NICU Data Finalization Guidelines

Birth Year 2023

CPQCC

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INTRODUCTION

"Data Finalization" is the process of ensuring that all data that is submitted into CPQCC's NICU Database is complete and correct for all infants born in a particular year, and is the joint responsibility of the NICU Data Center team and each member hospital's staff. In order to have complete, accurate, and timely data to support quality improvement and research to improve infant care, we undertake this process during the first six months of each year for all infants born in the previous calendar year.

The purpose of these guidelines is to assist our members in meeting our goals and those of the Vermont Oxford Network for complete, accurate and timely submission of records for infants born in 2023, and to allow us to produce the mandated California Children's Services (CCS) report on behalf of each member NICU.

NOTE: "2023 Data Finalization" is for infants born in 2023 and takes place in the first half of calendar year 2023.

Production Schedules

Quarterly Deadlines – Production Schedule

JAN 1st	JAN 7th	APR 7th	APR	JUL 7th	OCT 7th	OCT
Begin data collection for current year	4th Quarterly Close Out Submit all eligible infants for the previous year to be included in the 4th Quarter Report	1st Quarterly Close Out Submit all eligible infants born between Jan 1st – Mar 31st to be included in the 1st Quarter Report	Annual Joint Data Com/DCAG Meeting	2nd Quarterly Close Out Submit all eligible infants born between Jan 1st – Jun 30th to be included in the 2nd Quarter Report	3rd Quarterly Close Out Submit all eligible infants born between Jan 1st – Sept 30th to be included in the 3rd Quarter Report	Data Trainings

NICU Data Finalization Deadlines – Production Schedule

FEB 1ST	MAR 15	APR	APR 1st	MAY 15th	JUN 1ST	JUN 2ND	JUN 2ND	JUN 7th	JUN 7th	JUN 15th	JUL 15th	JAN - DEC	OCT 10th
DEADLINE	SUPER STAR AWARD	ANNUAL DATABASE REVISIONS	DEADLINE	GOLD STAR AWARD	DEADLINE	EARLY BIRD AWARD	ALL STAR AWARD	DEADLINE	CROWN AWARD	ANNUAL REPORT	ANNUAL REPORT	SURPRISE AWARD	ANNUAL REPORT
Submit items 1-2 in the Close-Out Checklist Late Fee if not completed	Submit the April 1st items by March 15th	Submit the Database Change Request Form by April	Submit items 3-8 in the Close-Out Checklist Late Fee if not completed	Submit the June 1st items by May 15th	Submit items 9-13 in the Close-Out Checklist Late Fee if not completed	Submit the CCS Report	Earn the Superstar and Early Bird Awards	Submit item 14 in the Close-Out Checklist Late Fee if not completed	Submit all DF items on time	DF Status Report	CPQCC & CCS Annual Reports		VON Annual QMR Report

Deliverable Deadlines

The following deliverables are required to finalize your data for infants born in 2023, unless otherwise specified. Please remember to review your center's **2023 Close-Out Checklist** for the sub-items 1-14 below (an example image of a Close-Out Checklist can be found on page 8).

1. **January 1st – Begin data collection for current year**

2. **January 7th by 11:59 PM – 4th Quarter Close-Out Deadline**

    - Enter data for all eligible infants (born January 1 – December 31, 2023) into the NICU Database by January 7th.
    - Review your Error & Warning Report.
    - Review your Confirmed Unknown Report.
    - Resolve the cases in your Data Consistency Reports (DCR).
    - Register all HRIF eligible infants that were discharged from your NICU between January and December 2023.
        - Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

3. **February 1st by 11:59 PM**

    1. Pay **2024** Membership Dues **(2024 Close-out Checklist)**.
    2. Confirm the electronic receipt of the Data Finalization Guidelines.

3. Submit VON/CPQCC Contact Report for your NICU.

NOTE: Submit a Help Desk ticket if any of your member center information has changed (name, address, phone number, CCS level) **or** to add new NICU user(s) **not** currently listed.

4. **March 15ᵗʰ – Deadline for Superstar Award**

    - To qualify, you must submit item 3 by January 15ᵗʰ and items 4-8 by March 15ᵗʰ.

5. **April 1ˢᵗ by 11:59 PM**

    4. Complete all records for infants born in 2022 who were still in hospital (SIH) during the 2023 data finalization period.
    5. Submit the ID confirmation form (see graphic on pg. 10).
    6. Submit and complete all transport items for acute transports into your NICU, all DRD items and all A/D items. All still in-house infants with items **not related to discharge**, should be **completed.**
    7. Complete the CCS form without errors or pending items.
        a. Please refer to the [CCS Form Tip Sheet](#) to complete this form for all NICU admissions (including Lower Acuity Inborn NICU Admissions (LAINA))
        b. Changes to your NICU infant data (i.e birth weight; gestational age; transports) might require CCS form updates.

NICU Data Sharing: To identify possibly missed infants who might be NICU Data eligible, we suggest that participating centers take advantage of the list of sharing opportunities. Especially those pertaining to VLBW infants or infants who were transported to a higher level of care.

    8. Log onto the [VON website](#) to submit the VON Membership Survey.

6. **April 7ᵗʰ by 11:59 PM – 2024 1ˢᵗ Quarter Close-Out Deadline**

    - Enter data for all eligible infants born January 1 - March 31, 2024 into the NICU Database by April 7ᵗʰ.
    - Review and complete your Error & Warning Report.
    - Review and complete your Confirmed Unknown Report.
    - Complete your Data Consistency Reports (DCR).
    - Enter all HRIF eligible infants that were discharged from your NICU between January and March.
        o   Please also include any infants that were discharged earlier than the time above if they have not yet been referred.
        o   Please refer to the [CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines](#)

7. **May 15ᵗʰ by 11:59 PM – Deadline for the Gold Star** & Allstar Awards

- To qualify for the Gold Star Award, you must complete all June 1st deliverables by May 15th.
- To qualify for the Allstar Award, you must complete all June 1st deliverables by May 15th <u>in addition</u> to earning the Superstar and Early Bird awards.
- Beginning with 2022 data, members must have **timely HRIF registrations of at least 95%** to meet the qualifications for these awards.

8. June 1st by 11:59 PM

9. Enter all CPeTS items for acute transports into your NICU, all DRD and A/D items into the NICU Database **completely and 100% error-free**. For still-in-hospital records, all items **not related to discharge** should be entered into the NICU Database **completely and 100% error-free**.
10. Follow up on warnings listed in the NICU Errors and Warnings Report.
11. Minimize use of Confirmed Unknowns to $\leq 3\%$ for key risk factors and outcomes for **inborn infants**.
    a. Note that if Item 24a. temperature measurement within 1 hour of NICU is pending, it is considered "unknown" due to the importance of this outcome.

