

# NICU Data Finalization Guidelines

*Birth Year 2025*



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## INTRODUCTION

“Data Finalization” is the process of ensuring that all data that is submitted to CPQCC’s NICU Database is complete and accurate for all infants born each year. This is a joint responsibility of the NICU Data Center team and the staff of each member hospital. This process occurs during the first six months of each year for all infants born in the preceding calendar year, supporting quality improvement and research.

These guidelines help members meet CPQCC and Vermont Oxford Network goals for the complete, accurate, and timely submission of 2025 records, enabling the production of CPQCC reports and the mandated California Children’s Services (CCS) and LAINA reports for each member's NICU.

**NOTE:** “2025 Data Finalization” is for infants born in 2025 and takes place in the first half of 2026.

## Production Schedules

### Quarterly Deadlines – Production Schedule for 2026 birth year data entry

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

### NICU Data Finalization Deadlines – Production Schedule

FEB 1 <sup>st</sup>	MAR 15	APR	APR 1 <sup>st</sup>	MAY 15 <sup>th</sup>	JUN 1 <sup>st</sup>	JUN 2 <sup>nd</sup>	JUN 2 <sup>nd</sup>	JUN 7 <sup>th</sup>	JUN 7 <sup>th</sup>	JUN 15 <sup>th</sup>	JUL 15 <sup>th</sup>	JAN - DEC	OCT 10 <sup>th</sup>
DEADLINE  Submit items 1-3 in the Close-Out Checklist  Late Fee if not completed	SUPER STAR AWARD  Submit the Contact Report by January 15 <sup>th</sup> and the April 1 <sup>st</sup> items by March 15 <sup>th</sup>	ANNUAL DATABASE REVISIONS  Submit the Database Change Request Form by April	DEADLINE  Submit items 4-8 in the Close-Out Checklist  Late Fee if not completed	GOLD STAR AWARD  Submit the June 1 <sup>st</sup> items by May 15 <sup>th</sup>	DEADLINE  Submit items 9-13 in the Close-Out Checklist  Late Fee if not completed	EARLY BIRD AWARD  Submit the CCS Report	ALL STAR AWARD  Earn the Superstar and Early Bird Awards	DEADLINE  Submit item 14 in the Close-Out Checklist  Late Fee if not completed	CROWN AWARD  Submit all DF items on time	ANNUAL REPORT  DF Status Report	ANNUAL REPORT  CPQCC & CCS Annual Reports	SURPRISE AWARD	ANNUAL REPORT  VON Annual QMR Report

# NICU DATA FINALIZATION SCHEDULE

## Data Finalization Deadlines and Deliverables

The following deliverables are required to finalize your data for infants born in 2025 using the **2025 Close-Out Checklist** for items 1-14 below.

### 1. February 1<sup>st</sup> – Complete the items below by 11:59 PM

1. Pay **2026** Membership Dues (**2026 Close-out Checklist**).
2. Download and review the Data Finalization Guidelines
3. Submit the 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.

### 2. March 15<sup>th</sup> – Deadline for Superstar Award

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

### 3. April 1<sup>st</sup> – Complete the items below by 11:59 PM

4. Complete all records for infants born in 2024 who were still in the hospital (SIH) during the data finalization period in 2025.
5. Submit the ID confirmation form
6. Submit and complete all transport items for infants that are acutely transported into your NICU, all DRD items, and all A/D items. For infants still in the hospital, all 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 and ANAD Tip Sheet](#) to complete this form for **all** NICU admissions
  - b. **Changes to your NICU infant data (i.e., birth weight, gestational age, hospital disposition) in the higher acuity database might require CCS form updates.**

**NICU Data Sharing:** To identify possibly missed infants who might be eligible, we suggest that participating centers take advantage of the list of sharing opportunities. For more information about this tool and how to participate, please click on the link for the [NICU Data Sharing Q&A](#).

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

### 4. May 15<sup>th</sup> – Deadline for Gold Star Award

- To qualify, you must complete all June 1<sup>st</sup> deliverables by May 15<sup>th</sup>.
- Members must have **timely HRIF registrations of at least 95%** to meet the qualifications for these awards.

## 5. June 1<sup>st</sup> – Complete the items below 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 infants still in the hospital, 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. Therefore, it may show up in your Confirmed Unknown report.**
12. Address and resolve inconsistencies in all cases listed in the Data Consistency Report (DCR).
13. HRIF 100% Referral/Registration: Register all HRIF-eligible infants into the [HRIF Reporting System](#).
  - o Please review the [CCS NICU Referral HRIF Guidelines](#)

## 6. June 2<sup>nd</sup>– Deadline for Early Bird Award

- o To qualify, you must complete item 14, confirmation of the CCS Report, by June 2<sup>nd</sup>.

