

Maternity Survey 2015: Guidance on identifying women that received their antenatal check-ups and postnatal care in the community from the trust

1.1 Introduction

In the national maternity surveys prior to 2013, it was 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 relatively small number of questions in the survey. Therefore, in 2013, in order to make more use of the survey data, we asked 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. The aim of improving the attribution of question responses to providers was to provide more scored data for benchmarking, and to increase the value of the data for trusts, by allowing them to gain insight and improve services across the whole pathway.

For the 2015 maternity survey we are again asking trusts to identify which women in their sample were likely to have received their antenatal and postnatal care from the trust. As we know that more trusts now keep electronic records on whether or not they provided women's antenatal and postnatal care, we are asking that trusts with appropriate electronic records use these to complete the attribution process. As in 2013, trusts without these electronic records can use the postcode-sector identification method to work out which women were likely to have received antenatal/postnatal care from their trust.

Please follow the instructions below to complete the attribution data spreadsheet.

1. Read the requirements in *section 1.2* regarding electronic antenatal and postnatal provider records.
2. Determine whether your trust has electronic records of whether you provided women's **antenatal check-ups**, that meet the requirements in *section 1.2*, then:
 - a. if you **do** have appropriate electronic antenatal records for **all** the women in your sample follow the guidance in *section 1.3*;
 - b. if you have appropriate electronic antenatal records for **some but not all** women in your sample, follow the guidance in *section 1.3* to use your electronic records, then proceed to *section 1.4* to fill in the gaps using the postcode-sector method.
 - c. if you **do not** have appropriate electronic antenatal records for **any** women in your sample follow the guidance in *section 1.4*.
3. Determine whether your trust has electronic records of whether you provided women's **postnatal care in the community**, that meet the requirements in *section 1.2*, then:
 - a. if you **do** have appropriate electronic postnatal records for **all** the women in your sample follow the guidance in *section 1.3*;
 - b. if you have appropriate electronic postnatal records for **some but not all** women in your sample, follow the guidance in *section 1.3* to use your electronic records, then proceed to *section 1.4* to fill in the gaps using the postcode-sector method.
 - c. if you **do not** have appropriate electronic postnatal records for **any** women in your sample follow the guidance in *section 1.4*.
4. Check that you have completed columns M and N in the MAT15_attribution data_XXX (where XXX is your trustcode) file for **all women in your sample**.

5. Check that your file MAT15_attribution data_XXX (where XXX is your trustcode) **does not contain any patient identifiable data** i.e. women's names and addresses including full postcode and NHS number (you can submit postcode 'sector' information).
6. Submit the file with your data in it to the Co-ordination Centre by **29th May 2015** using the secure FTP server, as outlined in *section 1.5*.

1.2 Determine whether you have electronic records of whether your trust provided women's antenatal check-ups, and postnatal care in the community

If you have accurate data to identify which of the women in your sample received antenatal check-ups, and/or postnatal care in the community, from staff employed by your trust, you should use this to complete the attribution exercise. Please use electronic records as default where you have these, and then follow the guidance in *section 1.4* to complete the attribution exercise for any remaining women for whom you do not have accurate electronic records.

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 (these women would not be included in the sample file drawn for the national survey).

To determine whether you have appropriate electronic records, please consider the following definitions and requirements:

Antenatal provider records

You should check whether you have an electronic record of whether or not each woman in your sample received her **antenatal check-ups** from your trust.

- In most cases this means whether your trust employed the midwife/midwives that saw a woman during her pregnancy for appointments checking the progress of her pregnancy, usually including checking her blood pressure and urine. In many cases these check-ups would have taken place in the community, although for some (particularly higher-risk) pregnancies, women may have been seen at the hospital and/or by a doctor rather than a midwife.
- If the only antenatal care your trust provided to a woman related to visits to the hospital for scans or blood tests only, and she received her antenatal check-ups from a different organisation, **you should not include this**.
- You should check whether you have this data for all the women in your sample. (Please use electronic records as default where these are available, and use the postcode-sector attribution method outlined in *section 1.4* to fill in any gaps where you do not have electronic records).

Postnatal provider records

You should check whether you have an electronic record of whether or not each woman in your sample received her **postnatal care in the community** from your trust.

- This means whether your trust employed the midwife/midwives that provided postnatal care to a woman **at home/in a clinic** in the first few weeks after leaving hospital after the birth.
- You should check whether you have this data for all the women in your sample. (Please use electronic records as default where these are available, and use the postcode-sector attribution method outlined in *section 1.4* to fill in any gaps where you do not have electronic records).

