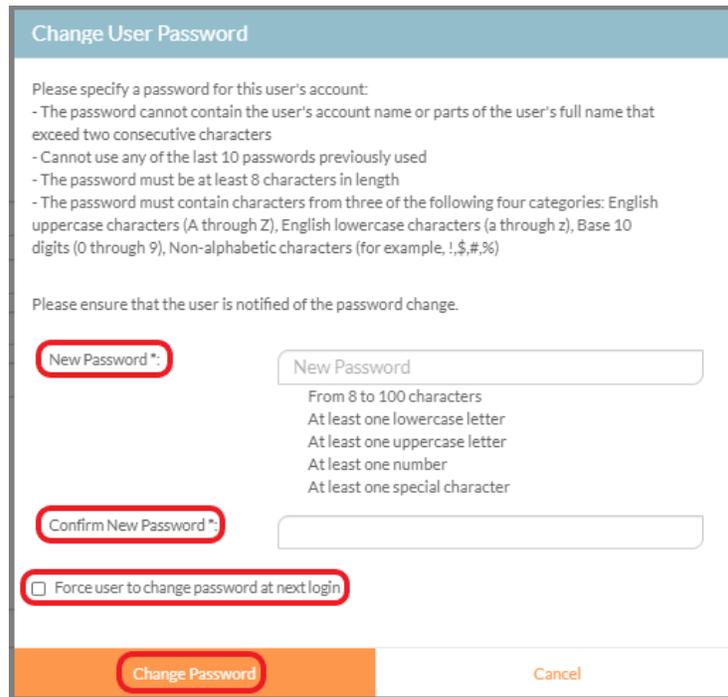
Enable Multi-Factor Authentication (MFA): false

Click the Reset PIN button to reset the users pin. **RESET PIN**

IF CLICKING ‘CHANGE PASSWORD’

- A ‘Change User Password’ box will pop up:
 - Enter a new generic password in the ‘New Password’ field. Enter it again in the ‘Confirm New Password’ field
 - The password must be at least 8 characters in length, contain at least one lowercase letter, at least one uppercase letter, at least one number and at least one special character
- Check the ‘Force user to change password at next login’ box as a measure of security and privacy
- Click ‘Change Password’ to save the changes
- Notify the user of new password

Figure 15 - Change User Password



Change User Password

Please specify a password for this user's account:

- The password cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Cannot use any of the last 10 passwords previously used
- The password must be at least 8 characters in length
- The password must contain characters from three of the following four categories: English uppercase characters (A through Z), English lowercase characters (a through z), Base 10 digits (0 through 9), Non-alphabetic characters (for example, !,\$,#,%)

Please ensure that the user is notified of the password change.

Force user to change password at next login

From 8 to 100 characters
At least one lowercase letter
At least one uppercase letter
At least one number
At least one special character

