

# Section 5c: Web form

Victorian Perinatal Data Collection (VPDC) manual

Version 7.0

If you would like to receive this publication in an accessible format, please email:

[HDSS.helpdesk@dhhs.vic.gov.au](mailto:HDSS.helpdesk@dhhs.vic.gov.au)

This document is available as a PDF on the internet at:

<https://www2.health.vic.gov.au/hospitals-and-health-services/quality-safety-service/consultative-councils/council-obstetric-paediatric-mortality/perinatal-data-collection>

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# General information about the HealthCollect Portal

## How to obtain a HealthCollect log in and password

To obtain a HealthCollect log in and password:

1. Visit the HDSS website at: <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/health-collect>
2. Under the title 'HealthCollect Portal access', click on the 'HealthCollect Portal user request form' link
3. You will be taken to the 'HealthCollect Portal User Request' page which explains information prior to completing the online form. To proceed with requesting a username and log-in for the HealthCollect Portal, click on 'Next'. To exit, select 'Cancel'
4. Once you have completed the 'HealthCollect Portal user request form' an account will be created and an activation email will be sent out.

## Logging into the HealthCollect Portal

1. Open Internet Explorer
2. Type in address: <https://www.healthcollect.vic.gov.au> and press 'Enter'.

## Username and password

Enter your 'UserName' and 'Password' details in the boxes provided and then click on the 'Logon' button. **Please note: Passwords are alphanumeric and case sensitive.**

Please note: All diagrams used are sample diagrams; however all use the same concept. Please refer to the diagram below.

The screenshot shows the HealthCollect Portal login interface. At the top left is the Victoria State Government logo and the text 'healthcollect.vic Victoria's hub for health information'. Below this is a navigation menu with 'Publications' and three items: 'Hospital Location Data', 'Metro Hospitals', and 'Rural Hospitals', each with a right-pointing arrow. The main content area is titled 'Health Collect Portal Login' and contains a 'Context' section with radio buttons for 'Default' (selected) and 'Get my last used context'. Below this are input fields for 'UserName:' and 'Password:', followed by a 'Logon' button. A box labeled 'Enter UserName and Password' is positioned over the input fields, with an arrow pointing to the 'UserName' field. To the right is a 'Password Reset' section with input fields for 'UserName:', 'First Name:', and 'Last Name:', and a 'Reset' button. Below the 'Logon' button, a box labeled 'Click 'Logon' button' has an arrow pointing up to the button.

## Changing your password

The first time that you log in it is recommended that you change your password.

1. Select the 'Default' tab link and then select the 'My Account' option from the 'Context Functions' area. The 'Change Password' text box will appear on the right hand side of the screen
2. Type the current password in the 'Enter current password' box
3. Type the new password in the 'Enter new password' box
4. Re-type the new password in the 'Confirm new password' box
5. Click 'Change Password'
6. Click 'Log Off' to log out of the HealthCollect Portal.

The screenshot displays the 'healthcollect.vic' interface. At the top, there is a blue header with the 'VICTORIA State Government' logo and the text 'healthcollect.vic - Victoria's hub for health information'. Below the header, a navigation bar contains links for 'DEFAULT', 'AIMS', 'Admin', 'FileShare', 'Perinatal', and 'Reports'. The main content area is titled 'DEFAULT > My Account'. On the left, there is a sidebar with 'Home' and 'My Account' options, with 'My Account' selected and a 'Default' button next to it. An arrow points from this 'Default' button to the 'DEFAULT' link in the top navigation bar. The central part of the page is titled 'Edit My Details' and contains input fields for 'User Name', 'First Name', 'Last Name', 'Telephone', and 'Email', along with a 'Save' button. On the right side, there is a 'Change Password' section with three input fields: 'Enter current password:', 'Enter new password:', and 'Confirm new password:'. A note below the first two fields states 'Passwords are case sensitive'. At the bottom of this section is a 'Change Password' button. An arrow points from this button to a separate box labeled 'Change password' located below the screenshot.

