





# **Guide for UKMidSS Reporters**



## Contents

C	ontent	s		L
1	Wł	nat is	UKMidSS?	2
	1.1	Вас	kground	2
	1.2	The	UK Midwifery Study System (UKMidSS)	2
2	Wh	nere t	o go for more information	3
	2.1	You	r details	3
3	Mc	onthly	/ reporting	1
	3.1	'Cas	ses' and 'nil returns'	5
	3.1	.1	How to identify your cases	5
	3.2	Rep	orting 'denominator data'	5
	3.3	Cas	e Identification numbers (IDs)	5
	3.3	.1	Keeping track of your cases	5
4	Ide	ntify	ing controls/comparison women	ō
5	Ent	ering	g data	7
	5.1	Кеу	points	7
	5.2	Hov	v to enter data	3
	5.2	.1	Logging in	3
	5.2	.2	Your home page ('Subject Matrix')	3
	5.2	.3	Entering data	)
	5.2	.4	Children in Low-income Families Score	)
	5.2	.5	Data issues (DIs)	L
	5.2	.6	Discrepancy Notes (DNs)12	2
	5.2	.7	Completing the form14	ł
	5.2	.8	Editing a completed form14	ļ
	5.2	.9	Entering data on controls16	5

## 1 What is UKMidSS?

## **1.1 Background**

Government policy on maternity care says that healthy women with straightforward pregnancies should have a choice about where to plan to have their baby, including care in a midwifery-led setting. National guidelines recommend that women may choose any birth setting, but that for healthy women with straightforward pregnancies midwifery units are "particularly suitable".

Because care in midwifery-led settings is becoming increasingly important, we need more information to improve care and make it even safer and also to see if it may be safe for some women with more complicated pregnancies to plan birth in these settings. This information is not routinely available.

## **1.2 The UK Midwifery Study System (UKMidSS)**

The UK Midwifery Study System (UKMidSS) is a national infrastructure to facilitate a programme of national studies of uncommon events and conditions affecting women planning birth in midwifery units. UKMidSS had focussed on alongside midwifery units (AMUs) because that is where most births in midwifery-led settings are planned and take place. However, now we also include freestanding midwifery units (FMUs), and may have the opportunity to also include planned home births in the future. UKMidSS uses similar methods to the successful UK Obstetric Surveillance System (UKOSS) which has run in hospital obstetric units since 2005. The first three studies carried out using UKMidSS investigated outcomes in (a) severely obese women starting labour care in an AMU, (b) women with a baby admitted to neonatal care after birth in an AMU and (c) multiparous women starting labour care in an AMU who had experienced a previous PPH.

The fourth UKMidSS study investigates outcomes in (d) women giving birth in an AMU or FMU and having a PPH requiring transfer to an obstetric unit or receiving care from an obstetrician for a PPH on the midwifery unit. This study (PPH Study) starts on 1<sup>st</sup> September 2018 and is used as an example in this guide.

UKMidSS is led from the National Perinatal Epidemiology Unit (NPEU) at the University of Oxford and was funded by a National Institute for Health Research (NIHR) Post-doctoral Fellowship (PDF-2014-07-006) from 1<sup>st</sup> January 2015 to 31<sup>st</sup> December 2018 and by the Policy Research Programme in the Department of Health (Policy Research Unit in Maternal Health and Care, Award 108/0001) and subsequently by a NIHR Research for Patient Benefit programme (PB-PG-0418-20005) and NIHR Policy Research Unit in Maternal Health and Care (PR-PRU-1217-21202).

## 2 Where to go for more information

There is more information about UKMidSS on our website <u>https://www.npeu.ox.ac.uk/ukmidss</u> and in the protocol in your UKMidSS folder. We will also send you a newsletter every three months to keep you up to date with news and progress. Finally, you can follow us on Twitter @NPEU\_UKMidSS or get in touch with us directly using the contact details in your folder.

## 2.1 Your details

We will use email, and occasionally phone or post, to keep in touch with you. If your contact details change or if you want let us know that the UKMidSS reporters for your unit are changing, please call or email us as soon as possible.

