

Maternity Survey 2013: Guidance on identifying women that received their antenatal and postnatal care from the trust

1.1 Introduction

In previous maternity surveys it has been difficult to attribute the survey results for each stage of the maternity care pathway (antenatal, labour and birth, and postnatal); we could only be confident that women were referring to the acute trust when answering questions about care received during the labour and birth. This meant that trusts only received comparable benchmarked data for a small number of questions in the survey. In order to make more use of the survey data from this year's survey, we are asking trusts to identify which of the women in their sample were likely to have received their antenatal and postnatal care from the trust at which they gave birth. This is with the aim of improving the attribution of question responses to providers so that more data can be scored and used by the trust to gain insight and improve services.

This guidance outlines the steps involved in determining which women in your sample are likely to have received their antenatal and postnatal care from your trust¹. These are:

1. determining your trusts geographical boundary
2. identifying which of your sampled women live within your trust's geographical boundary
3. indicating if a women living in your boundary was also likely to have received their antenatal care from the trust (by cross-checking with booking information)
4. indicating if a women living in your boundary was also likely to have received their postnatal care from the trust (by cross-checking with address information)

Please note: If your trust already holds comprehensive and robust electronic records on antenatal and postnatal care provided to women by the trust, then please contact the Co-ordination Centre on 01865 208127 or email maternity.data@pickereurope.ac.uk for separate advice on what to do.

1.2 Determining your trust's geographical boundary

Identifying your trust's geographical boundary is the first stage in identifying which women are most likely to have received their antenatal and postnatal care from your trust. To identify your trust boundary you should either use postcode sector data OR General Medical Practice Codes (GMPC).

You will need to identify the **postcode sectors**² [OR **General Medical Practice Codes**] for the **areas that your trust has a contract to deliver maternity services** (for antenatal and postnatal care). If this information is not held electronically, then we suggest you speak with your community midwife manager (or community midwifery team) as they will have knowledge of the specific geographical localities (or GP practices) that they cover. You may also find it useful to check the

¹ Please note: you will only need to determine which of the women **included in your survey sample** also received their antenatal and postnatal care from your trust. You do not need to identify women that you may have provided antenatal and/or postnatal care to that gave birth to their baby at a different NHS trust

² This is the first part of the postcode and the first number in the second part of the postcode (e.g. MK18 4). Please **do not** include the last two alpha characters in the second part of the postcode

list of postcode sectors (or GMPCs) identified as the areas covered by the trust with your antenatal clinic manager.

You should list the postcode sectors (or GMPCs) that your trust delivers maternity services to in an excel file. You will need to use this information to help identify which women sampled for the survey live in your trust's geographical boundary.

Unclear boundaries / Shared boundaries with other trusts: In some cases trust boundaries may overlap with those of a neighbouring trust. If there are some postcode areas (or GP Practices) where you are not sure if your trust or a neighbouring trust has provided antenatal/postnatal care to women living in the area (or registered at a practice in the area), then please do not include these postcodes (or GP practices) in your 'boundary' file.

If you find that you have excluded many areas due to contention with other trust boundaries please contact the Co-ordination Centre (01865 208127 or email maternity.data@pickereurope.ac.uk).

1.3 Identifying which women live within your trust boundary

Once the list of postcode sectors (or GMPCs) that fall within your trust's maternity services boundary has been agreed upon (i.e. your boundary file), you will need to identify if the recorded addresses of the women in your sample (i.e. residential postcode sector OR the women's GMPC) matches one of the postcodes or GMPCs in your boundary file. We have created an excel workbook to help with this process. However, if you have a simpler way of cross-checking which of the women in your sample live within your trust's maternity services boundary then please contact the Co-ordination Centre.

1. Open up the excel workbook created by the Co-ordination Centre (i.e. MAT13_boundary matching file_v1.xls). Save the file with a new filename (e.g. MAT13_{trust name}_boundary matching file_v2.xls).
2. Copy your maternity 2013 **ANONYMISED** sample information into the first sheet (Labelled 'Sample'), the headings included will correspond with those in the sample construction spreadsheet (columns A to K). Please do not paste any sample information into the last four columns in the 'Sample' sheet (columns L to O) as these are used to match boundary and sample information.