## Changing 'Edit My Details' instructions

The 'Edit My Details' is accessible from the 'Default' context

'Edit My Details' allows users to change their first name, last name, telephone and email contact details.

1. Log into the HealthCollect Portal (refer to the 'Logging into the HealthCollect Portal' section)
2. Check that you are in the 'Default' context
3. Click on 'My Account'
4. Click on 'First Name', 'Last Name', 'Telephone' or 'Email' field
5. Type in the new details
6. Click 'Save'
7. Click 'Log Off'.

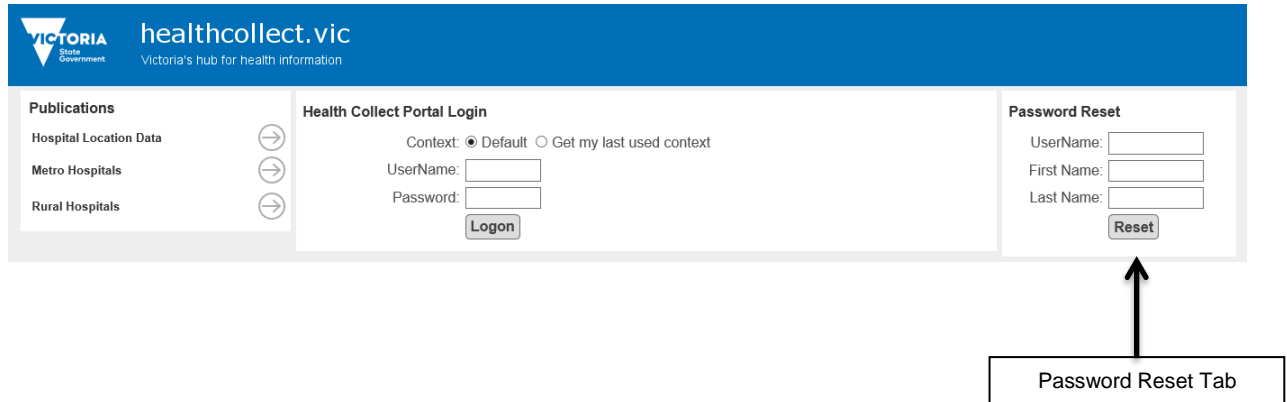
The screenshot shows the HealthCollect Portal interface. At the top, there is a blue header with the Victoria State Government logo and the text 'healthcollect.vic - Victoria's hub for health information'. Below the header is a navigation bar with dropdown menus for 'DEFAULT', 'AIMS', 'Admin', 'FileShare', 'Perinatal', and 'Reports'. The main content area is titled 'DEFAULT > My Account'. On the left, there is a sidebar with 'Home' and 'My Account' links, with 'Default' highlighted under 'My Account'. The main content area has a heading 'Edit My Details' and a form with fields for 'User Name', 'First Name', 'Last Name', 'Telephone', and 'Email'. A 'Save' button is located below the form. To the right of the form is a 'Change Password' section with fields for 'Enter current password', 'Enter new password', and 'Confirm new password', and a 'Change Password' button. Annotations include a box labeled 'Default' with an arrow pointing to the 'Default' link in the sidebar, a box labeled 'Edit My Details' with an arrow pointing to the 'Edit My Details' heading, and a box labeled 'Save changes' with an arrow pointing to the 'Save' button.

## Reset your password

In the instance you have lost or forgotten your password, you can reset your password.

To reset your password, type your UserName, First Name and Last Name into the 'Password Reset' tab and click on the 'Reset' button. An email containing a new password will be sent to the email account that is linked to your UserName. You will then be able to use your new password to log in to the HealthCollect Portal.

The first time that you log in, it is recommended that you change your password. Refer to the section 'Changing your password'.