## **3 Monthly reporting**

At the beginning of every month each UKMidSS reporter will receive an email like this asking you to report for the previous calendar month:

Dear Jane,	
As you know, you are a UKMidSS reporter for The Lakeside midwife led unit, Lakeside Hospital, Laketown.	
Please provide your UKMidSS report for <b>September 2019</b> by following this link: https://ukmidss.npeu.ox.ac.uk/Report/19bdfb7533eb407b8934f9000c92e973	
Thank you, Rachel and the UKMidSS team	

By following the link in the email you will reach a screen like this:

UKMid55
Hello, Jane. Please report on the following:
Lakeside midwife led unit, Lakeside Hospital, Laketown — September 2019
PPH
General     How many women, in total, gave birth in the midwifery unit in September 2019?
Your email address:
Please detail any additional information you would like to provide:
Submit

## 3.1 'Cases' and 'nil returns'

For the PPH study for UKMidSS you are being asked to report on women who give birth in your unit in the given month and who had a PPH requiring transfer to an obstetric unit or received care from an obstetrician for a PPH without transfer to an obstetric unit.

These women are your CASES each month.

- Enter the number of cases.
- If you have had no cases in your unit in any given month please remember to enter 0 and record a 'nil return' for that month in your case log.

#### 3.1.1 How to identify your cases

In each unit, UKMidSS reporters will need to find the best way to reliably identify cases for UKMidSS studies. Based on the experience of the UK Obstetric Surveillance System (UKOSS), possible methods include: putting a sticker against the woman's details in the unit admission book, regularly checking manual or electronic data systems, having an UKMidSS item on the agenda at a regular meeting, emailing colleagues or a simple list on a noticeboard. When you find the method which works for you, why not share it with the UKMidSS office so we can share it with others?

### 3.2 Reporting 'denominator data'

Every month we will also ask you **how many women gave birth in your midwifery unit**. We need these 'denominator data' so that we can calculate the proportion of women giving birth in midwifery units affected by the condition or event we are studying. **Remember we are asking for data for your midwifery unit only.** 

• Please enter the information requested and your email address and click Submit.

### 3.3 Case Identification numbers (IDs)

When you click Submit you will see a confirmation screen and receive an email listing the information you have submitted, the case IDs for the cases you have reported and including a link to the data collection system. This confirmation will look like this:

Dear Jane,
Thank you for submitting a report for Imidwifery unit, hospital, townl for September 2019. The
numbers you reported are as follows:
Number of cases for 'PPH Study' 2
Total women giving birth in unit25
If you wish to change your reported numbers, please <u>contact us</u> quoting UKMidSS report reference [xx].
The following cases have been created for you:

- PH\_31525
- PH 31537

Please <u>click here</u> to enter data on these cases. You may need to enter your UKMidSS OpenClinica username and password.

Thank you, Rachel & the UKMidSS team

In most units there will be more than one UKMidSS reporter. When one reporter completes the monthly report, other reporters in the same unit will also receive the confirmation email.

- If you realise you have made a mistake, or if you want to change the numbers you have reported, please email ukmidss@npeu.ox.ac.uk
- When you are ready to enter data click the link in the email to take you to the data entry website.

#### 3.3.1 Keeping track of your cases

So that you can retrieve the correct woman's notes for data entry and to make sure that you do not report the same woman twice it is important to keep a record of each case ID along with the woman's identifying details. This will also help if we have to contact you with a query after data entry. **Please note that identifying information should never be sent to UKMidSS.** 

• Record the case IDs for each month in your paper case log (provided in your UKMidSS folder) and record the woman's identifying details alongside.

## 4 Identifying controls/comparison women

For most UKMidSS studies you will be asked to identify and enter data on CONTROLS or comparison women as well as your CASES. Please follow this procedure for identifying controls:

- **1.** Identify the date and time of delivery for the CASE you have reported.
- 2. From the unit admission book/electronic records identify the woman who gave birth in the unit immediately BEFORE the CASE (and who was not herself a case). This woman will act as the CONTROL. Please remember that a case cannot also be a control.
- 3. Record identifying details for controls alongside the relevant cases in your paper case log.
- 4. Retrieve the hospital case notes for the controls and enter data on controls via the website (same way as for the cases).