12. Address and resolve inconsistencies to all cases listed in the Data Consistency Report (DCR).
13. HRIF 100% Referral/Registration: Register all HRIF-eligible infants into the <u>HRIF Reporting System</u>.
    a. Please refer to the <u>CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines</u>

9. June 2nd by 11:59 PM – Deadline for the Early Bird Recognition Award

o To qualify, you must complete item 14, confirmation of the CCS Report by June 2nd.

10. June 2nd – June 7th by 11:59 PM

14. Confirmation of 2023 CCS report between June 2nd and June 7th.
    a. Your CCS report now includes new sections to display Lower Acuity Inborn NICU Admissions (LAINA) data. (see slides 6 &7 in the 2022 **LAINA presentation**).
    b. Updates to the CCS Report will NOT be allowed after the report is confirmed on June 7th.

11. June 10th

o The PDF version of your Close-Out Checklist will be finalized and available for download by selecting the PDF icon at the top right corner of the form.

NOTE: Only centers who meet the February 1st, April 1st, June 1st, and June 7th deadlines will be eligible for inclusion in the VON Annual Quality Management Report, CCS Annual Report, the

CPeTS Annual Report and the CPQCC Annual Web Report. The NICU Data Center team will verify that your center has met these requirements.

12. July 7th by 11:59 – 2024 2nd Quarter Close-Out Deadline

- Enter data for all eligible infants born January 1 - June 30, 2024 into the NICU Database by July 7th.
- Review your 2024 Error & Warning Report.
- Review your 2024 Confirmed Unknown Report.
- Complete your 2024 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January and June, 2024.
    - Please also include any infants that were discharged earlier than the time above if they have not yet been referred
    - Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

13. October 7th 11:59 – 2024 3rd Quarter Close-Out Deadline

- Enter data for all eligible infants born between January 1st and September 30th, 2024 into the NICU Database by October 7th.
- Review your 2024 Error & Warning Report.
- Review your 2024 Confirmed Unknown Report.
- Complete your 2024 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January 1st and September 30th, 2024.
    - Please also include any infants that were discharged earlier than the time above if they have not yet been referred
    - Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

Communication

For questions or any assistance, please submit a Help Desk ticket at cpqcchelp.org. When creating a ticket, please specify whether the request is for the NICU Database, CCS, CPeTS, or HRIF in the "Help Topic" drop-down box.
NOTE: CPQCC office hours are Monday – Thursday 8:00AM – 5:00PM. All requests sent after hours, on weekends or holidays may not be responded to until the following business day.

To submit a Help Desk ticket:
- Go to **www.cpqcchelp.org.**
- At the upper right corner, please log in or register.
- At the upper right corner, select New Support Ticket.
- Fill out the fields to create a ticket.
Note: If you're already registered, you can log in and create an instant message via the chat icon at the lower right corner.

NICU DATA FINALIZATION

Late Processing Fee Policy and Fee Schedule

February 1, 2024

Centers who have not paid their **membership dues** by February 1st will be subject to a **late fee of $300**. Payment is due upon receipt of the late fee invoice. If payment is more than 30 days overdue, the late fee will increase to $500.

Centers who do not complete the **VON/CPQCC Contact Report** by February 1st will be subject to a **late fee of $300**. Payment is due upon receipt of the fee invoice.

Centers who have not completed the VON/CPQCC Contact Report by February 1st will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information on when they intend to submit the VON/CPQCC Contact Report by.

April 1, 2024

Centers who do not complete the **April 1st deliverables** by the deadline will be subject to a **late fee of $300**. Payment is due upon receipt of the fee invoice.

Centers who have not completed the April 1st deliverables will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information on when they intend to submit the April 1st deliverables by. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables.

In addition, if all April 1st deliverables are not received by April 7th, centers **must** fill out a NICU Data Finalization Action Plan and submit it along with any incomplete and/or missing deliverables by April 15th at 11:59PM. The NICU Data Finalization Action Plan should be reviewed by all members of your center's CPQCC team and then signed and dated.

June 1, 2024

Centers who do not complete the **June 1st deliverables** by the deadline will be subject to a **late fee of $300**. Payment is due upon receipt of the fee invoice.

Centers who have not completed the June 1st deliverables will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information about whether they intend to submit the June 1st deliverables by June 7 at 11:59PM. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables.

June 7, 2024

Centers who have not **confirmed their CCS Report** by June 7th will be subject to a **late fee of $300**. Payment is due upon receipt of the late fee invoice.

Centers with finalized data, complete data finalization documents on file, and no outstanding balance on their membership fees will still be included in the VON Database and the Annual NICU Quality Management Report, the CCS Annual Report, the CPeTS Annual Report, and the CPQCC

Annual Web Report if all deliverables are submitted by this date. However, due to the very large volume of data that must be processed, no exceptions will be made.

Centers will be notified by the NICU Data Center if the June 7th deliverable is incomplete. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables.

Late Payment Warning: If ANY of the above deadlines are not met on time, a late processing fee of $300 will be billed. If the payment is more than 30 days overdue, the late fee will increase to $500.

CPQCC Close-Out Checklist Instructions

The Close-Out Checklist tool, which can be accessed on the NICU Data site, guides you through the close-out process.

Close-Out Checklist Overview

The Close-Out Checklist tool lists 14 deliverables that are required to be completed as part of your close-out (please refer to pgs. 1-3). The six items below explain each column in the close-out checklist.

1. **#** column – task item number.
2. **Activity** column – description of each deliverable.
3. **Deadline** column – due date of each deliverable.
4. **Done** column – a checkbox which when checked indicates that your deliverable is complete and when unchecked indicates that your deliverable is incomplete. Grayed out boxes indicate that the box will be automatically checked once the system can verify that the deliverable has been completed. Items 2, 3 and 8 must be checked manually **AFTER** they have been completed. It is the responsibility of each center to confirm that the deliverable is complete **before** the item is checked.
5. **Confirmation Date/Time** column – once the deliverable has been auto-checked or manually checked off as complete, a date and time stamp will appear.
6. **Resources** column – hyperlinks to each deliverable.

Close-Out Check List for NICU 0000 and Birth Year 2019 as of 2019-11-15 at 15:41					
*Items 2, 3 and **8** must be checked manually. All other items are automatically checked.*					
#	Activity	Deadline	Done	Confirmation Date/Time	Resources

Comment Section

Both the users and the NICU Data Center can use this section to comment on certain issues. This forum can be used for issues such as:

- Circumstances that affect your NICU's ability to meet close-out requirements **after** June 1st. All other issues happening during close-out should be entered into a Help Desk ticket.
- Reason(s) for > 3% of confirmed unknown for key risk factors and outcomes or unresolved missing data items (e.g. BW, DOB). Please indicate the record ID number as well as the reason in this section.