The screenshot displays the HealthCollect Portal interface. At the top, there is a blue header with the 'VICTORIA State Government' logo and the text 'healthcollect.vic Victoria's hub for health information'. Below the header, the page is divided into three main sections. On the left is a 'Publications' sidebar with three items: 'Hospital Location Data', 'Metro Hospitals', and 'Rural Hospitals', each with a right-pointing arrow icon. The middle section is titled 'Health Collect Portal Login' and contains a 'Context' dropdown menu with 'Default' selected and 'Get my last used context' as an option. Below this are input fields for 'UserName:' and 'Password:', followed by a 'Logon' button. The right section is titled 'Password Reset' and contains three input fields for 'UserName:', 'First Name:', and 'Last Name:', followed by a 'Reset' button. A black arrow points from a box labeled 'Password Reset Tab' at the bottom right to the 'Reset' button in the Password Reset section.

# VPDC Data Submission via HealthCollect Portal – Web Form

## Introduction

The information below will guide you on how to enter and submit a VPDC web form.

## VPDC Home

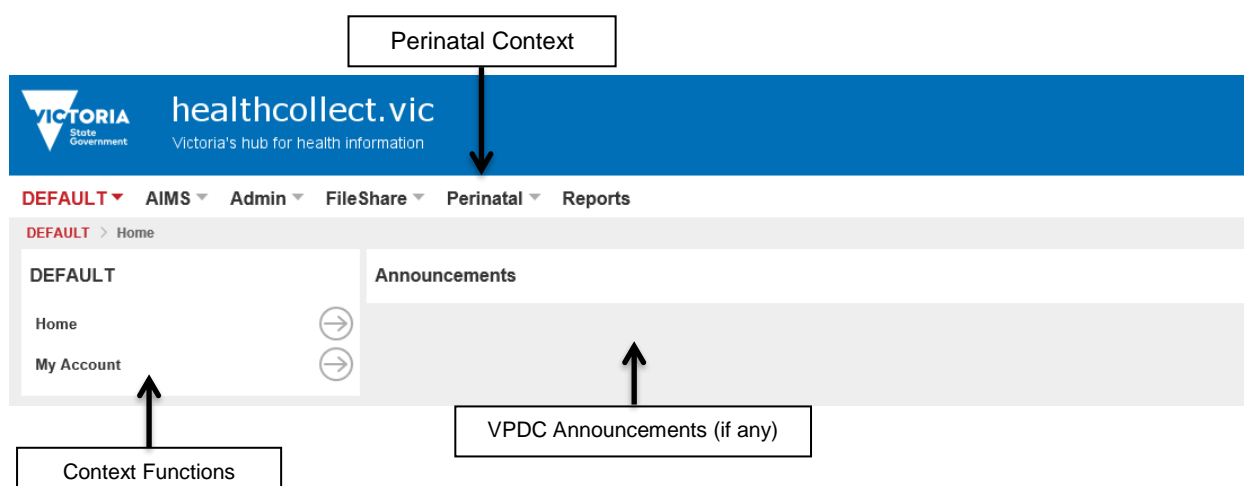
The VPDC tab on the HealthCollect Portal page provides access to the following functions:

- Home
- Secure Data Exchange
- VPDC Selector

## VPDC Production context, functions and announcements

The context of the HealthCollect Portal is found as a series of tabs located across the top of the screen and the functions are listed on the left hand side. Each user will have access to different contexts depending on the collections for which they are responsible. Please refer to the diagram below.

The VPDC home page posts any announcements that have been set by the VPDC administrator.