## **5 Entering data**

## 5.1 Key points

- In order to access the data entry system (called Openclinica) you will need a computer with a web browser: Mozilla Firefox or Internet Explorer (preferably version 9 or above), NOT Google Chrome.
- 2. All the information you will need to complete the data collection form should be in the woman's notes or on your maternity data system.
- 3. Please do not enter any personally identifying information (e.g. name, address or hospital number) on the form.
- 4. The form is in several sections; you can start entering data, save and return to complete the form at any time.
- 5. To enter dates in the form click on the calendar icon and select the date, or enter using the format dd-Mon-yyyy. The calendar icon is the easiest method to use.
- 6. To enter times in the form use 24 hour clock and the format hh.mm
- 7. Throughout the form, where you see a **(?)** icon you can hover over with your mouse for question-specific guidance.

### 5.2 How to enter data

### 5.2.1 Logging in

You will enter data on your UKMidSS cases and controls using a secure website called OpenClinica®.

- To access the website click on the link in your monthly confirmation email.
- You can also access OpenClinica® directly at https://openclinica.npeu.ox.ac.uk/OpenClinica

This will take you to the OpenClinica<sup>®</sup> log-in screen:

	<b>Open</b> Clinica	
	Enterprise Edition	
Login User Name Password Login View Name Password Regist Password	avd?         Weickening factors in patient engagements: in (uncreasestable) patient	
OpenClinics Potal Help Contact © 2004-2015 OpenClinica, LLC and calleborators. The OpenClinica suffware for decal research is provided AS IS, without we Software Foundation. OpenClinica as a tradinanty of OpenClinica, LLC.	anahy, Licensed under LGRu2.1, you can redistribute it and/or modify it under the terms of the CHU Lesser General Public License version 2.1 as	published by the Free OpenClinica Enterprise Version: 1.3 Changeset: 07255dd118

You will have received your unique OpenClinica<sup>®</sup> username and password by email. The first time you log in you will have an opportunity to change your password to something more memorable.

• If you forget your password, please email UKMidSS@npeu.ox.ac.uk.

### 5.2.2 Your home page ('Subject Matrix')

Once you have logged in you will see your individual home page or 'Subject Matrix' page. This will have your name in the top right and the name of the unit for which you are reporting at the top of the page.

- If you report for more than one unit check that the correct unit is listed at the top of the page.
- If you want to enter data for a woman from a different unit from the one shown click Change Study/Site at the top of the page and select the unit you require from the list.

On the Subject Matrix page you will see the Study Subject IDs (Case IDs) for your Cases and the associated Controls.

For Cases and Controls where no data have been entered you will see a blue  $\textcircled{1}{2}$  icon alongside the Case ID. Where a form has been started, but not completed, there will be an amber  $\textcircled{1}{2}$  icon. Forms which have been completed have a green  $\fbox{1}{2}$  icon.

To <u>enter data</u> on a Case click on the blue	🕮 icon alongside the Case ID in the Case column and
click 🕙 View/Enter Data.	/

P Bro	ook Birth Centr	e — UK	MidSS 🗙 🔤 Mail -	- ukmidss(	@npeu.ox.ac.uk	× ©	OpenO	linica	×	+			-	٥	×
$\leftarrow \rightarrow$	C ()	Not s	ecure   129.67.141.25	2:8080/0	DpenClinica/Lis	tStudySub	ects						☆	G	:
Oper		UKM	idSS: Postpartum Haemo	rr (UKMF	PH)   Change Stu	idy/Site					gmounce (Data Manager) en   I	Log Out			^
🖉 Cor	nmunity Editio	н	ome   Subject Matrix	Notes &	Discrepancies	Stud Aud	it Log	Tasks 🔻			Support Study Subject ID	60			
Alerts & P	lessages	٦T		15 🔻	Show More	Sel∉ct An E	vent 🔻	Add New Subjec	t						
Instructio	ns	1	Study Subject ID	Case	Control Case	Actions	5		0						
Info						Apply F	ilter C	lear Filter							- 1
Icon Key		٦.	PH_10675			ৎ	[ X ]								- 1
<u>Statuses</u>			P <b>H_</b> 10724			٩	X	<b>E</b> 3							
	Not Started		PH_10730			٩	X	EX							- 8
( <u>9</u> ]	Scheduled		PH_10753			٩	X	<b>E</b> 3							- 8
	Data Entry Started		PH 12946		R	٩	x	63							- 8
0	Stopped		PH 12059		2			63							- 8
	Skipped		F 112530												- 8
	Completed		PH_12967			R.	_ X_								- 8
2	signed		PH_25492	( <u>)</u>	é 😢	٩	X								- 8
	Locked		PH_28239	( <u>0</u> ]	( <u>e</u> ]	٩	X ]	E3							- 8
	Invalid		PH_28246		<b>(2)</b>	٩	X	<b>E</b> 2							- 8
Actions															- 8
٩	View														
I.	Edit														
X	Remove														
3	Restore														
	Reassign														-
	0 -				<u> </u>		2					0	13:2	4	