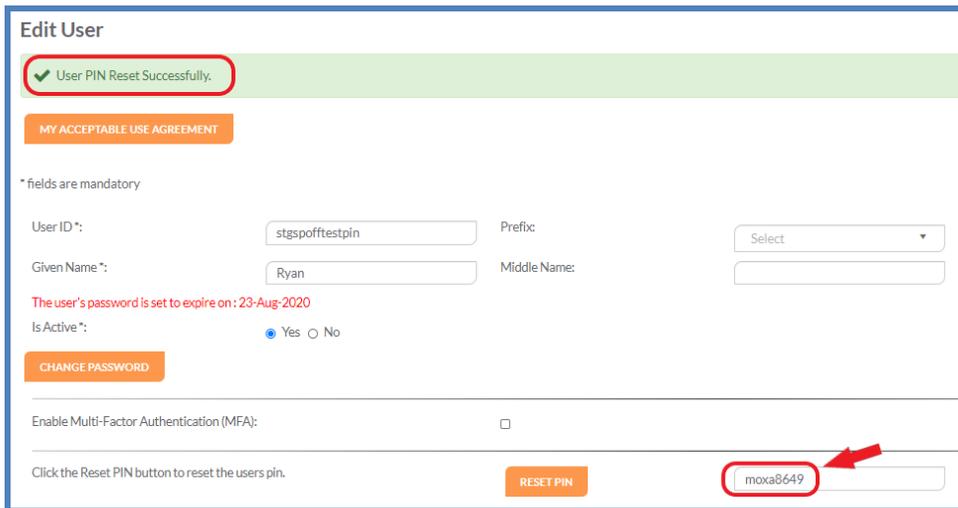
PASSWORD NOTES

- Local Administrators or BORN Helpdesk (1-855-881-2676) can be contacted for password lockouts:
 - Users will be asked to confirm their identity by answering their security questions when calling the BORN Helpdesk for assistance with passwords
- Passwords expire every 90 days
- At 15, 5, and 1 day(s) before a password is set to expire, a reminder email is sent to users if an email address has been added to their BIS profile

IF CLICKING 'RESET PIN'

- A small text box will open with a temporary PIN
- This can be entered by the user upon next login and can be changed in the 'Change PIN' section of the 'Profile' tab

Figure 16 - Temporary PIN



The screenshot shows the 'Edit User' interface. At the top, a green banner displays a success message: 'User PIN Reset Successfully.' Below this is a 'MY ACCEPTABLE USE AGREEMENT' button. A note states '* fields are mandatory'. The form contains several input fields: 'User ID*' (stgspofftestpin), 'Prefix' (a dropdown menu with 'Select' visible), 'Given Name*' (Ryan), and 'Middle Name*'. A red warning message indicates 'The user's password is set to expire on: 23-Aug-2020'. The 'Is Active*' section has radio buttons for 'Yes' (selected) and 'No'. Below this is a 'CHANGE PASSWORD' button. At the bottom, there is a checkbox for 'Enable Multi-Factor Authentication (MFA):'. A red arrow points to a text input field containing the temporary PIN 'moxa8649', which is also circled in red. A 'RESET PIN' button is located to the left of this field. A note at the bottom left says 'Click the Reset PIN button to reset the users pin.'

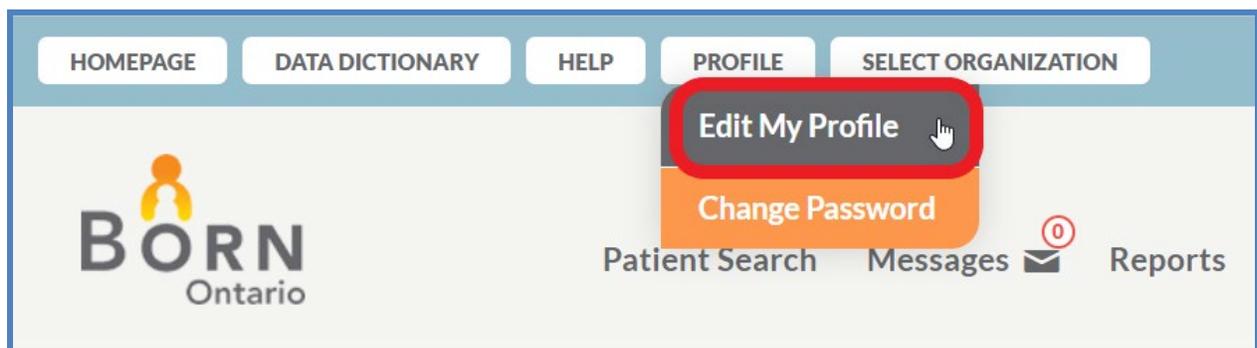
PIN NOTES

- Must be 6-8 alphanumeric characters
- Must contain at least 1 letter and 1 number
- Cannot contain the username
- Cannot contain the user's first or last name
- PIN is case sensitive

THE EDIT MY PROFILE LINK

- Remind users to access this 'Edit My Profile' tab to keep their profile up to date with current information such as phone number, email address and job title