The user comment section is located at the bottom of the Close-Out Checklist. Please do not use this section to describe issues with the Close-Out Checklist itself, data collection forms or the close-out process. For these cases, please submit a Help Desk ticket.

The NICU Data Center will use this section to comment on issues such as:

- Late fees incurred by your center and status of payment.
- Status of the Action Plan received for missing the April 7th deadline.
- Explanation of any other close-out issues that may affect the deliverables.
- Unpaid membership fees.

All other issues will be discussed in a Help Desk ticket generated by the NICU Data Center.

Set confirmation status for enabled items	
User Comment: None	**CPQCC Staff Comment:** *Click here to edit* None

Awards

All awards earned by your center are captured in the Close-Out Checklist and listed by its icon at the top right corner next to the PDF icon. (If you hover your mouse over the icon, it will show the name of the award).

In addition, the CPQCC website has a page which describes all of the awards that centers are eligible for. Members can also view their own center page to see all awards they have earned starting from 2014 by following these steps:

- Go to the CPQCC website (www.cpqcc.org)
- Select **About**
- Select **Membership**
- Select **Current Members**
- Select **your Center**

Below are the six NICU data awards that are currently available.

NOTE: Please make sure to download each awarded certificate within the year that they were earned as those from previous years will no longer be available.

Super Star Award		• Granted to centers that complete **item 3 by January 15th** and **items 4-8** by **March 15th.**
Early Bird Award		• Granted to centers that confirm their CCS report on **June 2nd.**
Surprise Award		• Granted to centers that are recognized for a specific positive performance aspect.
Gold Star Award		• Granted to centers that complete **items 9-13** by **May 15th.** • Beginning with 2022 data, members must have **timely HRIF registrations of at least 95%** to meet the qualifications for this award.
All Star Award		• Granted to all centers that met the deadlines for **item 3 by January 15th, items 4-8 by March 15th, items 9-13 by May 15th, and confirm their CCS report (item 14) on June 2nd.**

	• Update: Beginning with 2022 data, members must have **timely HRIF registrations of at least 95%** to meet the qualifications for this award.
Crown Award ♔	• Granted to centers that met all deadlines on time. **(Item 3 on February 1st, items 4-8 on April 1st, items 9-13 by June 1st, and item 14 by June 7th).**

To download a PDF copy of your finalized Close-Out Checklist report, select the PDF icon at the top right corner of the Close-Out Checklist (as shown in the image below).

Close-Out Check List for NICU 0000 and Birth Year 2019 as of 2019-11-15 at 15:41

*Items 2, 3 and 8 **must** be checked manually. All other items are automatically checked.*

#	Activity	Deadline	Done	Confirmation Date/Time	Resources
1.	2019 Membership Dues Paid *Membership dues were received by NICU Data Center. Data entry for 2019 is enabled.*	02/01/2019	☑	12/14/2018 @ 08:42	If you have questions about your 2019 dues please submit a ticket at the CPQCC Help Desk.
2.	Confirmation of receipt of e-announcement of data finalization guidelines for 2019	02/01/2020	☐		A link to the 2019 Data Finalization Guidelines will be posted here in December 2019
3.	Submission of VON/CPQCC Contact Report for your NICU for birth year 2019.	02/01/2020	☐		No contact link found for your NICU. If this is a problem contact the CPQCC Help Desk.
4.	Completion of all records for infants born in 2018 who were SIH at the 2018 closeout.	04/01/2020	☐		Pull up SIH ID list for 2018
5.	Submission of ID confirmation form for birth year 2019.	04/01/2020	☐		Review / Confirmation of Record IDs Submitted & Confirmation of CPQCC Conditions for 2019
6.	For infants born in 2019, all CPeTS items for acute transfers into your NICU, all DRD items and all A/D items should be entered into the NICU Database completely. For infants born in 2019 and still in-house all items not related to discharge should be entered into the NICU Database completely.	04/01/2020	☐		Pull up Edit ID list for Record IDs with pending (non-SIH) items for 2019
7.	Submission of error-free CCS form without pending items for birth year 2019. *Note that changes to your NICU Database records might require CCS form updates!*	04/01/2020	☐		Open CCS form for 2019
8.	Submission of VON Membership Survey for birth year 2019.	04/01/2020 @ 20:59 PST	☐		Click here to go to VON website to fill out 2019 VON Membership Survey (opens new window)
9.	For infants born in 2019, all CPeTS items for acute transfers into your NICU, all DRD items and all A/D items should be submitted entered into the NICU Database completely and 100% error-free. For infants born in 2019 and still in-house all items not related to discharge should be entered into the NICU Database completely and 100% error-free.	06/01/2020	☐		Pull up Edit ID list of Record IDs with pending (non-SIH) items/errors for 2019
10.	Followed-up all warnings listed in the NICU Database Errors and Warnings Report for birth year 2019. *Currently 1 warning for review.*	06/01/2020	☐		Generate Warnings w/out Follow-Up Report for 2019
11.	Minimized use of Confirmed Unknown to ≤ 3% for key risk factors and outcomes for inborn infants. *Any unknown risk factor: 0.00%. Any unknown outcome: 0.00%.*	06/01/2020	☐		Generate Confirmed Unknown Report for Inborn Infants for 2019
12.	Addressed and resolved all inconsistencies listed in the DCR for birth year 2019. *Currently no inconsistencies.*	06/01/2020	☐		Review Data Consistency Report (DCR) for 2019
13.	HRIF registration is 100% of 2019 VLBW infants, infants < 32 completed weeks gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD born in 2019 and discharged home from the reporting NICU or from a non-CCS NICU after transport-out from the reporting NICU. *Current HRIF registration: 0.0 %*	06/01/2020	☐		Review infants born in 2019, discharged home from your NICU or a non-CCS NICU after transport out from your NICU who are eligible for HRIF due to VLBW, GA<32 completed Wks, HIE, ECMO, Active Therapeutic Hypothermia, CHD, INO, Seizures and not registered through 11-14-2019.
14.	Confirmation of CCS report for birth year 2019. The CCS reports will be available for review continuously starting from April 1, 2020. *As we have to wait for all centers to finalize their 2019 data and as complete data from all centers is needed to generate several components of the CCS report (e.g., the inborn admission rate comparison of your NICU and the CPQCC network), the CCS report confirmation period opens on 6/2/2020.*	06/07/2020	☐		Open current version of CCS report for 2019

Set confirmation status for enabled items

User Comment:	CPQCC Staff Comment: *Click here to edit*
Can I leave [Screenshot]	Correct, dues paid are checked off by the NICU Data Center.