This will take you to a screen like this:

DpenClinica	lidSS: Postpartum Haemorr (UKMPH	gmo	gmounce (Data Manager) en   Log					
Community Edition	lome   Subject Matrix   Notes & D	Suppo	t Study Subject ID					
lerts & Messages –								
The study event with Jefinition 'UPHCC' and	Enter or Validate Dat	a for (	CRFs	in U	PHCC ®			
reated successfully.	-	d P	Edit Stu	idy Event	:			
	Study Subject ID	PP_315	25		-			
	Study Event	UPHCC						
nstructions 🔹	Location N/A 🙌							
nfo 🔹	Study Subject OID	SS_PP_	31525					
tudy Events –	Start Date	27-Aug	2019	P	6			
	End Date/Time			ŀ	6			
Status: scheduled	Subject Event Status	schedul	ed					
- Postpartum	Last Updated by	0						
haemorrhage Control Form	CRFs in this Study Event:				_			
	CRF Name	Ve	ersion	Status	Initial Data Entry	Double Data Entry	Actions	
	Postpartum haemorrhage Control Forn	n v1	.0					5
	View this Subject's Record		E	Exit				
-	Workflow -							

Click on the Enter Data icon.

This will take you to the first data entry secion, with the CASE ID at the top of the page.

### August 2019

#### 5.2.3 Entering data

🗲 💿 🖉 https://opendinics.nppu.ou.cu.uk/OpenClinics_tot1/Initial/DataEntry/venet/GREd-565 // - 🔒 🖒 💋 OpenClinics Initial Data Entry X	- 6 ×
🚖 📓 Loggestel Sizes + 🕘 Web Sizes Gallery +	
Postpartum haemorrhage v1.0 🗟 PP_31525	
Sec 1 (0/16)         Sec 2 (0/13)         Sec 3 (0/47)         Sec 1           Title: Section 1. Woman's details         Sec 2         Sec 3	
Page:         Save         Sec 4 Sec 5 Sec 5           Sec 4         Sec 5	
Woman's details Sec 6	
1.1 Body Mass Index Ten Control (BMI) at time of booking	
1.2 Age at delivery (years)	
1.3 Ethnic group V Po	
1.4 Is the women v P to currently in paid employment?	
1.6 Children in Low- income Families Weasure score click here Measure score	
1.7 Height at booking [10] (cm) Height not recorded [] Yes [%	
1.8 Minimum recorded 18 (kg) Date recorded 19 (kg) Minimum weight not Ves to recorded recorde	
1.8 Maximum recorded 10 Date recorded 10 Maximum veight not recorded record	
1.9 Smoking status at delivery	
Return to top Save Exit	

Here you can enter data. The form is in six sections with a tab for each section.

Where there is a (?) icon you can hover over with your mouse for question-specific guidance.

- Move from one question to the next using the Tab key.
- When you have finished entering data in each section click

#### 5.2.4 Children in Low-income Families Score

Question 2.5 asks for the Children in Low-income Families Measure (CLIF) score. This is derived from the woman's postcode. Because we are not allowed to collect identifying details there is a link to click in the form which will take you to our postcode lookup website.

• Click on the link next to question 2.5

This will take you to a screen that looks like this:

UKMid55
Please enter a postcode:
© 2016 - NPEU About this app

## • Enter the woman's postcode here and copy and paste the score for that postcode into the form at question 2.5

Please note, we are working on linking this system with OpenClinica<sup>®</sup> so that entering the postcode directly into the OpenClinica<sup>®</sup> form will return the CLIF score. Coming soon we hope!