## VPDC data submission process

1. To submit a VPDC web form select the "Perinatal" context tab link and then select 'VPDC Selector' from the 'Context Functions' area
2. Select the 'Birth Year' and 'Agency'
3. To enter a new record select 'Create Birth Record'

4. There are five pages that need to be completed:
  - 1 – Mother's details
  - 2 – Baby's details
  - 3 – Reproductive history
  - 4 – This pregnancy
  - 5 – Labour, birth & postnatal
5. Enter the patient details into the Web Form
6. Press 'Continue' to move onto the next page
7. Once all the details are submitted select the 'Complete Form' button



Mother's details Baby's details Reproductive history This pregnancy Labour, birth & postnatal

Go Back Save Continue

Agency Name: A Sample Campus (9999)  
 Unique key: 000000025  
 Mother UR No.: 0000123456  
 Mother's surname: Smith  
 Admission date: 2017-01-29  
 Discharge date: 2017-02-02

**Baby's Details**

Baby UR No.	0000123456	Congenital anomalies	2: Congenital anomalies not identified
Birth date	2017-02-01	Specify anomalies	
Birth time	00:10	Admission to SCN or NICU	3: Not admitted to SCN or NICU
Estimated gestational age (weeks)	40 weeks	Hep B vaccine received	4: Hepatitis B vaccine received less than 24 hours of age
Sex	1: Male	Breastfeeding attempted	1: Attempted to breastfeed / express breastmilk
Indigenous status	4: Neither Aboriginal nor Torres Strait Islander origin	Formula given in hospital	1: Infant formula given in hospital
Plurality	1: Singleton	Last breastfeed before discharge	1: Last feed before discharge taken exclusively from breast
Birth order	1: Singleton or first of a multiple birth	Date of discharge	2017-02-02
Birth weight (g)	4000	Discharge status	1: Discharged
Head circumference (cm)	28.9	Baby transferred to	--None Selected--
Birth status	1: Liveborn	Paediatrician first name	Matt
Apgar at 1 minute	9	Paediatrician surname	Jones
Apgar at 5 minutes	9		
Time to estimated respiration (mins)	1 minutes		

**Resuscitation Mechanical** Add 2: Suction  
**Resuscitation Drug** Add 1: None (no drug therapy)  
**Neonatal Morbidity** Add --None Selected--

Mother's details Baby's details Reproductive history This pregnancy Labour, birth & postnatal

Go Back Save Continue

Agency Name: A Sample Campus (9999)  
 Unique key: 000000025  
 Mother UR No.: 0000123456  
 Mother's surname: Smith  
 Admission date: 2017-01-29  
 Discharge date: 2017-02-02

**Admission Details with Reproductive history**

Gravidity	2
Parity	1
Date of completion of last pregnancy	Day: --None Selected-- Month: 01: Jan Year: 2010
Outcome of last pregnancy	1: Livebirth
Was the last birth a caesarean	2: Last birth was not caesarean section
Plan for VBAC (if prev. caesarean)	--None Selected--
Number of previous caesarean	0

**Total number of previous:**  
 Live births: 1 previous live births  
 Still births: --None Selected--  
 Induced abortions: --None Selected--  
 Spontaneous abortions: --None Selected--  
 Neonatal deaths: --None Selected--  
 Ectopic pregnancies: --None Selected--  
 Unknown outcomes: --None Selected--

Mother's details Baby's details Reproductive history This pregnancy Labour, birth & postnatal

Go Back Save Continue

Agency Name: A Sample Campus (9999)  
 Unique key: 000000025  
 Mother UR No.: 0000123456  
 Mother's surname: Smith  
 Admission date: 2017-01-29  
 Discharge date: 2017-02-02

**This Pregnancy**

Estimated confinement date	2017-02-01	<b>Number of ultrasounds:</b>	
Gestational age 1st A/N visit(weeks)	12 weeks	10 to 14 weeks	1
No. of antenatal visits	4 visits	15 to 26 weeks	1
Antenatal care provider	3: General practitioner	After 26 weeks	1
ART indicator	2: Artificial reproductive technology was not used to assist this pregnancy		
Influenza vaccination status	1: Influenza vaccine received at any time during this pregnancy		
Pertussis vaccination status	1: Pertussis containing vaccine received at any time during this pregnancy		

**Maternal Medical Conditions** Add Anaemia  
**Obstetric Complications** Add --None Selected--  
**Procedures** Add --None Selected--

The screenshot shows a multi-step form with tabs for 'Mother's details', 'Baby's details', 'Reproductive history', 'This pregnancy', and 'Labour, birth & postnatal'. The 'Labour, Birth & Postnatal' tab is active, displaying various dropdown menus and text input fields for recording birth details. At the top right, there are 'Save' and 'Complete Form' buttons. An arrow points from a callout box labeled 'Complete Form' to the 'Complete Form' button.

