

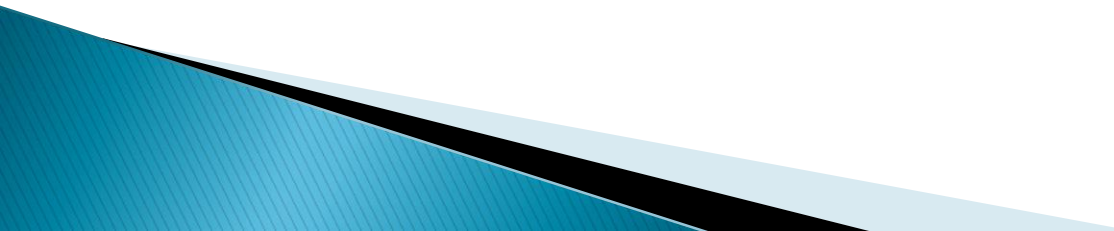
# Population and Public Health Management Information Systems

August 2018



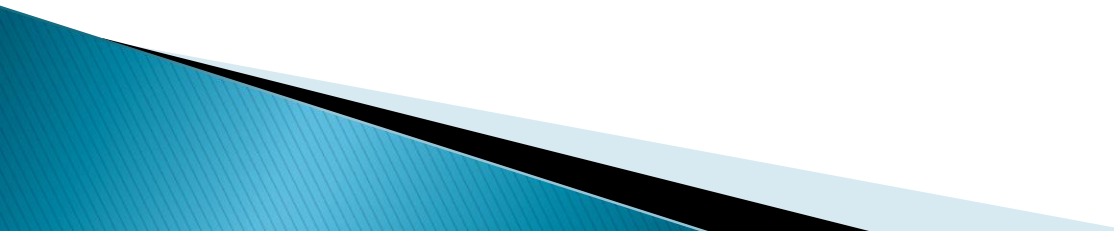
# What are MIS stats used for ?

## Management Information Systems (MIS)

- A provincially and nationally established system of reporting financial information and other activities
  - MIS stats meet mandatory reporting requirements to finance, Manitoba Health . Seniors and Health Living (MHSAL), and Canadian Institute for Health Information (CIHI)
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# What are MIS stats not used for?

MIS stats are NOT

- **NOT** a workload measurement tool
  - **NOT** used for PPH program planning or allocation. PPH program has other data sources for this.
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# MIS stats overview

- Applicable to all PPH services areas, teams, roles
- One data collection sheet for all roles
- 4 standard codes
- Definitions are congruent with PPH practice
- Includes direct contacts only
  - # of recipients of family level interventions; and
  - # of participants in groups

# MIS stats overview, continued

- Coded according to the target *recipient* of an intervention (not the setting):
  - Families
  - Individuals
  - Group
  - Community; i.e. Community Level Practice
- Immunizations provided will be captured by a report run in Panorama and totals added prior to submission to program so PHNs do not need to count separately

# PPH MIS Definitions

- |       |  |
|-------|--|
| 95010 | <b>Direct Contacts - Individuals</b><br>This statistic is to record direct contacts when the individual is the unit of care. The family may or may not be present during the contact.  |
| 95020 | <b>Direct Contacts - Family</b><br>This statistic is to record direct contacts when the family is the unit of care.  |
| 95030 | <b>Direct Contacts - Group</b><br>This statistic is to record direct contacts when a group is the unit of care. Group is the unit of care when the expected outcomes of the contact would be of benefit to the individuals in the group.         |
| 95040 | <b>Direct Contacts - Community</b><br>This statistic is to record direct contacts when a community is the unit of care. Community is the unit of care when the expected outcomes of the contact would be of benefit to the community as a whole. |

# What constitutes as a “contact?”

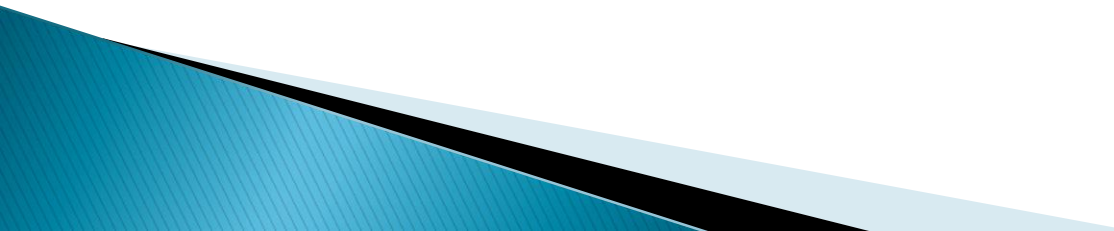
- **Contact:**
- All four of the following **MUST** be present:
  - **Issue** – Is there a client issue being addressed?
  - **Intervention** – Is there a PPH intervention that took place?
  - **Plan of Action** – is there a plan that has been put in place or action that is take as a result of the intervention?
  - **Documentation** – Does the situation warrant documentation, i.e., charting

# Definitions, continued:

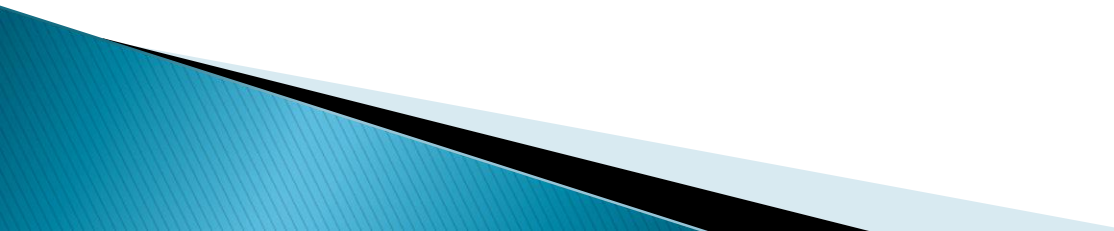
- Direct contacts are those which you as a provider have directly spoken with or engaged with, e.g., via an interpreter
  - Include in-person and by phone (individual and family level interactions and phone calls  $\geq 5$  min)



# MIS Data Collection Sheet

- ▶ Use the MIS Data Collection Sheet available on the office shared drive to collect stats
  - ▶ Staff may complete data collection sheet electronically or in paper form
  - ▶ Stats are to be submitted to your office admin **the first working day following the end of the month**
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# Team roll-up form

- ▶ Admin to use the team roll-up form to collate and submit data
  - ▶ Admin to refer to the PPH MIS Guideline 5.0 – Administrative Processes for instructions on how to collate and submit stats
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# Next steps

- Read the PPH MIS Guidelines (refer to the MIS Data Collection sheet while reading)
- Review the PPH MIS Data Collection –Example Scenarios
- The guidelines and scenarios are found under Operating Procedures on the Standards, Policies, Procedures & Guidelines page of the Extranet
- <http://www.wrha.mb.ca/extranet/publichealth/standards.php>