### 5.2.5 Data issues (DIs)

If the data you have entered contains an error (e.g. the date is formatted incorrectly), is invalid (e.g. missing or not an expected value) or needs checking (e.g. an unusual but valid response) a Data Issue (DI) will be raised. If there are no DIs when you click you will move to the next section.

If there are DIs these will be highlighted with a red exclamation mark and a box:



A list of DIs will appear at the top of the screen (in no particular order). There are two types of DI:

 DIs where the data are invalid and cannot be saved, e.g. The input you provided is not a valid data in dd-Mon-yyyy format Enter time in format hh.mm (24 hour clock)

These will appear first and must be resolved before you can save the data you have entered.

- These data MUST be edited before saving.
- Please correct formatting errors or leave the item blank if it cannot be corrected.
- 2. DIs where the data are invalid, but can be saved, begin with (?), e.g.
  - (?) Age at delivery is expected to be between 16 and 45
  - (?) Please enter a value for Ethnic group
  - Check any DIs carefully.
  - Correct any errors in the data you have entered.
  - If the value you have entered is invalid, but <u>you believe it to be correct</u> you may click and continue to the next section.

When you save invalid data, the blue flag 🛛 🟴 next to the item will turn red 🏴 indicating a Discrepancy Note (DN), see section 5.2.6 below.

Note, the flag will only change colour if you refresh the page or move to another section and back again.

#### 5.2.6 Discrepancy Notes (DNs)

Discrepancy Notes (DN) indicated by a red flag have created automatically if invalid data (e.g. a value that is missing or not expected) are entered and saved.

Whenever a DN is created we will contact you to check the data, so it is really important that you enter some extra information about each DN. If we have information explaining the DN we may not have to contact you to resolve it so this will save you work later!

You can enter this extra information in different ways:

1. While you are in the form entering data you can click on a red flag 🏲 to edit the DN. This will open a pop-up box like this:

OpenClinica- View Discrepancy Note	- Internet Explorer				0
https://npeu-temp.eclinicalhosting/	com/OpenClinica/ViewDiscrepancyNote?isGre	sup=-1&eventCRFId=62520&subjectId	=14092&citemId=8406&groupLabel=&csectionId=8	1258cid=43335998cname=itemData8cheld=inps 🔒	
Note Details				^	
□ USOCS_051 (? 40	?) Age at delivery (yea	rs) is expected to Last U Assign	be between 17 and pdated: 18-Jan-2016 by rrowe red to: ()		
ID: 236029	Type: Failed Validation Check	Current Status: New	# of Notes: 1		
USOCS_051 (?) Age at be between 17 and 40	delivery (years) is expected to	Status: New	18-Jan-2016 by rrowe		
	Update Note	Propose Resolu	tion Close Note		
Respond below to Update	e/Resolve/Close this Discrepancy	Note:		🛛 Help 🚙	
Description:*					
Detailed Note:					
1.15.0.000000000000		^			
		$\sim$			Height not recorded
Set to Status:*	Resolution Proposed	~			2016
Assign to User:	Murray, David (dmurray)	~			Mon- yyyy)
Email Assigned User:					2016 (dd-
	hand Control		Submit	Submit & Exit	Mon-
					1111

Click Propose Resolution

This will open a further box where you can enter information:

- In the Description box enter information to clarify the data you have entered, e.g. Woman's age, 46, is correct – checked OR Data missing from notes – will never be known.
- In the Set to Status box, check that it says Resolution Proposed.
- Click

Now, if you return to that section, the flag next to that question will be green that indicating that you have proposed a resolution to the DN. If the flag does not immediately turn green, please refresh the page.

## 2. You can also view all DNs, across all forms, from the Subject Matrix page by clicking on at the top of the page.

P Brook Birth Centre -	– UKMidSS 🗙 🗖 Mail – ukn	dss@npeu.ox.ac.uk X	OpenClinica	× +		- 0 X
← → C O M	lot secure   129.67.141.252:80	8 /OpenClinica/ListStu	dySubjects			☆ ⑥ :
OpenClinica	UKMidSS: Postpartum Haemorr	(UK PH)   Change Study/S	ite		gmounce (Data Manager) en   Lo	ig Out
Alerts & Messages v Instructions v Info v Icon Key -	Subject Matrix fo	r UKMidSS: Post	Select An Event V Ac	<b>ge ®</b> Id New Subject		
Statuses Not Started Scheduled Data Entry Started	PH_10675 PH_10724		Apply Filter Clear F	ilter ] ]		
Skipped Skipped	PH_10730 PH_10753			J		

Here you will be able to see and edit all DNs by Subject ID.

