



## Active Practice Reports for Midwives

### What is the Active Practice Report?

Midwives run and submit this report to the College of Midwives of Ontario (CMO) every year. It provides a tally of all births a midwife has attended, by location (home, hospital, or other) and by primary and second midwife.

### Do I have access to my Active Practice Report?

If you have a billing number in the BORN Information System (BIS) and have data entry access in the BIS, then yes, you have access to your Active Practice Report. Check with your midwifery practice group local administrator if you are unsure.

**Note:** Midwifery practice group administrators do not have access to this report. Individual midwives have access and ability to run their own report.

### How do I run my Active Practice Report?

Log into the BIS, and follow these 3 steps (circled in red below):

1. Click on **Reports** in top Right hand banner,
2. then click on **Administrative Reports**,
3. then select **Midwives Active Practice**

The screenshot shows the BORN Information System (BIS) interface. The top navigation bar includes links for HOME PAGE, DATA DICTIONARY, HELP, PROFILE, and SELECT ORGANIZATION. The user is logged in as BORN\ereason. The organization is identified as Barrie Midwives (MPG151). The main navigation area includes Patient Search, Messages, Reports (circled in red), Acknowledgement, and Administration. The Reports section is active, showing three categories: CLINICAL REPORTS, ADMINISTRATIVE REPORTS (circled in red), and MONTHLY DATA QUALITY REPORTS. Under Administrative Reports, there is a link to the Reporting Guide for Midwives Admin.pdf. Below this, there is a table of Data Quality Reports. The 'Midwives Active Practice' report is highlighted with a red circle and a red arrow pointing to it.

Report Name	Description	Report Update Timing
List of Courses of Care (Reconciliation)	This report helps reconcile data entry for all midwifery courses of care. Also provides basic clinic information on clients and babies along with basic billing details. Can be run by booking date, estimated date of birth or date of discharge from midwifery care.	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
Midwifery Incomplete Records - Infant	Identifies incomplete infant records. Use this report to correct discrepancies and create/submit encounters that were missed. Provides 3 discrepancy reports: Neonatal death, stillbirth and summary of infants not linked to a pregnancy and course of care record.	Real time
Midwifery Incomplete Records - Maternal	Identifies incomplete maternal records. Use this report to correct discrepancies and create/submit encounters that were missed. Provides 2 discrepancy reports: disposition (discharge/transfer to) and number fetus discrepancies.	Real time
Midwifery Missing Data Elements Infant	List of data elements from the Birth Child and Postpartum Child encounters with missing or unknown data, with provincial midwifery comparators. Shows percentages of data elements being left blank or being answered as 'unknown' so you can investigate further.	Real time
Midwifery Missing Data Elements Maternal	List of data elements from the antenatal, birth and postpartum encounters with missing or unknown data, with provincial midwifery comparators. Shows percentages of data elements left blank or being answered as 'unknown' so you can investigate further.	Real time
Midwives Active Practice	This Active Practice Report is one component of annual reporting by midwives to the College of Midwives of Ontario (CMO). Report shows the distribution of courses of care provided by an individual midwife. It is broken down by place of birth and the role of the midwife (primary or secondary) according to CMO yearly reporting requirements.	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. Acknowledgment ensures confidence in interpreting clinical reports.	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



Now, follow another 3 steps:

1. Enter the **time frame** you wish to run the report for (e.g. July 1 2019 to June 30 2020),
2. click **View Report**, and
3. **Export to Excel** once the report displays. You can save it and submit it to the CMO.

The screenshot shows the BORN Ontario Midwives Active Practice report interface. The browser address bar shows the URL: mfa-azr2.bornontario.ca/ReportViewPopup.aspx?securableId=24878&params=eyJzZWN1cmFibGVfbmFtZSI6MjQ4NzgsInVzZXJfaWQiOiJCT1JOXFlcmVlc291liwiY3VyYXNI... The page title is "Midwives Active Practice". The "Newborn DOB Start" is set to 7/1/2019 and "Newborn DOB End" is set to 6/30/2020. A "View Report" button is visible. The "Midwife" dropdown is empty. The report content area shows the BORN logo and the title "Midwives Active Practice". The report content is titled "Distribution of courses of care (CoC), by..." and "e of midwife to 30-Jun-2020". The report content is a table with columns for "Infant DOB", "Client code", "CoCs - w", "Actual PoB MW Primary", "Actual PoB MW Second", "Planned PoB MW Primary", "Actual PoB MW Primary", and "Actual PoB MW Second". The table content is partially obscured by a red box with the text "Export to Excel to save and submit to the CMO".

### What information does the Active Practice Report provide?

- ✓ The columns are grouped into the reported places of birth - home, hospital and other
- ✓ If you were the Primary midwife (MW), this report shows you the client's **planned** place of birth (PoB) at the beginning of the intrapartum period, as well as the **actual** place of birth for the same client
- ✓ If you were the Second midwife (MW), this report shows only the actual place of birth (PoB) for your clients



## How to interpret your Active Practice Report:

<b>Midwives Active Practice Report</b>									
Distribution of courses of care (CoC), by place of birth (PoB) and role of midwife Midwife xx courses of care for clients with infants born between 01-Apr-2019 to 31-Mar-2020									
Infant DOB	Client code	CoCs - women who delivered at home			CoCs - women who delivered in hospital			CoCs - Actual PoB Other	
		Actual PoB	Actual PoB	Planned PoB	Actual PoB	Actual PoB	Planned PoB	Actual PoB	Actual PoB
		MW Primary	MW Second	MW Primary	MW Primary	MW Second	MW Primary	MW Primary	MW Second
		n	n	n	n	n	n	n	n
2019-2020		5	4	4	27	31	26	0	0
Apr 2019	Monthly total:	1	0	1	3	3	3	0	0
	cc#/MPG	1	0	1	0	0	0	0	0
	cc#/MPG	1	0	1	0	0	0	0	0
	cc#/MPG	0	0	0	0	1	0	0	0
	cc#/MPG	0	0	0	1	0	0	0	0
	cc#/MPG	0	0	0	0	0	1	0	0
	cc#/MPG	0	0	0	1	0	1	0	0
	cc#/MPG	0	0	0	0	1	0	0	0

**Note:** In the table above: 1 = Yes and 0 = No.

**Example 1:** If the actual PoB column equals 1 and the planned PoB column equals 1 for a given client, the client's planned and actual PoB were the same location. (This is displayed in the screenshot above with **blue** boxes)

**Example 2:** If the actual PoB column equals 1 but the planned PoB column equals 0 for a given client, the actual place of birth was not the planned place of birth. (This is displayed in the screenshot above with **yellow** boxes)

### Notes:

- This report supports the College of Midwives of Ontario reporting requirements
- The reports do not remove Transfers of Care
- A Course of Care will not be included where a primary midwife was not listed in the clinical record in the BIS
- The report includes all midwifery practice groups that a midwife is affiliated with within the dates selected. For midwives who worked at more than one practice group in the timeframe for which the report is run, all of those clients will be in the report.
- If you are not currently associated with a practice group, contact a BORN coordinator, found here [BORN Website - Coordinator Page](#)