If you have appropriate electronic records, you should use these to complete the attribution spreadsheet for both antenatal and postnatal data, but if your data does not meet the requirements above please use the postcode-sector identification method described in *section 1.4* to complete any field(s) for which you do not have appropriate electronic records.

1.3 Completing the attribution spreadsheet using electronic antenatal/postnatal records

If you have antenatal and/or postnatal records that meet the requirements in *section 1.2*, please follow the following steps to fill in the attribution spreadsheet:

1. Open the excel workbook **MAT15_attribution data workbook** available at www.nhssurveys.org/surveys/845. Save the file with a new file name: MAT15_attribution data_XXX (where XXX is your trustcode).
2. Read and confirm your agreement with the conditions at the top of the first sheet (labelled 'Sample').
3. Copy your maternity 2015 **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 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 – i.e. the sample variables drawn for the survey, excluding names and addresses (but including postcode sector). Please refer to the excel workbook 'MAT15_attribution data workbook' to check which data fields are required.

4. If you have electronic records of whether your trust provided women's antenatal check-ups, that meet the requirements in *section 1.2*, please use these to fill in column M ('*Antenatal check-ups provided by trust*') of the spreadsheet, as follows:
 - Enter '0' for women that did not receive their antenatal check-ups from your trust.
 - Enter '1' for women that did receive their antenatal check-ups from your trust, and were booked in to deliver at your trust **before** 25 weeks of their pregnancy, to indicate that the trust has provided their antenatal check-ups.
 - Enter '2' for women that did receive some of their antenatal check-ups from your trust, but were not booked to deliver at your trust until **25 weeks pregnant or later** to indicate that the trust has not provided all their antenatal check-ups.
5. If you have electronic records of whether your trust provided women's postnatal care in the community, that meet the requirements in *section 1.2*, please use these to fill in column N ('*postnatal care in the community provided by the trust*') of the spreadsheet, as follows:
 - Enter '0' for women that did not receive their postnatal care in the community from your trust.
 - Enter '1' for women that did receive their postnatal care in the community from your trust.
 - Enter '2' for women that did receive some of their postnatal care in the community from your trust but that you are aware moved to a different trust within the first six weeks after giving birth.
6. Please remember to save your file.

7. If you have now filled in both antenatal and postnatal provider data for all women in your sample, please follow the guidance in *section 1.5* on submitting the data to the Co-ordination Centre. If you have not been able to fill in both antenatal and postnatal data for all women in your sample from your electronic records, please go to *section 1.4* to complete the remaining field(s) using postcode sector and trust boundary data.

1.4 Completing the attribution spreadsheet without electronic antenatal/postnatal records

If you do not have electronic records for antenatal check-ups and/or postnatal care in the community that meet the requirements in *section 1.2* for all women in your sample, you will need to undertake the following steps to determine which women in your sample are likely to have received their antenatal check-ups and/or postnatal care in the community care from your trust. The steps involved are:

1. determining your trust's geographical boundary
2. identifying which of your sampled women live within your trust's geographical boundary
3. indicating if a woman living in your boundary was also likely to have received their antenatal check-ups from the trust (by cross-checking with booking information) – if you have not already done this using electronic antenatal records
4. indicating if a woman living in your boundary was also likely to have received their postnatal care in the community from the trust (by cross-checking with address information) – if you have not already done this using electronic postnatal records

1.4.1 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 check-ups and postnatal care in the community from your trust. To identify your trust boundary you should use postcode sector data.

You will need to identify the **postcode sectors¹ for the areas that your trust has a contract to deliver maternity services** (for antenatal check-ups and postnatal care in the community). 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 that they cover. You may also find it useful to check the list of postcode sectors identified as the areas covered by the trust with your antenatal clinic manager.

You should list the postcode sectors 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 where you are not sure if your trust or a neighbouring trust has provided antenatal check-ups/postnatal care in the community to women living in the area, then please do not include these postcodes 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 mat.cc@pickereurope.ac.uk).