- (+) - https://npnu-temp.eclin	icalhosting.com/DpenClinica/View	Notes?module=sub	mit P-1	a 🕹 🥥 OpenC	línica	×										÷	* 5
🕑 Suggested Sites 🔹 🦉 Web Slice	Gallery •																
3	UK Midwifery Study System: (UKMSO)   Change Study/Site									rrowe (Data Manager) en   Log Out							
	Home   Subject M	atrix   Note	s & Disci	repancies	Study Aud	it Log   Ta	sks -		Repo	ort Issu	ie   Supp	xort Study Subject	ID C	io I			
lerts & Messages 🛛 🔻	1																
he table lists discrepancy otes that have been created	Notes and	Discrep	oancie	es 🖬 Hel	lp												
efault displays the <b>oldest</b>			Query	Failed Val	lidation Che	ck Reas	on for Change	Anno	otation	Total							
ems first. Sort or filter	New				28				**	28							
using the column headers. To view or update the note, please select the "View" or "View within record" action icons	Decolution Pron	osed M			5					5							- 1
	Closed	Ma Ma			-					-							
	Not Applicable	Po			-		-		-	-							
ther Info –	Total		122		33					33							
Study: UK Midwifery Study System: Severe Obesity		▶I 15 ¥	Show Me	xe 💶 🖡													
Start Date: 01-Oct-2015	Study Subject I	D Type	Resolu	tion Status	Site ID	Days Open	Days Since U	pdated	Event N	lame	GRF	Entity Name	Entity Value	Description	Assigned User	Action	5
and Date: N/A																Apply F	Filter Filter
PT: Rachel Rowe Protocol Verification/IRB Approval Date:	SO_10647	Failed Validation Check	P Ne	W	50_22412	4	4		Case		USOCS	MAT_ADM_HRS		USOCS_029 (?) Please enter a value for: Total stay in HDU/ICU - Hours	0	٩	62
	SO_10650	Failed Validation Check	n Ne	w	SO_22412	4	4		Case		USOCS	CLFM		USOCS_005 (?) Please enter a value for: Children in Low- income Families Measure score	0	8	C
	SO_10650	Failed Validation Check	🏓 Ne	w	SO_22412	4	4		Case		USOCS	MIN_WT		USOCS_101 [?] Please enter a value for: Minimum recorded weight	0	٩	62

Click on the sicon at the end of the row to edit the DN and propose a resolution as described above. The flag will turn green the size above.

### 5.2.7 Completing the form

Section 7 is the final section of the form, with just one question, giving you space to enter any other information you feel may be important. Remember please do not enter any personal details which might identify the woman, e.g. name, hospital number etc.

▼ CRF Header Info	
Sec 5 (0/25) Sec 6 (0/18) Sec 7 (0/1)  Select to  Se	Jump -
Page: Mark CRF Complete Save	Exat
7.1 Please enter any information you feel may be important	
Return to top	Mark CRF Complete     Save     Exit

• At this point, if the form is complete check the box 🔲 Mark CRF Complete

It is very important that you mark the form complete before you save. If you save the form without marking the form complete we will not be able to use the data and will have to contact you.

A pop-up box will appear asking you to confirm that the form is complete.

Click OK and then

#### 5.2.8 Editing a completed form

Once you have marked a form as complete you can still go back and edit the data you have entered (this is called Administrative Editing). For example you may have left an item blank the first time, and now have some data to enter or you may want to correct an incorrect value.

To change data once a form has been marked complete you must provide a reason for the change, otherwise the change will not be saved.

To edit data on a form which has been marked as complete:

- From the Subject Matrix page, click on the green icon alongside the Subject ID in the Case column and click View/Enter Data
- Click on the 🖾 icon
- Find the data item you want to change, edit it and click

A message will appear in red at the top of the screen stating you must provide a reason for the change, before the data edit can be saved.

