

Maternal and Child Health Annual Report

Guidelines for completing the 2008/2009 Annual Report Forms

These guidelines have been prepared to assist in the collection and aggregation of information for the Maternal and Child Health Annual Report 2008/2009.

The data collection items for the 2008/2009 annual report are the same as those collected for the 2007/2008 annual report including the key ages and stages activities for Aboriginal and Torres Strait Islanders and Non-Aboriginal and Torres Strait Islanders. The hours for the flexible capacity service will continue to be collected. The number of key ages and stages activities completed by the Enhanced Home Visiting Maternal and Child Health Service are NOT required for this report. We are also no longer collecting Enhanced Home Visiting case closures.

The package includes forms for each Maternal and Child Health Centre, however, the Department requires only one completed form per municipality. This requires the individual Maternal and Child Health Centre forms to be aggregated at a municipal level..

To assist in the processing of the data it is important that each Maternal and Child Health Centre report is checked and corrected before their respective figures are incorporated into the municipal total. A checklist has been included to assist in this process. Please note that completed reports received by the Department will not be sent back for correction.

If you require any further information re the MCH Annual Report please call Alison Nuske on 9096 7074. Please email all forms to your appropriate Department of Education and Early Childhood Development, **Regional Maternal and Child Health Contact by Friday 17th July 2009** (a list of contacts has been attached).

Information to assist in the compilation of the MCH Annual Report

Section No.	Form from which the information is obtained	Column
Section 1	Birth Notifications	
1a	Birth Notification and Enrolment Record	4
	Birth notifications received in the previous financial year should not included in this total	
Section 2	Analysis of Enrolments	
2a-1	Birth Notification and Enrolment Record	8.1
2b-2	Birth Notification and Enrolment Record	8.2
2c	Birth Notification and Enrolment Record	7
2d*-1,2,3,4,5 & 6	Count the record cards in Section 1 of each drawer	
2e*-1,2,3,4,5 & 6	Count the record cards in Section 1 & 2 of each drawer	
2f*-1,2,3,4,5 & 6	Count transfer cards in front of each drawer	
2g	Birth Notification and Enrolment Record	10

Checklist:

- 2a-1 plus 3g equals 1a
- 2c-1 must be equal to or greater than 2d-1
- 2d-1 must be equal to 2e-1
- 2d-2 must be equal to or less than 2e-2
- 2d-3 must be equal to or less than 2e-3
- 2d-4 must be equal to or less than 2e-4
- 2d-5 must be equal to or less than 2e-5
- 2d-6 must be equal to or less than 2e-6

Section No.	Form from which the information is obtained	Column
Section 3	Analysis of Non – Enrolled Birth Notifications	
3a	Birth Notification and Enrolment Record	9.1
3b	Birth Notification and Enrolment Record	9.2
3c	Birth Notification and Enrolment Record	9.3
3d	Birth Notification and Enrolment Record	9.4
3e	Birth Notification and Enrolment Record	
3f	Birth Notification and Enrolment Record	9.5
3g	Add up all Section 3 (3a-3f)	

Section No.	Form from which the information is obtained	Column
Section 4	Number of Key Ages & Stages	Key Ages & Stages
4/1a	Daily Activities Tally Sheet	Home Consultation
4/1b	Daily Activities Tally Sheet	2 wks
4/1c	Daily Activities Tally Sheet	4 wks
4/1d	Daily Activities Tally Sheet	8 wks
4/1e	Daily Activities Tally Sheet	4 mths
4/1f	Daily Activities Tally Sheet	8 mths
4/1g	Daily Activities Tally Sheet	12 mths
4/1h	Daily Activities Tally Sheet	18 mths
4/1i	Daily Activities Tally Sheet	2 yrs
4/1j	Daily Activities Tally Sheet	3.5 yrs
4/1k	Daily Activities Tally Sheet	Total Key Ages and Stages Service Hours
4/2	Daily Activities Tally Sheet	MCH Enhanced Service Data Collection, 27 service activities (page 7) Record whether a key ages and stages consultation was made at this service activity