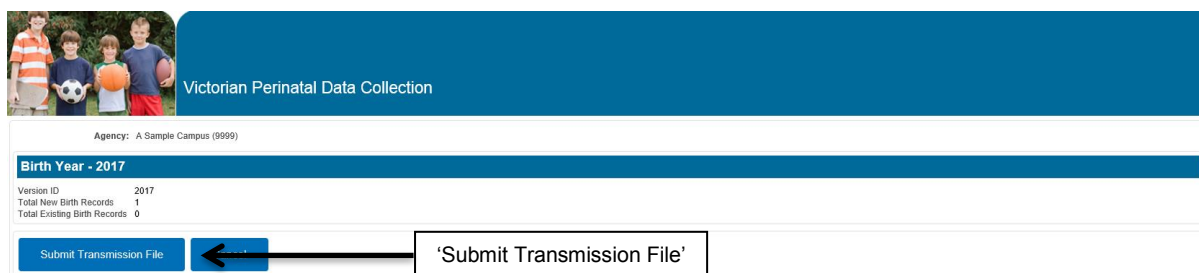
8. Return to the Perinatal Context
9. To transmit the record select 'Create VPDC Transmission File'
10. A new window will open

**Please note: Any outstanding forms will be displayed at the bottom of the page under 'Outstanding Birth Records'**

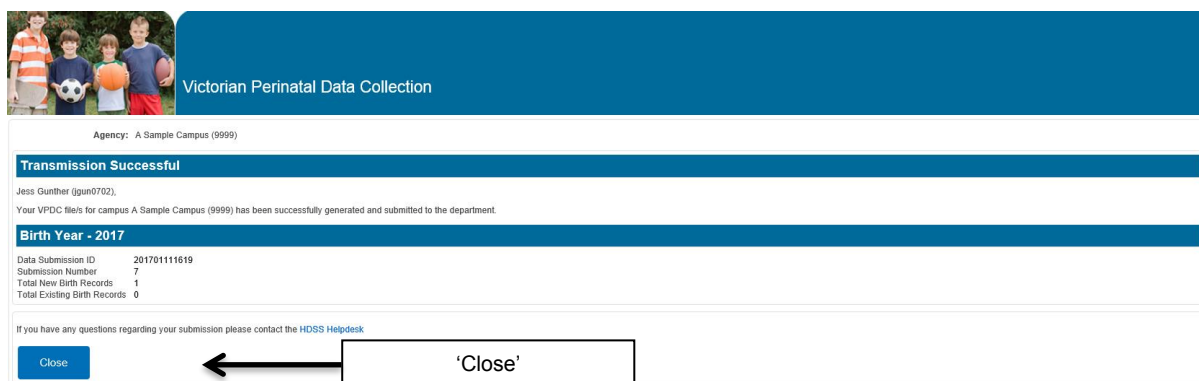
The screenshot shows the 'VPDC Selector' page. On the left is a navigation menu with 'Home', 'Secure Data Exchange', and 'VPDC Selector'. The main content area has a header 'Victorian Perinatal Data Online Entry and Transmission System' and a form with fields for 'Birth Year' (2017), 'Agency' (A Sample Campus), and 'Birth record Mother UR' (000000001 - smith - UID:000000000). Below the form are buttons for 'Edit Birth Record' and 'View Birth Record'. A section titled 'Transmit VPDC File' contains a 'Create VPDC Transmission File' button, with an arrow pointing to it from a callout box labeled 'Create VPDC Transmission File'. At the bottom, an 'Outstanding Birth Records' section shows a table with one record: UID 000000000, Mother's UR 000000001, Mother's Surname smith, and Outstanding Forms Record not submitted. An arrow points from a callout box labeled 'Outstanding Birth Records' to this section.