Figure 17 - Edit my Profile



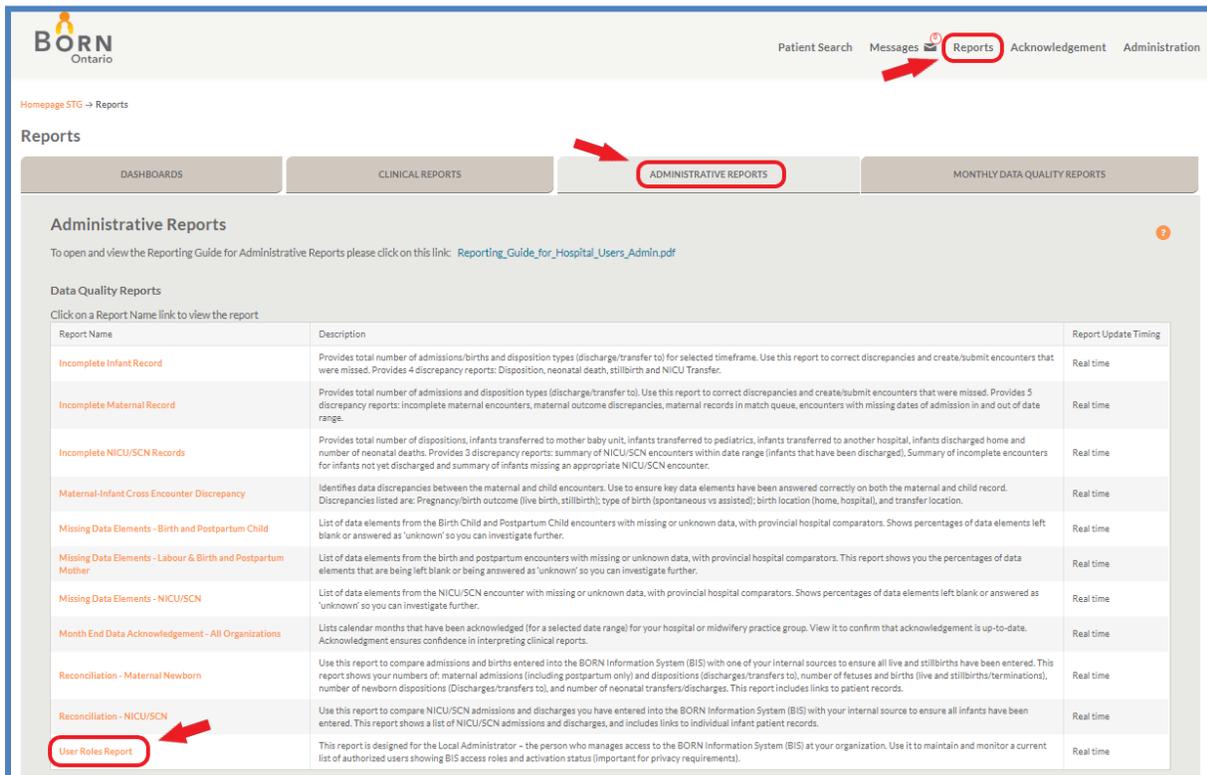
BIS USER REVIEW

- In January each year, or if you have a period of high staff turnover, the Local Administrator should perform a review of user accounts by running the **User Role Report**
- The User Role Report provides a list of all BIS users, roles, status and access privileges at your organization
- Your role as the BORN local administrator is to use this report to:
 1. Verify all users have appropriate roles and access
 2. Ensure users no longer requiring access have been made inactive or revoked (See [Making an Existing User Not Active](#))

How to Access the User Role Report

- To locate the User Roles Report:
 - Click the 'Reports' tab on the BIS landing page
 - Select the 'Administrative Reports' tab
 - Click and open the 'User Roles Report'