Section No.	Form from which the information is obtained	Column
Section 5	Number of universal MCH Flexible Capacity Activities	
5a	Daily Activities Tally Sheet	Groups
5b	Daily Activities Tally Sheet	Community Strengthening Activity
5c	Daily Activities Tally Sheet	Additional Consultation
5d	Daily Activities Tally Sheet	Telephone Consultation
5e	Daily Activities Tally Sheet	Total Flexible Service Capacity Hours
Section 6	MIST	
6a	Daily Activities Tally Sheet	MIST Attended
6b	Daily Activities Tally Sheet	MIST Referral
Section 7	Opportunistic Immunisations	
8a	Daily Activities Tally Sheet	Opp Immunisation
Section 8/1	Reason for Counselling- Child Health and Wellbeing	Child Health & Wellbeing -Counselling
8/1a	Daily Activities Tally Sheet	Visual
8/1b	Daily Activities Tally Sheet	Auditory
8/1c	Daily Activities Tally Sheet	Communication
8/1d	Daily Activities Tally Sheet	DDH
8/1e	Daily Activities Tally Sheet	Congenital Anomaly
8/1f	Daily Activities Tally Sheet	Growth
8/1g	Daily Activities Tally Sheet	Development
8/1h	Daily Activities Tally Sheet	Pot. Dis. Condition
8/1i	Daily Activities Tally Sheet	Accident
8/1j	Daily Activities Tally Sheet	Illness
8/1k	Daily Activities Tally Sheet	Nutrition Altered
8/1l	Daily Activities Tally Sheet	Dental/Oral
8/1m	Daily Activities Tally Sheet	Protective Notification

Section 8/2	Reason for Referral – Child Health and Wellbeing	Child Health & Wellbeing -Referral
8/2a	Daily Activities Tally Sheet	Visual
8/2b	Daily Activities Tally Sheet	Auditory
8/2c	Daily Activities Tally Sheet	Communication
8/2d	Daily Activities Tally Sheet	DDH
8/2e	Daily Activities Tally Sheet	Congenital Anomaly
8/2f	Daily Activities Tally Sheet	Growth
8/2g	Daily Activities Tally Sheet	Development
8/2h	Daily Activities Tally Sheet	Pot. Dis. Condition
8/2i	Daily Activities Tally Sheet	Accident
8/2j	Daily Activities Tally Sheet	Illness
8/2k	Daily Activities Tally Sheet	Nutrition Altered
8/2l	Daily Activities Tally Sheet	Dental/Oral
8/2m	Daily Activities Tally Sheet	Protective Notification

Section No.	Form from which the information is obtained	Column
Section 9/1	Mother/Family Counselling	Mother/Family Counselling
9/1a	Daily Activities Tally Sheet	Emotional
9/1b	Daily Activities Tally Sheet	Physical
9/1c	Daily Activities Tally Sheet	Social Interaction Impaired
9/1d	Daily Activities Tally Sheet	Domestic Violence
9/1e	Daily Activities Tally Sheet	Family Planning
Section 9/2	Mother/Family Referrals	Mother/Family Referrals
9/2a	Daily Activities Tally Sheet	Emotional
9/2b	Daily Activities Tally Sheet	Physical
9/2c	Daily Activities Tally Sheet	Social Interaction Impaired
9/2d	Daily Activities Tally Sheet	Domestic Violence
9/2e	Daily Activities Tally Sheet	Family Planning
Section 12	Aboriginal and Torres Strait Islander Origin	Aboriginal and/or Torres Strait Islander Origin
12a	Use a worksheet to help collate these figures	Total number of Koori children identified
12a-1	All cards in drawer 1 (08/09)	
12a-2	All cards in Section 1&2 of drawer 2 (07/08)	
12a-3	All cards in Section 1&2 of drawer 3 (06/07)	
12a-4	All cards in Section 1&2 of drawer 4 (05/06)	
12a-5	All cards in Section 1&2 of drawer 5 (04/05)	
12a-6	All cards in Section 1&2 of drawer 6 (03/04)	
12b		Total number of Active Koori children
12b-1	All cards in drawer 1 (08/09)	
12b-2	All cards in Section 1 of drawer 2 (07/08)	
12b-3	All cards in Section 1 of drawer 3 (06/07)	
12b-4	All cards in Section 1 of drawer 4 (05/07)	
12b-5	All cards in Section 1 of drawer 5 (04/05)	
12b-6	All cards in Section 1 of drawer 6 (03/04)	

Checklist:

- 12b-1 must be equal to 12a-1
- 12b-2 must be equal to or less than 12a-2
- 12b-3 must be equal to or less than 12a-3
- 12b-4 must be equal to or less than 12a-4
- 12b-5 must be equal to or less than 12a-5
- 12b-6 must be equal to or less than 12a-6