Finalizing Your Data – Quarterly

January 7th at 11:59 PM – enter data for infants born between Jan 1st and Dec 31st 2023

April 7th at 11:59 PM – enter data for infants born between Jan 1st and Mar 31st 2023

July 7th at 11:59 PM – enter data for infants born between Jan 1st and Jun 30th 2023

October 7th at 11:59 PM – enter data for infants born between Jan 1st and Sept 30th 2023

We strongly encourage all centers to submit 100% complete and error-free data by the 11:59 pm deadline to increase the value of our Quarterly Reports. We can then risk-adjust the data and provide you with a more accurate snapshot of your unit's activity. It will also ensure that your quarterly NICU data is included in the CPQCC & VON Quarterly Reports.

- Review your Error & Warning Report (see item 10, pg. 17)

- Review your Confirmed Unknown Report (see item 11, pg. 17)
- Complete your Data Consistency Reports (DCR) (see item 12, pg. 21)
- At discharge, please refer HRIF-eligible infants to the appropriate CCS HRIF clinic. You can use the following resources to track HRIF eligible infants. (see item 13, pg. 23)

Finalizing Your Data – Annually

February 1st at 11:59 PM

1. **2023 Membership Dues Paid**

This item will be confirmed and checked by CPQCC's administration once payment is received.
- If membership dues are NOT paid by the Feb. 1st deadline, your center will NOT have access to enter 2023 data until membership dues are paid.
- Your center will also incur a $300 late fee.

Please submit a Help Desk ticket if you have any questions.

2. Confirm electronic receipt of the **Data Finalization Guidelines**.
   a. A link to the document you are reading now will be available for download in item 2 of the Close-Out Checklist.
   b. Submit a **Help Desk ticket** to schedule an optional data review. Note that the NICU Data Center may initiate a Help Desk ticket for your center if data is not being submitted in a timely manner or deadlines are close to not being met. Data reviews may also be initiated by staff via Zoom so that we have the ability to share screens.

To access:
- Log into the **NICU Data site**
- Select **2023**
- Select **Close-Out Checklist**
- Select the resource link to the **Data Finalization Guidelines**
- Download and review the instructions to close out your data
- Manually check off item 2 in the Close-Out Checklist
- For questions, please **submit a Help Desk ticket.**

3. Update and submit your online **CPQCC/VON Contact Report**

- Log into the **NICU Data site**
- Select **2023**
- Select **Close-Out Checklist**
- Select the resource link to the **CPQCC/VON Contact Report**
- Update the form, fill in your name at the bottom and submit
- Please confirm that all contacts listed are correct as the Data Center will be using this information to: communicate with all contacts during the data finalization close-out period; send membership dues to the invoice contact; and send important announcements throughout the year.
- **Even if there are no current contact updates, you will still need to review and submit this form**.
- For questions, please **submit a Help Desk ticket.**

a. You can also access the contact report from the **NICU Settings** page on the NICU Data site by selecting the "Access member directory entry" button in the top right corner of the page.
b. This page lists all of the users who have access to your center's NICU Data and NICU Reports. Users highlighted in red are suspended and will need their accesss reactivated.

Note: Please review the entire NICU Settings page to validate all information regarding your NICU.

a. Submit a Help Desk ticket if you have:
  i. Changes in NICU information (e.g. hospital name, address, phone number, CCS level). Please include documentation (hospital letter, CCS letter) confirming the change(s) in the ticket as well.
  ii. New users needing access to NICU Data and/or NICU Reports.

To submit a Help Desk ticket:
- Go to **www.cpqcchelp.org**.
- At the upper right corner, please log in or register.
- At the upper right corner, select New Support Ticket.
- Fill out the fields to create a ticket.
- **Note:** If you're already registered, you can log in and create an instant message via the chat icon at the lower right corner.

March 15th – Deadline for Superstar Award

- To qualify, you must submit item 3 by January 15th and items 4-8 by March 15th.

April 1st by 11:59 PM

4. Enter complete discharge data for all infants born in 2022 who were still in the hospital (SIH) during the 2023 closeout.
   a. Please review SIH Table for guidance.
5. Submit the **ID Confirmation** form for birth year 2023.

To access this form:
- Log into the **NICU Data site**
- Select **2023**
- Select **Close-Out Checklist**
- Select the resource link to access the **ID confirmation form**
- Check all of the boxes to confirm that you understand and agree to meet each deadline
- Enter your full name (first and last) in the box provided at the bottome of the page
- Click the **Submit Record ID Confirmation** button

NOTE: If you need to submit additional records after you've confirmed the ID Confirmation form, you'll need to submit a Help Desk ticket to request a reset of the confirmation. Once the confirmation has been reset, you can then enter your additional records. When you've entered all of your records, please make sure follow the process above confirm your IDs again. **New records will NOT be accepted after close-out on June 1st.**
   a. See graphic below (note that the dates listed apply to deadlines thoughout this document as well)

Note that the record IDs should be sequential starting from the Start Record ID number.

The Start / End Record ID number are the lowest / highest record ID numbers that have been submitted by your NICU for 2019.

Start Record ID: 01401

End Record ID: 01407

All record IDs are in sequence, and none were skipped.
Please review items 1. through 6. and confirm by checking the box on the right.
Only if all items are checked, any needed additional record IDs have been provided, and your name has been entered, the above record IDs can be confirmed.

1.   I have reviewed the above list of record ID numbers for birth year 2019, and I verify that all NICU Database eligible infants have been included.

2.   I understand that I must assign a record ID for all NICU Data eligible infants by entering all of the data no later than **April 1, 2020** in order to be included in the Annual Reports.

3.   I understand that I must submit the CCS Supplemental Form by entering all of the data no later than **April 1, 2020** in order to be included in the Annual Reports.

4.   I understand that I must submit all of the Data Finalization documents as specified in the Data Finalization Guidelines no later than **April 1, 2020** in order to be included in the Annual Reports. NICUs that are unable to complete the April 1st deliverables will be subject to a 3% late processing fee of $300.00. Payment upon receipt.

5.   I understand that I must submit completed and 100% error-free data for all NICU Data eligible infants no later than **June 1, 2020** in order to be included in the Annual Reports. NICUs that are unable to complete the June 1st deliverables will be subject to a 3% late processing fee of $300.00. Payment upon receipt.