Figure 18 - User Roles Report



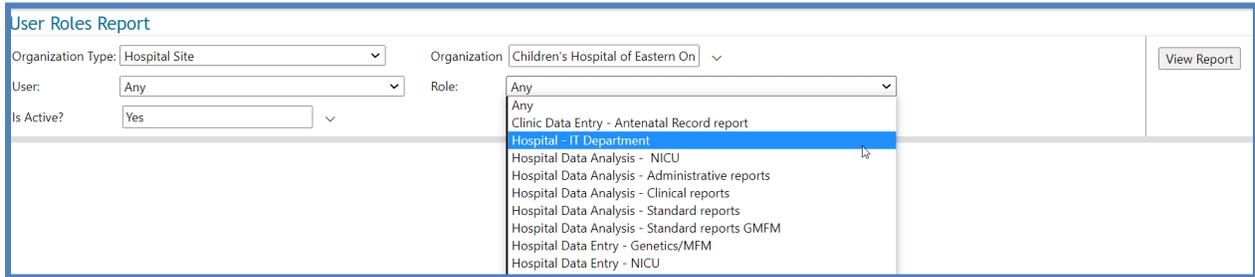
The screenshot shows the BORN Ontario web interface. At the top right, there are navigation links: Patient Search, Messages, Reports (highlighted with a red circle and arrow), Acknowledgement, and Administration. Below this, a breadcrumb trail reads 'Homepage/STG -> Reports'. A 'Reports' section contains three tabs: DASHBOARDS, CLINICAL REPORTS, ADMINISTRATIVE REPORTS (highlighted with a red circle and arrow), and MONTHLY DATA QUALITY REPORTS. Under 'Administrative Reports', there is a link to a reporting guide. Below that, a 'Data Quality Reports' section contains a table of reports. The 'User Roles Report' is highlighted with a red circle and arrow at the bottom of the table.

Report Name	Description	Report Update Timing
Incomplete Infant Record	Provides total number of admissions/births and disposition types (discharge/transfer to) for selected timeframe. Use this report to correct discrepancies and create/submit encounters that were missed. Provides 4 discrepancy reports: Disposition, neonatal death, stillbirth and NICU Transfer.	Real time
Incomplete Maternal Record	Provides total number of admissions and disposition types (discharge/transfer to). Use this report to correct discrepancies and create/submit encounters that were missed. Provides 5 discrepancy reports: Incomplete maternal encounters, maternal outcome discrepancies, maternal records in match queue, encounters with missing dates of admission in and out of date range.	Real time
Incomplete NICU/SCN Records	Provides total number of dispositions, infants transferred to mother baby unit, infants transferred to pediatrics, infants transferred to another hospital, infants discharged home and number of neonatal deaths. Provides 3 discrepancy reports: summary of NICU/SCN encounters within date range (infants that have been discharged), Summary of incomplete encounters for infants not yet discharged and summary of infants missing an appropriate NICU/SCN encounter.	Real time
Maternal-Infant Cross Encounter Discrepancy	Identifies data discrepancies between the maternal and child encounters. Use to ensure key data elements have been answered correctly on both the maternal and child record. Discrepancies listed are: Pregnancy/birth outcome (live birth, stillbirth); type of birth (spontaneous vs assisted); birth location (home, hospital), and transfer location.	Real time
Missing Data Elements - Birth and Postpartum Child	List of data elements from the Birth Child and Postpartum Child encounters with missing or unknown data, with provincial hospital comparators. Shows percentages of data elements left blank or answered as 'unknown' so you can investigate further.	Real time
Missing Data Elements - Labour & Birth and Postpartum Mother	List of data elements from the birth and postpartum encounters with missing or unknown data, with provincial hospital comparators. This report shows you the percentages of data elements that are being left blank or being answered as 'unknown' so you can investigate further.	Real time
Missing Data Elements - NICU/SCN	List of data elements from the NICU/SCN encounter with missing or unknown data, with provincial hospital comparators. Shows percentages of data elements left blank or answered as 'unknown' so you can investigate further.	Real time
Month End Data Acknowledgement - All Organizations	Lists calendar months that have been acknowledged (for a selected date range) for your hospital or midwifery practice group. View it to confirm that acknowledgement is up-to-date. Acknowledgement ensures confidence in interpreting clinical reports.	Real time
Reconciliation - Maternal Newborn	Use this report to compare admissions and births entered into the BORN Information System (BIS) with one of your internal sources to ensure all live and stillbirths have been entered. This report shows your numbers of: maternal admissions (including postpartum only) and dispositions (discharges/transfers to), number of fetuses and births (live and stillbirths/terminations), number of newborn dispositions (Discharges/transfers to), and number of neonatal transfers/discharges. This report includes links to patient records.	Real time
Reconciliation - NICU/SCN	Use this report to compare NICU/SCN admissions and discharges you have entered into the BORN Information System (BIS) with your internal source to ensure all infants have been entered. This report shows a list of NICU/SCN admissions and discharges, and includes links to individual infant patient records.	Real time
User Roles Report	This report is designed for the Local Administrator - the person who manages access to the BORN Information System (BIS) at your organization. Use it to maintain and monitor a current list of authorized users showing BIS access roles and activation status (important for privacy requirements).	Real time