Please do not enter any patient identifiable data (ie name, address, NHS number) into this sheet. You should only paste the anonymised version of your sample file into this sheet. Please refer to the excel 'boundary matching file' to check with data fields are required.

3. In the second worksheet of this excel workbook (Labelled 'Enter Boundary Data'), add the list of postcodes **or** GMPC codes that fall within your trust boundary (data in your 'boundary' file) into the correct column (A or B). You have identified these areas as being part of your trust's service area.

These will automatically be matched against the codes in your sample data and must be entered in **exactly** the same format as the data in the sample file; do not enter a different geographical area in the second sheet (e.g. full postcode rather than postcode 'sector') as it will not work with the workbook formula.

4. Once the boundary information has been entered into the second sheet ('Enter Boundary Data'), return to the first sheet ('Sample'). Depending on the data you entered, either column L or column M will automatically update to indicate which women in your sample fall

within your trust boundary (i.e. 'Yes' if they live within your trust boundary and 'No' if they do not live in your trust boundary).

If there are any rows with error messages or none of your cases match please contact the Co-ordination Centre for advice. Please remember that the postcode sector and GMPC format used in the 'boundary data sheet' must be exactly the same as in your sample data otherwise the cases will not match.

5. Save your file with a new version number (i.e. MAT13_{trust name}_ boundary matching file_v3.xls)

1.4 Indicate if a woman received antenatal care from the trust

It is possible that some women may have moved into your trust's area/boundary during the later stages of their pregnancy, and therefore received most of their antenatal care from another provider. Therefore, you should cross-check those women who live in your trust's boundary with data on 'booking information' that should be held electronically by your trust. If a woman was booked to give birth to her baby at your trust at **25 weeks or later in her pregnancy** then it will be assumed that she **did not** receive antenatal care from your trust.

This information should be added to your file as follows:

1. Open the file MAT13_{trust name}_ boundary matching file_v3.xls
2. Complete Column N (Antenatal care provided by trust) for each woman in your sample as follows:
 - Enter '0' for women that do not live in your trust's boundary (i.e. those with a "NO" in column L or M) to indicate that the trust has not provided their antenatal care
 - Enter '1' for women that live within your trust's boundary (i.e. "YES" in column L or M) and were booked in to deliver at your trust **before** 25 weeks of their pregnancy, to indicate that the trust has provided their antenatal care
 - Enter '2' for women that live within your trust's boundary (i.e. "YES" in column L or M) but were not booked to deliver at your trust until **25 weeks pregnant or later** to indicate that the trust has not provided their antenatal care

Make sure you remember to save your file!

1.5 Indicate if a woman received postnatal care from the trust

It is possible that some women may have moved out of your trust's area/boundary after they gave birth to their baby, and therefore received most of their postnatal care from another provider. Therefore, you should cross-check those women who live in your trust's boundary with any changes to the woman's residential address following the birth. If a woman has moved to a new address after the birth of her baby that falls outside your trust's boundary, then it will be assumed that she has received her postnatal care from another provider.

This information should be added to your file as follows:

1. Open the file MAT13_{trust name}_ boundary matching file_v3.xls
2. Complete Column O (Postnatal care provided by trust) for each woman in your sample as follows:
 - Enter '0' for women that do not live in your trust's boundary (i.e. those with a "NO" in column L or M) to indicate that the trust has not provided their postnatal care

- Enter '1' for women that live within your trust's boundary (i.e. "YES" in column L or M), to indicate that the trust has provided their postnatal care
- Enter '2' for women that lived within your trust's boundary (i.e. "YES" in column L or M) at the time of birth but have moved into a different trust boundary since the birth, to indicate that a different trust has provided their postnatal care.

1.6 Send your file to the Co-ordination Centre

Before sending your file to the Co-ordination Centre, please check that your sample **does not contain any patient identifiable data**, ie. women's names and addresses including full postcode and NHS number (you can submit postcode 'sector' information).

Please send your boundary matching file to the Co-ordination centre by **19th July 2013**, along with copies of your questionnaire and covering letters.

Data may be sent on encrypted CD-ROMs or by e-mail (see section 6.6 of the main guidance document for details on the recommended encryption and delivery methods to use).

This file should be **password protected**, the password should be sent in a separate email to maternity.data@pickereurope.ac.uk. If you have any problems entering data or password protecting the file please call the Co-ordination Centre on 01865 208127.