6.   I understand that I must confirm the CCS Report for accuracy and completeness between **June 2, 2020 starting at 7:00 AM until June 7, 2020 at 11:59PM** in order to be included in the Annual Reports. NICUs that are unable to complete the June 7th deliverables will be subject to a 3% late processing fee of $300.00. Payment upon receipt. Only NICUs with finalized data, complete data finalization documents on file, and *no outstanding balance on their membership fees*, without exception, will be included in the Annual Reports.

Your first and last name: _____   Date / Time of Confirmation: 2020-02-14 at 08:36

Submit Record ID Confirmation

6. Submit and all transport (TRS) items for acute transports into your NICU, all delivery room death (DRD) items and all admission/discharge (A/D) items **completely.** For infants still-in-house, all items **not related to discharge** should be entered into the NICU Database **completely**.
    a.   Assign a NICU Record ID for each eligible infant born in 2023
    b.   The following table lists the minimum variables needed to start a record.

NOTE: We encourage all NICUs to use the new Data Sharing tool for transported infants!

ACUTE TRANSPORT-IN FORM	ADMISSION/DISCHARGE FORM OR DELIVERY ROOM DEATH FORM
Birth Year	Birth Year
Infant ID	Infant ID
Birth Weight (C.3)	Birth Weight (1)
Best estimate of gestational age (C.4)	Birth Date (4)
Infant Sex (C.5)	Sex (5)
Congenital Anomalies (C.6a)	
Antenatal Steroids (C.8a)	
Surfactant Use (C.9b)	
Date/Time of Infant Birth (C.12)	
Location of Birth (C.32)	

7. Enter aggregate live birth and NICU admissions data into the **CCS Supplemental Form**.
    a.   Data must be complete and 100% error-free.

b. Members are strongly encouraged to use the real-time data comparison features as a data validation tool and to verify the number of eligible infants submitted to the NICU Database.

c. Please review the **CCS Form – Tip Sheet**

d. The **All NICU Admissions Database** is a tool provided to NICU members allowing them to track **all** NICU admissions (by birth year or admission year) throughout the year. **This includes the required Lower Acuity Inborn NICU Admissions (LAINA) data**. Please see the detailed instructions below to access the database.

What are the advantages of participating in the CPQCC All NICU Admissions Database?

- Allows updated NICU admissions volume on cpqccreport.org dashboards.
- Allows updated volume and other control charts on cpqccreport.org for those items that are required to be entered for all infants (e.g., infant deaths completely reported for the first year of life relative to all NICU admissions).
- Allows use of all NICU admissions as denominator for big baby metrics.
- Allows population of CCS form Section A row 4 (NICU deaths after day 28).
- Allows population of CCS form Section B.
- Allows population of CCS form Section C.
- Allows population of CCS form Section D row 2 (inborn NICU admits by GA).
- Allows better verification of row 1 of CCS form Section E (should be >= cumulative initial LOS).
- Allows population of CCS form Section E "Total number of NICU days of IM or IV antibiotic exposure."
- Allows population of CCS form Section F "Number of central line days by birth weight."
- Allows population of CCS form Section F "Number of CLABSI by birth weight."
- Provides the ability to track infants who are not CPQCC eligible, but affect a NICU's resource use.
- Optional.

    e.   Review the Draft CCS Report for accuracy and completeness.

To access the Draft CCS Report:
- Log into the **NICU Data site**
- Select **2023**
- Select **CCS Reports**
- Select the **Technical Notes** (located under the table of contents) **or simply click on each header** to explain each section of the report

    f.   The draft CCS reports will be available for review by mid March, early April 2023. Keep in mind that the interquartile range (the blue line in Tables I, J, K, L, M-2, M-3 and M-4) may not accurately represent the data for the entire NICU Database at the time you generate your report, as all data will not be completely submitted until **April 1st**.

    g.   If you make any changes to the NICU Database or the CCS Supplemental Form after the **initial** compilation of your CCS Report, you need to submit a Help Desk ticket to request a re-run of your CCS Report to reflect these updates.

NOTE: A re-run of your CCS report takes approximately two hours.

8. Submit **VON Membership Survey** for birth year 2023.

To access this form:
- Go to the [VON Website](#)
- Go to Member Login
- Select Member's Area
- Login with email address and password
- In the **Data Management** box, select **View Details**

VON Website:
- In the gray Quick Links box, under Data Finalization Steps, select "Membership Survey"
- At the very top of the form, there is a yellow Status box that tells whether the form is in process or has been completed. If completed, a name and date will be listed.

NOTE: You **must** have access to the VON website to access this form.

- o If your center currently does NOT have access, please select the "need a login and password?" link or contact VON's support center (support@vtoxford.org).

May 15th by 11:59 PM – Deadline for the Gold Star & Allstar Awards

- To qualify for the Gold Star Award, you must complete all June 1ˢᵗ deliverables by May 15ᵗʰ.
- To qualify for the Allstar Award, you must complete all June 1ˢᵗ deliverables by May 15ᵗʰ in addition to earning the Superstar and Early Bird awards.
- Beginning with 2022 data, members must have **timely HRIF registrations of at least 95%** to meet the qualifications for these awards.

June 1st by 11:59 PM

9. Submit and complete all transport items for acute transports into your NICU, all DRD items and all A/D items **error-free.** For 2022 still-in-house records, all items **not related to discharge** should be submitted to NICU Database **completely and 100% error-free.**
   a. Please note the following resource links to review your data on the NICU Data site from the left side menu bar:
      i. Use the **Edit Data** feature to review the record status of each ID submitted. For data to be considered finalized, all records must either have a record status of *Complete* or *SIH*, while all records of infants born in 2022 and earlier must be *Complete*. (Please review the [SIH Table](#), for more info).
      ii. Use the **Data Reports** feature to review or download a copy of your Error and Warning Report.
      iii. Use the **Data Reports** feature to review the Data Consistency Report, which is usually updated quarterly (dates will correspond with quarterly deadlines).
      iv. Use the **Custom Query Tool** to generate reports for all infants with specific outcomes (e.g. NEC, Surgery, Deaths etc.). This tool can also be used to find pending variables within any submitted record as well as the following options.
         a. Query any number of years from 2006 onwards in one step.
         a. For users with access to multiple centers, use this tool to query any number of centers in one step.

b. Generate queries for the process and outcomes reported in the CCS Report. This feature is useful for CCS Report verification.

c. Review additional composite items, such as Chronic Lung Disease or Severe ROP or ROP Surgery.

d. Query results are provided in a data table format that allows additional filtering. The complete or filtered query result can also be downloaded as a .csv file using the CSV button.

