HPECD Database Record Opening Checklist

Ensure the following data have been entered and saved for each record (each family member):

Demographics:
- ☐ PHIN and name are entered for all permanent residents of MB.
  - o PHINs for newborns may take up to 8 weeks.
  - o Where part of client name is not known, enter "Unknown" for either the First or Last name field, as long as the MFRN, PHIN or Date of Birth are registered.
- ☐ DOB and sex are entered for each child. If DOB not entered--select "Unknown" 'Address' –
  - ☐ Address type is mandatory. Select from the drop down menu.
  - ☐ Either a permanent or temporary address at time of referral is entered. "Unknown"; 'No Fixed Address' can be entered as needed.
  - ☐ Postal code entered —Use your CA's staging PC until known (see page 15 of the User manual).
  - o Referral is sent to 2 CA's because of perm & temp addresses. The temp CA will assume "ownership" until otherwise determined. Temp CA will complete the case activity, referral summary, birth episode, create infant file and assign FF to avoid duplication of babies in the system.
- ☐ **Save and mark complete**

Birth episode: Ensure these data entered: Delivery mode, Gravida, Status, Birth weight, Gestational age.
- ☐ Date of discharge (all hospital and birth centre births).
- ☐ **Save and mark complete**

File / referral activity: Ensure these data entered:
- ☐ Date and time referred to: Central Intake, CA, PHN and referral received
- ☐ Referred by [mandatory]
- ☐ Primary provider= the main point of contact or main service provider for a client.

- ☐ 'Prenatal Episode' section of the perinatal episode entered for prenatal clients
- o A 'Birth Episode' can only be entered if a prenatal episode has been saved, even if there is no prenatal service. Please note that a permanent or temporary address fields is required even if no prenatal service is provided.
- ☐ FFS number entered for all live infants (child's file only--never for parent one).
- ☐ **Save and mark complete**

Save and mark complete to prevent errors