

Possible Questions asked by Maternal and Child Health (MCH) Nurses re the Preparation of the MCH Annual Report

Now the majority of local government areas in Victoria have introduced computer systems for their MCH service the daily analysis sheet, birth notification register and the daily and monthly tally sheets are no longer in use. It is with this in mind that this information sheet has been prepared. Simple ways to check your annual report for accuracy will be built into the electronic version of the report and outlined in the questions and answers below.

Question:

Why are there now bright yellow sections in the report?

Answer:

It is a requirement that these sections are completed before submission of the report. It will assist with the smooth collation of the annual report.

Question:

What are the data checks doing on the annual report form?

Answer:

They are simple checks that a lot of Maternal and Child Health Nurses already use to check the accuracy of their reports. All of the cells in the far right hand column need to read as correct before the report is submitted.

Question:

Birth Notifications

How do I check that I have recorded all the birth notifications correctly?

Answer:

Check the Annual Report form for accuracy. Section 1a (Total number of birth notifications received) on the form should equal 2a-1 (Number of infants enrolled) plus 3g (Analysis of non-enrolled birth notifications).

Question:

How do I know that I have correctly recorded the number of histories of babies born in the 2007-2008 financial year.

Answer:

2c-1 must be equal or greater than 2d-1 i.e. the number of new enrolments in this section must be greater than or equal to the number of active infant record cards.

Question:

How do I check that I haven't recorded a key ages and stages check twice?

Answer:

Please see section 4: The total numbers of Home Visits, 2 week, 4 week, 8 week and 4 month key ages and stages checks should be equal to or less than the number of babies in the 0-1 year section or 2d/1.

Question

Do I have to record the MIST Test?

Answer

The MIST Test is a requirement of the 3.5 year assessment and the 3.5 year old check cannot be counted and recorded as complete until the MIST Test has been undertaken.

Question:

How do I calculate my participation rates for the year.

Answer:

Please see your 2006 copy of the Maternal and Child Health Program Resource Guide pages 46-47. This section provides clear guidelines for calculating participation rates.

Breastfeeding Rates:

How do I determine if a mother is exclusively or partially breastfeeding?

Answer**Breastfeeding status**

As outlined by the Australian Government Department of Health and Ageing, the World Health Organization (WHO) and other health authorities, it is important to provide a consistent definition of breastfeeding to enable accurate comparison of data.

Fully breastfeeding

The fully breastfed rate is the **combined rate of exclusively breastfed and predominantly breastfed**. An **exclusively** breastfed infant receives only breast-milk with no other liquids or solids except vitamins, mineral supplements or medicines. A **predominantly** breastfed infant receives breast-milk and water, water-based drinks, fruit juice or oral rehydration salts but no breast milk substitutes or solids.

(Commonwealth Department of Health and Aged Care, 2001)

Partially or complementary breastfeeding

The infant receives breast milk and solids or semi-solid foods or non-human milk. It allows the infant to receive any food or liquid including non-human milk as well as breast milk.

Question:

Do I include the number of Key Ages and Stages visits provided by the Enhanced Maternal and Child Health Service in the MCH Annual Report.

Answer:

Funding arrangements for service providers pertaining to Key Ages and Stages consultations, requires the number of Key Ages and Stages consultations conducted by the Enhanced Maternal and Child Health Service to be included in the universal Maternal and Child Health Annual Data Report undertaken by municipalities on 30 June each year (*Enhanced Maternal and Child Health Guidelines, 2003-2004*)

It is our understanding that the number of key ages and stages visits provided by the Enhanced MCH Service is automatically calculated by those local government areas that have computer systems for MCH. Enhanced key ages and stages visits do not need to be shown as a separate item on the Annual Report form.