To access the Custom Query Tool:
- Log into the **NICU Data site**
- Select **Custom Query**
- Specify the year(s) you want to review
- Select the **Set Years for Queries** button (for users with access to multiple centers, select **Set Centers and Years for Queries**)
- Select area, e.g. Demographics, Time of Birth.

i. Use the **Mail/Download Reports/Data** feature to request a copy of your center's database to review and further validate your raw data.

NOTE: We encourage all NICUs to use the NICU Data Sharing tool for transported infants!

10. Follow up on all warnings listed in the **Errors and Warnings Report** for birth year 2023.
    a. Follow up on all warnings listed in the report by reviewing the record for the specified warning and then clicking the **Followup Done** button.
    b. Make sure to click the **Save warning followup** button to save your selections (see graphic below)

To access the Warnings Report:
- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: **Warnings Report**
- Select **Generate Report**

11. Minimize use of **Confirmed Unknown to ≤ 3%** for key risk factors and outcomes for **inborn infants**. These percentages will show up in red if > 3%.

a. Confirmed unknown data items for key risk factors and outcomes (e.g. BW, DOB) > 3% should be documented in the User Comment Section of the Close Out Checklist.

    v. Note that the Data Center will follow up with each center to determine if the reason is valid and will then make a note in the comments section. In this case, item 11 will remain unchecked, however the center will still be allowed to confirm their CCS Report and close out their data for the year.

    vi. Note that if Item 24a. temperature measurement within 1 hour of NICU is pending, it is considered "unknown" due to the importance of this outcome.

b. Validate the Confirmed Unknown Report.

    vii. Unknown should only be selected if the documentation for the care provided at your center cannot be obtained. For infants who are transported out and **not** readmitted, the process and outcome measures should reflect the care that was provided at your center only. However, you are required to follow up on the disposition of the infant until the infant is discharged home.

NOTE: Free standing children's hospitals and satellite NICUs need to contact the Data Center to complete this item. **We encourage all NICUs to use the Data Sharing tool for transported infants!**

To access the Confirmed Unknown Report:
- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: **Confirmed Unknown Report**
- Threshold default is 1% but can be updated by changing the number. **Enter minimum unknown percent here: (e.g. "0")**
- Select **Generate Report**

To find the confirmed unknown records with ≥ 3% that affect:
- Key Risk Factors
  - Type 'rfmiss' in the search bar
- Outcome Measures
  - Type 'outmiss' in the search bar

    viii. The percentage of your center's confirmed unknowns are also reported in Section F. Data Quality Assessment of the CCS Report. This will include only those in the risk adjusted and process/outcome measure categories (please review the CCS Report Technical Notes or click on the header for more information).

NOTE: For infants who are still hospitalized when data is finalized by the June 1ˢᵗ deadline, items 1-38 and items 40-55 on the Admission/Discharge Form must be completed. While it is possible that items coded "No" may later change to "Yes," the purpose of completing these items is to assure that data for the Annual Reports is as complete as possible. Review the SIH table for more detailed information.

ix.   Below is the list of variables used and the associated weighted value in calculating data consistency and preparing the Data Consistency Report (See page 20, Item 12). Data Contacts are strongly encouraged to reduce the number of confirmed unknowns for these variables, as well as to collaborate with other Data Contacts to ensure the accuracy of these variables when transporting infants.

ITEM	VARIABLE DESCRIPTION	WEIGHTED VALUE
1	Birth Weight (in Grams)	Most Important
2	Head Circumference at Birth (in cm to nearest 10th of a cm)	Adds Considerable Value
3a	Best Estimate of Gestational Age – Weeks	Most Important
3b	Best Estimate of Gestational Age – Days	Most Important
4	Birth Date	Most Important
5	Sex of infant	Most Important
6	Delivery Room Death	Most Important
7a	Location of Birth	Most Important
7b	Day of Admission (for >1500 Grams or Outborn Infants)	Most Important
7c	Hospital of Birth (for Outborn Infants)	Most Important
8a	Previously Discharged Home	Most Important
8b	Infant Readmitted to your Hospital	Most Important
9	Mother's Age at Infant's Birth (Age Last Birthday)	Most Important
10a	Is Mother of Hispanic Origin?	Adds Considerable Value
10b	Maternal Race	Adds Considerable Value
11	Prenatal Care	Adds Value
12	Group Strep B Positive	Adds Value
13a	Antenatal Steroids Received Prior to Delivery	Adds Value
13b	Documentation of reasons for NOT initiating ANS therapy before delivery	Adds Value
13c	Main reason for NOT initiating ANS therapy before delivery	Adds Value
14	Spontaneous Labor. Did the Mother Go into Labor on Her Own?	Adds Value
15a	Multiple Births or Gestation	Most Important
15b	Number of infants Delivered	Most Important
15c	Birth Order for Multiple Births	Most Important
16	Mode of Delivery	Most Important
17a-c	Maternal Complications	Most Important

18	Indication for Cesarean Delivery	Most Important
19a-e	Was Delayed Umbilical Cord Clamping Performed?	Most Important
20	Apgar Score 1min, 5min, 10min	Adds Value
21a	Suspected Encephalopathy or Suspected Perinatal Asphyxia	Adds Value
21b	Umbilical cord blood gas or baby blood gas in the first hour of life available	Adds Value
21c	Source of blood gas	Adds Value
21d	pH within 1 hour of life	Adds Value
21e	Base Deficit umbilical cord blood/baby blood gas within first hour of life	Adds Value
22a-h	Delivery Room Resuscitation	Adds Value
23a-c	Surfactant in the Delivery Room	Adds Value
24a-d	Temperature Measured within 1 hour of Admission to NICU	Adds Value
25a-e	Post Delivery Room Respiratory Support	Adds Value
26a-b	Post Delivery Room Respiratory Support – Nasal CPAP	Adds Value
27a-b	Duration of Assisted Ventilation (in your NICU)	Adds Value
28	Did Infant Die within first 12 hours of entering your NICU?	Most Important
29	Respiratory Distress Syndrome	Adds Value
30	Pneumothorax	Adds Value
31	Meconium Aspiration Syndrome	Adds Value
32	Caffeine for Any Reason	Adds Value
33	Intramuscular Vitamin a for Any Reason	Adds Value
34	Inhaled Nitric Oxide > 4 Hours	Adds Value
35	ECMO	Adds Value
36a-b	Postnatal Steroids	Adds Value
37	Supplemental Oxygen on Day 28	Adds Value
38a-f	Supplemental Oxygen at 36 Weeks (Adjusted GA)	Adds Value
39a-g	Respiratory Support at Discharge	Adds Value
40	Early Bacterial Sepsis Code	Adds Value
41a-c	Late Bacterial Sepsis	Adds Value
42	Congenital Infection Code	Adds Value
43a	Patent Ductus Arteriosus	Adds Value
43b	Indomethacin	Adds Value
43c	Ibuprofen for Treatment or Prevention of PDA	Adds Value
43d	Acetaminophen (Paracetamol) for Treatment or Prevention of PDA	Adds Value