- A new screen will open:
 - Choose to search by individual or all users and roles

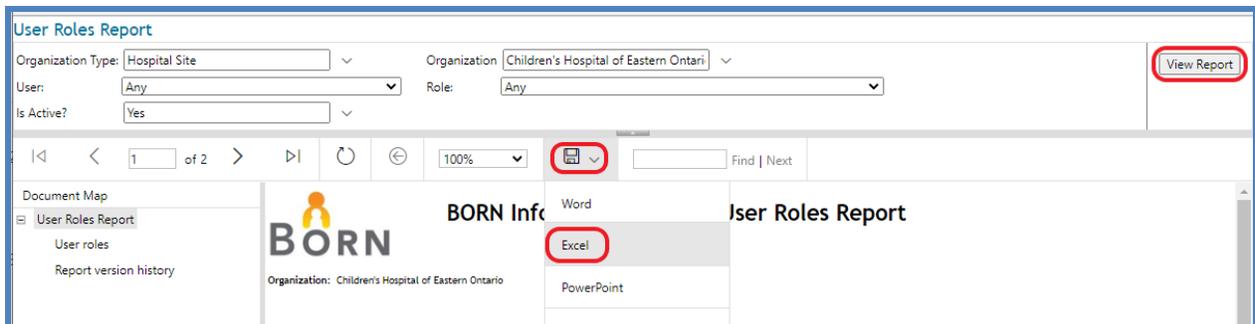
- To filter out inactive staff, choose 'No' in the 'Is Active' box
- Click 'View Report'

Figure 19 - User Roles Report by Role



- Export to Excel to view and print the report by clicking on the floppy disk icon
- See [BIS Reporting Guide](#) for more details:

Figure 20 - User Roles Report Export to Excel



BIS MESSAGING SYSTEM

The BIS messaging system is a safe and secure communication tool for sending Personal Health Information. All users of the BIS have access to the messaging system.



MESSAGING USER GUIDE

- Find the [BIS messaging guide](#) on the BORN Ontario website under Manual Data Entry Resources.

BIS TRAINING SITE

- The BIS training site mirrors the BIS and serves as an orientation tool
- Obtain mock OHIP numbers from your BORN Coordinator
- Training site passwords can be shared and do not expire
- Contact your BORN coordinator to obtain access to the BIS training site

ACCESSING THE BIS TRAINING SITE

- Visit the [BIS Training website](#)

KEY REMINDERS TO SAFEGUARD BIS INFORMATION

- We recommend having more than one, but less than 4 local administrators at your organization
 - This is so that your organization is not left without a local administrator during leaves, but also reduces the number of people who can add and remove accounts for security purposes
- Remind users of your organization's security and privacy best practice guidelines
- Deactivate users when they no longer require BIS access i.e., left organization (See [Making an Existing User Not Active](#))
- Use BIS messaging when sending personal health information to BORN employees

APPENDIX A - ASSIGNING BORN INFORMATION SYSTEM (BIS) USER ROLES

Table 1 - Data Entry BIS User Roles

Role	Name of Encounter	Notes
Genetics MFM Data Entry	Genetics MFM	Staff responsible for completing the Genetics MFM encounter. Applicable for participating hospitals.
Hospital Data Entry – Antenatal General	Antenatal General	Staff responsible for completing the Antenatal General encounter prior to admission for labour and birth.
Hospital Data Entry – Antenatal Specialty	Retired (May 31, 2020)	As of June 1 st the Antenatal Specialty encounter has been retired and replaced with the Genetics MFM encounter.
Hospital Data Entry – Birth (Mother and Child)	Labour - Birth and Birth Child	Staff and midwives responsible for completing the Labour/Birth Mother and Birth Child encounter
Hospital Data Entry – Postpartum (Mother and Child)	Postpartum Mother and Postpartum Child	Staff and midwives responsible for completing the Postpartum Mother and Child encounter
Hospital Data Entry – HBHC Encounter	HBHC	Staff, midwives and hospital agents (e.g. Public Health Nurse): Midwife responsible for completing the HBHC encounter. Applicable for participating hospitals.
Hospital Data Entry – NICU	NICU/SCN	Staff responsible for completing the NICU encounter