¹ 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

1.4.2 Identifying which women live within your trust boundary

Once the list of postcode sectors that fall within your trust's maternity services boundary has been agreed upon (i.e. your boundary file), you will need to identify whether the recorded addresses of the women in your sample (i.e. residential postcode sector) matches one of the postcodes in your boundary file. The excel workbook 'MAT15_attribution data workbook' has been set up 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 the excel workbook **MAT15_attribution data workbook** available at www.nhssurveys.org/surveys/845. Save the file with a new file name: 'MAT15_attribution data_XXX' (where XXX is your trustcode). If you have already created this file to fill in any antenatal or postnatal data from your electronic records (as outlined in *section 1.3*) please open up the same workbook to complete the remaining data according to the following instructions.
2. Read and confirm your agreement with the conditions at the top of the first sheet (labelled 'Sample').
3. Copy your maternity 2015 **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 enter any patient identifiable data (i.e. name, address, NHS number) into this sheet. You should only paste the anonymised version of your sample file into this sheet– i.e. the sample variables drawn for the survey, excluding names and addresses (but including postcode sector). Please refer to the excel workbook 'MAT15_attribution data workbook' to check which data fields are required.

4. In the second worksheet of this excel workbook (Labelled 'Enter Boundary Data'), add the list of postcodes that fall within your trust boundary (data in your 'boundary' file) into column A. 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.

5. Once the boundary information has been entered into the second sheet ('Enter Boundary Data'), return to the first sheet ('Sample'). At that point, Column L ('Postcode sector match') 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 format used in the 'Enter Boundary Data' sheet must be exactly the same as in your sample data otherwise the cases will not match.

6. Please now follow the guidance in section 1.4.3 if you need to use the boundary data to complete any records in the 'antenatal check-ups provided by the trust' column, and/or section 1.4.4 if you need to use it to complete any records in the 'postnatal care in the community provided by the trust' column.

1.4.3 Indicate whether a woman received antenatal check-ups 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 check-ups 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 all her antenatal check-ups from your trust.

This information should be added to your file as follows:

1. Open the file MAT15_attribution data_XXX (where XXX is your trust code)
2. Complete Column M ('Antenatal check-ups provided by trust') for each woman in your sample (except where this has already been completed through electronic records) 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 check-ups
 - 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 check-ups
 - 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 check-ups
3. Please save your file.
4. If you have now filled in both antenatal and postnatal provider data for all women in your sample, please follow the guidance in *section 1.5* on submitting the data to the Co-ordination Centre. If you still need to complete any records in column N ('Postnatal care in the community provided by the trust') using electronic records please go to *section 1.3*, or if you need to complete any records in the postnatal care in the community provider column using the postcode-sector method, please continue to *section 1.4.4*.

1.4.4 Indicate whether a woman received postnatal care in the community 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 in the community 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 you are aware that a woman moved within the first six weeks after the birth of her baby to a new address that falls outside your trust's boundary, then it will be assumed that she has received her postnatal care in the community from another provider.

This information should be added to your file as follows:

1. Open the file MAT15_attribution data_XXX (where XXX is your trust code)
2. Complete Column N ('Postnatal care in the community provided by trust') for each woman in your sample (except where this has already been completed through electronic records) as follows:
 - Enter '0' for women that do not live in your trust's boundary (i.e. those with a "NO" in column L '*Postcode sector match*') to indicate that the trust has not provided their postnatal care in the community

- Enter '1' for women that live within your trust's boundary (i.e. "YES" in column L '*Postcode sector match*'), to indicate that the trust has provided their postnatal care in the community
 - Enter '2' for women that lived within your trust's boundary (i.e. "YES" in column L '*Postcode sector match*') at the time of birth but that you are aware moved into a different trust boundary within the first six weeks after the birth, to indicate that a different trust has provided their postnatal care in the community.
3. Please save your file and follow the steps in *section 1.5* on submitting your file to the Co-ordination Centre.

1.5 Submit your file to the Co-ordination Centre

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

Please submit your file to the Co-ordination centre by **29th May 2015**, by the following method:

- 1) Data must be submitted to the Co-ordination centre using a secure FTP server.
- 2) To upload the file onto the FTP server please go to <https://home.pickereurope.ac.uk:444/app>
- 3) Each trust has their own username for the FTP and password unique to them, which will be emailed to them in May 2015. If you have not received your username and password, please contact the Co-ordination Centre on 01865 208127, or by email at mat.cc@pickereurope.ac.uk
- 4) You should password protect your file before uploading it to the FTP. Once you have uploaded your file to the FTP, please provide the password to the Co-ordination Centre by email or phone (mat.cc@pickereurope.ac.uk ; 01865 208127)
- 5) Once the Co-ordination Centre has downloaded the file, it will be deleted from the FTP server.

If you have any problems entering data, password protecting the file or submitting it via the FTP server please call the Co-ordination Centre on 01865 208127.