43e	Surgery or Interventional Catheterization for Closure of PDA	Adds Value
44a	Probiotics	Adds Value
44b	Necrotizing Enterocolitis	Adds Value
44c	NEC surgery	Adds Value
45	Gastro-Intestinal Perforation	Adds Value
46a-d	Retinal Exam	Adds Value
47a-b	Other Surgery	Adds Value
48a	Neural Imaging Done on or before Day 28 and During this Admission	Adds Value
48b	Worst Grade of Hemorrhage	Adds Value
48c	Location of PIVH Diagnoses	Adds Value
48d	Shunt Placed for Bleed	Adds Value
48e	Other Intracranial Hemorrhage Present	Adds Value
49a	Neural Imaging performed during this admission?	Adds Value
49b	Cystic Periventricular Leukomalacia	Adds Value
50	Seizures, EEG, or Clinical	Adds Value
51	Hypoxic-Ischemic Encephalopathy	Adds Value
52a-b	Congenital Anomalies	Adds Value
53	Level of Bilirubin	Adds Value
54	Exchange Transfusion	Adds Value
55	Hospital of Last Home Discharge	Adds Value
56	Enteral Feeding at Discharge	Adds Value
57-60	Initial Disposition	Adds Value
61-62	Reason for Transport	Adds Value
63-67	Post-Transport Disposition	Adds Value

12. Address and **resolve inconsistencies in all cases listed in the DCR**. (You must insert a comment to confirm the updates you've made to the data to receive feedback. If the updates are complete and accurate, the Data Center staff will resolve the case).

To access the Data Consistency Report (DCR):
- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: **Data Consistency Report**
- Select **Generate Report**

To add a comment to your center's DCR:

- Open your DCR report
- Select the potential inconsistency you would like to address
- Click the **Edit** button at the top
- Enter your comment in the highlighted box
- If other NICUs are involved, the contact(s) listed can see your comments, if the radio button next to their name(s) is clicked.
- The data center can see your comments as well and will respond if needed before resolving/unresolving the record

Enter a Comment to receive a response:

- Open your DCR report
- Select the inconsistency case that you would like to address
- Click the Edit button at the top
- Enter your comment in the highlighted box
- If other NICUs are involved, click the radio button next to their name(s) so that the contact(s) listed can see your comments
- The data center can see your comments as well and will respond if needed before resolving/unresolving the record

Issue A2401

Issue Description and Previous Comments

Record ID   ⬅ **Issue Description**

Previous Comments

Check Live DBs

hospno	id	lastUpdate	deleted	deldie	locate	ageadm	bwgt	gestage	bdate	btime	sex	mdate	newmult	pdh	los1

Refresh

Your New Comment and Email Contact Options

Your New Comment   **Select contact(s) here**   ****Enter your comments here****

Your [initials] will be used to prefix your comment.

Contacts for this issue ➡ ☐ _____

Check all contacts you would like to have your comments sent to. Primary NICU contacts and the NICU Data Center are always cc-ed.

Resolution Status

Resolved   ◉ Yes   ○ No   Resolved on: 2020-04-28 @ 09:17

☐ Check to resolve/unresolve for all NICUs

When the issue is resolved, Yes will be checked. If it hasn't been resolved, No will be checked   Cancel | Up

13. **100% submission HRIF registrations** for infants born in 2023 and **discharged to home** from your NICU or from a non-CCS NICU after transport-out from the your NICU. This item is **required** for CCS-approved NICUs and refers to infants meeting the folloqing criteria: VLBW infants, infants < 32 completed weeks gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD
    a. Review the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines
    b. Review the HRIF/NICU Match Status Report for Infants Discharged Home from your NICU (NICU Data, NICU Report)
       i. This report now includes a filter to identify infants who were discharged home after transport to a Non-CCS NICU.
    c. Log in to the HRIF Reporting System to register all eligible infants.

To access the HRIF/NICU Match Detail Report:
- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: **HRIF/NICU Match Detail Report**
- Select **Generate Report**

    d. Use the **Edit Data** list to toggle between the NICU and HRIF eligible infants by clicking on the **NICU** and **HRIF** buttons.

e. The HRIF button includes HRIF information on each of these infants to determine disposition (i.e. Home from this NICU, HRIF eligibility reason, HRIF ID number (if linked) etc.).

f. The NICU button shows a list of all the records entered into the NICU database.

To access the Edit Data list:
- Log into the **NICU Data site**
- Select **2023**
- Select **Edit Data**

g. See print screens below.

NICU eligible infants

IDs submitted by NICU 0000 for Birth Year 2019 as of 2019-12-02 at 14:40 — All records

Eligible: Y=NICU Database Eligible, N=Not NICU Database Eligible, C=NICU Database Eligibility based on NICU Confirmation, I=Outborn Infant w/out CPeTS Form and no other NICU Database eligibility criterion met, E=VON expanded DB, H=HRIF eligible and NICU responsible for registration based on NICU DB, H=HRIF eligible other.

Show 30 entries CSV NICU HRIF Search:

ID	MM-DD	BW	GA	MULT	BTHLOC	REFLOC	XFRLOC	Last Updated	STTS	ELIG	FORM	TOOL	ERR	PND	UNK	FORM	ERR	PND	UNK	FORM	ERR	PND	UNK
01401	01-01	1,000	25	-	000001		na	2019-11-11 13:58	PND	YH	A/D	✎	0	109	0	TRS	0	42	0	MTX	0	0	0
01402	01-01	405	25	S	HERE	na	na	2019-07-05 18:55	CMPLT	Y	DRD	✎	0	0	0								
01403	04-08	500	33	-			na	2019-04-08 15:07	PND	YH	A/D	✎	0	151	1								
01404	01-24	2,212	39	S	000001		na	2019-06-19 14:15	PND	IE	A/D	✎	0	138	0					MTX++			
01405	11-01	1,900	32	2A	000001			2019-11-18 15:15	PND	Y	A/D	✎	0	117	0	TRS	0	50	0				
01406	11-01	1,910	32	2B	000001		na	2019-11-21 09:37	PND	I	A/D	✎	0	112	0								
01407	03-01	1,200	30	-	000003	000002		2019-11-22 16:54	ERRSPND	YH	A/D	✎	1	148	0	TRS	0	38	0				

Showing 1 to 7 of 7 entries   Previous 1 Next

HRIF elgible infants

IDs submitted by NICU 0000 for Birth Year 2019 as of 2019-12-02 at 14:40 — All records

Eligible: Y=NICU Database Eligible, N=Not NICU Database Eligible, C=NICU Database Eligibility based on NICU Confirmation, I=Outborn Infant w/out CPeTS Form and no other NICU Database eligibility criterion met, E=VON expanded DB, H=HRIF eligible and NICU responsible for registration based on NICU DB, H=HRIF eligible other.