Table 3 - Data Use BIS User Roles

Role	Report	Notes
Hospital Data Analysis - Clinical reports	<p>Dashboards</p> <p>Maternal Newborn Dashboard</p> <p>NICU/SCN Dashboard</p> <p>Maternal Newborn Clinical Reports</p> <p>Baby Friendly, Key Indicator (Infant and Maternal), Maternal Newborn Dashboard, Profile of Birth (Mother, Newborn, Demographics FSA and Pregnancy) and Robson Caesarean Section Monitoring</p> <p>NICU/SCN Clinical Reports</p>	<p>For access to: clinical reports (E.G. Key Indicator, Profile, Maternal Newborn Dashboard, Baby Friendly) that provide Monitoring, analyzing performance, benchmarking and review of maternal/newborn patient outcomes and clinical practice</p> <p>The Data Download Reports allow extraction of record-level patient data entered into labour, birth mother and postpartum child encounters mother, birth child, postpartum</p>
Hospital Data Analysis – NICU	Permits access to NICU Clinical Reports and Data Download Report for NICU data at the record level	Unit clerk, RN, manager, charge nurse, decision support, senior leadership
Leadership – Maternal/ Newborn Dashboard	Permits access MND display and MND report	Senior leadership, managers



Table 4 - Other BIS User Roles

Role	Purpose	Notes
Hospital IT Department	Create and reset passwords	Hospital IT staff
Organization Data Acknowledgment	Acknowledge monthly data	Charge nurse, manager, unit clerk
Organization Local Administration	User management: create new users, assign roles, revoke access, change passwords, etc. and acknowledge Labour/Birth/Postpartum and NICU/SCN data Access to User Roles Report for their organization	Charge nurse, manager, unit clerk, director, etc.
Organization Local Administration – (Labour/Birth/Postpartum only)	User management: create new users, assign privileges, revoke access, change passwords, etc. for Labour/Birth and Postpartum encounters and acknowledge Labour/Birth/Postpartum data	Charge nurse, manager, unit clerk, director, etc.
Organization Local Administration- (NICU only)	User management for NICU encounters ONLY: create new users, assign privileges, revoke access, change passwords, etc. as well as acknowledging NICU data	Charge nurse, manager, unit clerk, director, etc.
Organization queue management - (Upload only)	Upload queues - normalization, cleansing, and match queues	IT, decision support, nurse, clinical informatics, health records staff, unit clerk, etc.

APPENDIX B – LOCAL ADMINISTRATOR CHECKLIST

- ✓ Perform **annual review** of all BIS users in January of each year or after high staff turnover
 - Do users have appropriate access?
 - Have users been inactivated if they no longer need access?
 - How many local administrators do you have at your organization? Access should be limited to 2-3.

- ✓ Remind staff to use **BIS messaging** system to safely transmit Personal Health Information to BORN Coordinators

- ✓ Educate users about **security and privacy best practice** guidelines
 - Never share passwords
 - Log out of BIS when finished entering, viewing or downloading data
 - Download data to a secure location on a network drive with restricted access
 - Do not use any portable device to store information or an unencrypted ported device
 - Only share data within your organization via secure drives
 - Do not print record level data with identifiers
 - Ensure computer screens/tablets are not visible to patients or the public when viewing BIS screens
 - Ensure you are aware of your organization’s security and privacy guidelines
 - Contact your BORN coordinator and hospital privacy officer in the case of a suspected or actual privacy breach

- ✓ Remind users to update their **profile** (i.e. email address changes, change password, etc.)

- ✓ When creating a new user, always include a work **email address** to facilitate communication on password renewals and other administrative communication.

- ✓ Educate users about the **BORN training site**
 - Mirrors the BORN Information System with identical functionality and data fields
 - Available to local administrators for BIS orientation with mock data
 - Mock OHIP numbers can be obtained from your BORN Coordinator
 - Training site passwords can be shared **unlike** passwords for the BORN Information System
 - To access the training site: (see [BIS Training Site](#))