Web Slice Gallery			
USOCS v1.0 iii 🖾	SO_10706		
* CRF Header Info			
There are issue(s) with your submission. The data has NOT	een saved. See below for details.		
<ul> <li>You have changed data after this CRF was marked of provide a Reason For Change Discrepancy Note for can save this updated information.</li> </ul>	mplete, You must lis Item before you		
Sec 1 (16/16) Sec 2 (13/13) Sec 3 (47/47)	- Select to Jump -		
Title: Section 1. Woman's details			
Instructions:			
Page:			Save Exi
Woman's details	1 III (20)		
1.1 Body Mass Index (BMI) at time of booking 39	× 10		
1.2 Age at delivery (years) 40	· · · · · · · · · · · · · · · · · · ·		
1.3 Ethnic group White In	h 🗸 🍋		
1.4 Is the women currently in paid employment? Yes	▼ №		
Woman's occupation Chef	in i		
1.5 Children in Low-income Families Measure score 0.08	P For the Low-incom	e Families Measure score click here	
1.6 Height at booking 160	陀 (cm)	Height not recorded 🏴	
1.7 Minimum recorded weight 100	🍽 (kg)	Date recorded 04-Jan-2016 Non- yyyy)	Minimum weight
1.8 Maximum recorded weight 110	阳 (kg)	Date recorded 28-Jan-2016 Non- Mon- yyyy)	Maximum weight r
1.9 Smoking status at delivery Never se	ioked 🗸 🍋		
			Course I For

#### • Click on the flag icon next to the question

This will open a Notes and Discrepancies box:

	OpenClinica- View Discrepancy Note - Internet Explorer	and the second		and the second		
(-) (-) 🔛 https://npisu-temp.et	Shttps://npeu-temp.eclinicalhosting.com/OpenClinica/ViewDiscrep	encyNoteNsGroups-18teventCRPIde	62530 Baubjectid = 14096 BisPfc = 1 & Am	Id+8406&groupLabel+&section2d	-8258/d+43343438/nemes	ñ ± 0
🎪 📴 Suggested Sites 👻 🎒 Web S	AGE_AT_DEL: Notes and Discrep	ancies			Exit Window	
USOC	"AGE_AT_DEL" Properties:					
	Subject: SO_10706 Event: Case					
· 1	Event Date: 31-Dec-2015 CRF: USOCS					
There an	Current Value: More: Data Dictionary Audit History					
	Note Details					
- Se	USOCS_002 (?) Please enter a valu	e for: Age at delivery Last Updi Assigned	(years) ated: 21-Jan-2016 by rrowe to: ()			
Title: S Instruct	ID: 236254 Type: Failed Validation Check	Current Status: New	# of Notes: 1			
Page:	USOCS_002 (?) Please enter a value for: Age at delivery (years)	Status: New	21-Jan-2016 by mowe			Save Exit 😫
Woman	Lindate No.	e Propose Resolutio	n Close Note			
1.1	Contract of the second s	riopase nesonano	a clast note			
1.2	Begin New Thread					
1.3	Audit History					
1.4	(No changes have been made to this data point since	it was initially entered on 21-Jar	n-2016.)			
15					~	
1.6	Height at booking 160	🏴 (cm)		- Height	not recorded 🏴	·
1.7	[100	<b>Pe</b> (ka)	Data ra	conduct D4, Jan 2016	Pe (dd-	
	Minimum recorded weight	1. (14)	Date to	04-381-2010	Mon- yyyy)	Minimum weight not recorded
1.8	Maximum recorded weight	🍋 (kg)	Date re	corded 28-Jan-2016	(dd- Mon- yyyy)	Maximum weight not recorded 阳
1.9	Smoking status at delivery Never smoke	1 V 🍋				
Return to	o top					Save Exit 🚺 🖌
<						>

• As described in section 5.2.6 above, Click

Propose Resolutio

- In the Description box give a reason why the data are being changed
- Click Submit and Exit and then click Sav

The flag will now turn green and the new data and the extra information will be saved.

### 5.2.9 Entering data on controls

For each CASE you will also need to enter similar data for one CONTROL, identified as described above in Section 4.

- On the Subject Matrix page click on the 🕲 View/Enter Data icon in the Control column (next to each associated case).
- Enter data for the Control.
- Complete each form in the same way as for the Case.
- Don't forget to mark the form complete and save in Section 6.