Show 30 entries CSV NICU HRIF Search:

ID	MM-DD	BW	GA	MULT	BTHLOC	REFLOC	XFRLOC	Last Updated	STTS	ELIG	Admit Dt	Disposition	Disp Dt	HRIF Eligible (last verified 2019-12-02 10:22)	HRIF ID(s)	HRIF Record Linked
01401	01-01	1,000	25	-	000001		na	2019-11-11 13:58	PND	YH	2019-01-01	Home from this NICU	2019-01-24	VLBW & GA < 32 weeks		
01402	01-01	405	25	S	HERE	na	na	2019-07-05 18:55	CMPLT	Y	NA	Not Applicable				
01403	04-08	500	33	-			na	2019-04-08 15:07	PND	YH		Pending at this NICU		VLBW		
01404	01-24	2,212	39	S	000001		na	2019-06-19 14:15	PND	IE	2019-01-24	Pending at this NICU				
01405	11-01	1,900	32	2A	000001			2019-11-18 15:15	PND	Y	2019-11-02	Pending at this NICU				
01406	11-01	1,910	32	2B	000001		na	2019-11-21 09:37	PND	I	2019-11-02	Pending at this NICU				
01407	03-01	1,200	30	-	000003	000002		2019-11-22 16:54	ERRSPND	YH	2019-03-01	Pending at this NICU		VLBW & GA < 32 weeks		

Showing 1 to 7 of 7 entries   Previous 1 Next

June 2nd by 11:59 PM – Deadline for the Early Bird Recognition Award

- To qualify, you must complete item 14, confirmation of the CCS report, by June 2nd (refer to the item below for more details).

June 2nd until June 7th 11:59 PM

14. **The final CCS Report must be confirmed** by your NICU Medical Director for accuracy and completeness for birth year 2023.

a. The NICU Medical Director must confirm accuracy of the CCS Report by an electronic signature.

b. If the NICU Medical Director is unable to confirm the report, then a representative must confirm in their place and include a reason why the NICU Medical Director was unable to sign off on the report.

c. Updates to the CCS Report will NOT be allowed after June 7th.

To access the final CCS Report, follow these instructions:
- Log into the **NICU Data site**
- Select **2023**
- Select **View CCS Report**
    - Select the Technical Notes to explain each section of the report (located under the table of contents and **within each table header**).
- After the report has been reviewed for accuracy and completeness, scroll to the bottom of the page (Section Q), enter your full name and select the confirmation button.

Communication

Email

Please note that all communication (e.g. monthly bulletins, memos and other announcements) will be sent via our MailChimp email system. **Please inform us right away of any email changes or contact updates within your team.** If you are not currently receiving announcements, please sign up here.

Help Desk

Please submit a Help Desk ticket for all data and program related requests, inquiries, feedback etc. **The Help Desk should be the primary resource for all data related questions.**

To access the CPQCC Help Desk:
- Go to **www.cpqcchelp.org**.
- In the upper right corner, please log in or register.
- Register or log in using your email address or username (if created) and your password.
    - When logging in, please make sure that you enter the same email address or username that you registered with, using the correct spelling.
    - If you forgot your password, select the "Forgot My Password" link under the sign in button (note that this page only shows up when the password entered is incorrect).
    - A link will be emailed to you, please select the **second link** to change your password.
NOTE: Registered members can log in and create an instant message via the chat icon at the lower right corner.

- Enter all relevant information in detail (the items marked with red asterisks are the most important).
  - ○ **<u>Request Type</u>**: – It is important that you choose the topic most relevant to your request for us to best serve you. This information is required to submit a ticket
  - ○ **<u>Subject</u>** – Enter short description of your question/request.
  - ○ **<u>Description -</u>** Describe your request/issue in more detail. This information is required to submit a ticket.
    - ▪ **<u>Center ID(s):</u>** - Enter the four digit CPQCC assigned center ID number to which the request/issue is referring.
    - ▪ **<u>Record ID(s):</u>** - If the request/issue is related to a specific record or multiple records, please enter the ID numbers.
    - ▪ **<u>Browser:</u>** - If the request is related to issues with logging in, navigation or submitting data, it is helpful for us to know the type of browser you are currently using to access our websites (e.g. Internet Explorer, Firefox, Chrome, Safari)

NOTE: CPQCC office hours are Monday – Thursday 8a-5p. All requests sent after hours or on weekends will **not** be responded to until the following business day.

Resources

CPQCC Help Desk
Please submit a Help Desk ticket for all data and program related requests, inquiries etc.

NICU Data Mentorship Program
Our NICU Data Mentorship Program is designed to pair NICU contacts that require additional support with data abstraction, entry, and analysis with experienced mentors from other member NICUs.

Close-Out Checklist
Please use this online tool to track all deadline deliverables that are due throughout the current data finalization year.

NICU Data Timeline
Lists a schedule of all NICU deadline dates and deliverables required to be completed throughout the year.

NICU Eligibility
Please review this page for NICU infant eligibility for inclusion into the NICU database

NICU Data Resources
Download the NICU Database Manual, forms, and all other data related documents from this webpage.

Training and Webinars
Please review this page for our training webinars and resources.

CCS Form Tip Sheet
Please review this tool when entering your CCS data.

Still-In Hospital (SIH)
Process for submitting records for infants still hospitalized as of the June 1st.

NICU Data Sharing Agreement
NICU Data Sharing is the process that allows two or more NICUs that care for the same patient to share data about that patient with each other. This process ensures that all data that is submitted into CPQCC's NICU Database for transported infants is accessible only to the NICUs involved in the infant's care.**This agreement must be signed to participate.**

NICU Data Sharing Manual

The NICU Data Sharing Manual provides instructions how to use the the NICU Data Sharing tool to participate in and complete the data sharing process for all NICUs involved in the patient's care.

NICU Data Sharing Q&A

The NICU Data Sharing Q&A provides quick answers to the most common questions about the NICU Data Sharing tool and process.