UID	Mother's UR	Mother's Surname	Outstanding Forms
000000000	000000001	smith	Record not submitted

11. Select 'Submit Transmission File'



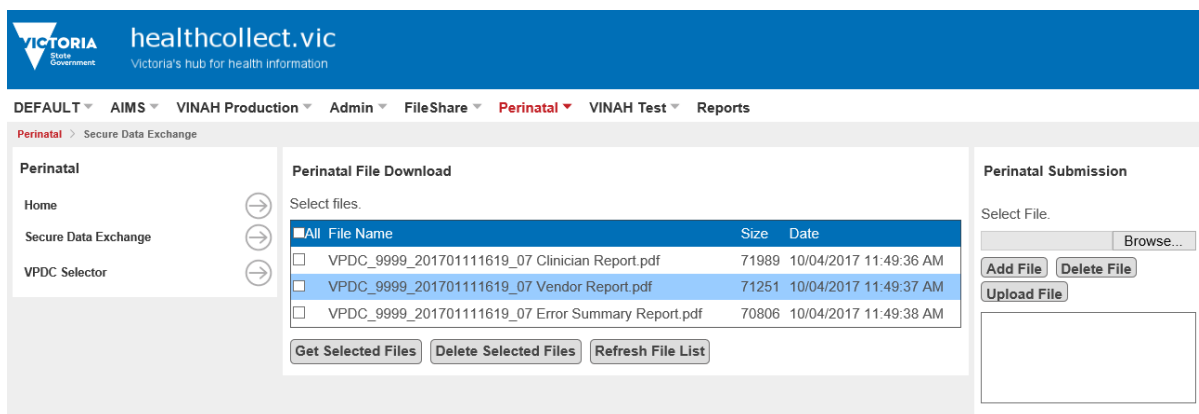
12. Select 'Close' to return to the Perinatal Context



13. Once the VPDC engine has processed the data, three reports are generated. The reports contain detailed information about which records have been accepted, rejected or require review.

The three files are:

- 1 – Clinician Report
- 2 – Vendor Report
- 3 – Error Summary Report.



14. If the file is has not appeared, click 'Refresh File List' to check for new files sent back to you from the VPDC validation engine

15. You can view a file by checking the box next to the file name and clicking 'Get Selected Files'

**Perinatal File Download**

Select files.

All	File Name	Size	Date
<input checked="" type="checkbox"/>	VPDC_9999_201701111619_07 Clinician Report.pdf	71989	10/04/2017 11:49:36 AM
<input checked="" type="checkbox"/>	VPDC_9999_201701111619_07 Vendor Report.pdf	71251	10/04/2017 11:49:37 AM
<input checked="" type="checkbox"/>	VPDC_9999_201701111619_07 Error Summary Report.pdf	70806	10/04/2017 11:49:38 AM

16. A pop up will appear with the options open, save and cancel. Select 'Open' or 'Save' to view files.



If unsure of how to proceed once you have received the submission report, please contact the HDSS Helpdesk or your software vendor for support.

### HDSS Helpdesk

t: (03) 9096 8595

e: [hdss.helpdesk@dhhs.vic.gov.au](mailto:hdss.helpdesk@dhhs.vic.gov.au)

### Edit, view or print a record

1. To edit an existing record return to the Perinatal Context
2. Select the record that requires editing from the 'Birth record Mother UR' drop down and select 'Edit Birth Record'



3. To view or print a record select 'View Birth Record'. This will open a user-friendly report that allows for all five forms to be printed.