## 7. June 2<sup>nd</sup> – Deadline for All-Star Award

- o To qualify, you must complete all June 1<sup>st</sup> deliverables by May 15<sup>th</sup> in addition to earning the Superstar and Early Bird awards
- o Members must have **timely HRIF registrations of at least 95%** to meet the qualifications for these awards.

## 8. June 7<sup>th</sup> – Complete the items below by 11:59 PM

14. Confirmation of the 2025 CCS report **between June 2<sup>nd</sup> and June 7<sup>th</sup>**.
  - a. **Updates to the CCS Report will NOT be allowed after the report is confirmed on June 7<sup>th</sup>.**

On June 10<sup>th</sup> 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 that complete all of the required deliverables will be eligible for inclusion in the VON Annual Quality Management Report, CCS Annual Report, and the CPQCC Annual Web Report. The NICU Data Center team will verify that your center has met these requirements.

## CPQCC Close-Out Checklist Instructions

The 2025 Close-Out Checklist, which can be accessed on the [NICU Data site's](#) left side navigation panel, guides you through the data finalization process. It lists 14 required deliverables and includes 6 key columns:

1. **#** – task item number for each deliverable.
2. **Activity** – a brief description of what is required.
3. **Deadline** – when each deliverable is due.
4. **Done** – a checkbox which indicates completion when checked. Grayed boxes auto-check once the system verifies the task is complete. **Items 2, 3, and 8 must be checked manually by the center after they have been completed.**
5. **Confirmation Date/Time** – a timestamp appears once a deliverable is marked complete.
6. **Resources** – quick links to support documents or tools for each deliverable.

Close-Out Check List for NICU 0000 and Birth Year 2025 as of 2025-11-18 at 17:11					
Items 2, 3 and 8 must be checked manually. All other items are automatically checked.					
#	Activity	Deadline	Done	Confirmation Date/Time	Resources
1.	2025 Membership Dues Paid <i>Membership dues were received by NICU Data Center. Data entry for 2025 is enabled.</i>	02/01/2025	<input checked="" type="checkbox"/>	12/03/2024 @ 08:49	If you have questions about your 2025 dues please submit a ticket at the CPQCC Help Desk.
2.	Confirmation of receipt of e-announcement of data finalization guidelines for 2025	02/01/2026	<input type="checkbox"/>		A link to the 2025 Data Finalization Guidelines will be posted here in December 2025
3.	Submission of VON/CPQCC Contact Report for your NICU for birth year 2025.	02/01/2026	<input type="checkbox"/>		No contact link found for your NICU. If this is a problem submit a Help Desk ticket.
4.	Completion of all records for infants born in 2024 who were SIH at the 2024 closeout.	04/01/2026	<input type="checkbox"/>		Pull up Edit SIH ID list for 2024
5.	Submission of ID confirmation form for birth year 2025.	04/01/2026	<input type="checkbox"/>		Review / Confirmation of Record IDs Submitted & Confirmation of CPQCC Conditions for 2025
6.	For infants born in 2025, all CPeTS items for acute transfers into your NICU, all DRD items and all A/D items should be entered into the NICU Database <b>completely</b> . For infants born in 2025 and still in-house all items <b>not related to discharge</b> should be entered into the NICU Database <b>completely</b> .	04/01/2026	<input type="checkbox"/>		Pull up Edit ID list for Record IDs with pending (non-SIH) items for 2025
7.	Submission of error-free CCS form without pending items for birth year 2025. <i>Note that changes to your Higher Acuity NICU Database records might require CCS form updates!</i>	04/01/2026	<input type="checkbox"/>		Open CCS form for 2025
8.	Submission of VON Membership Survey for birth year 2025.	04/01/2026 @ 20:59 PST	<input type="checkbox"/>		Click here to go to VON website to fill out 2025 VON Membership Survey (opens new window)
9.	For infants born in 2025, 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 <b>completely and 100% error-free</b> . For infants born in 2025 and still in-house all items <b>not related to discharge</b> should be entered into the NICU Database <b>completely and 100% error-free</b> .	06/01/2026	<input type="checkbox"/>		Pull up Edit ID list of Record IDs with pending (non-SIH) items/errors for 2025
10.	Followed-up all warnings listed in the NICU Database Errors and Warnings Report for birth year 2025. <i>Currently 1 warning for review.</i>	06/01/2026	<input type="checkbox"/>		Generate Warnings w/out Follow-Up Report for 2025
11.	Minimized use of Confirmed Unknown to ≤ 3% for key risk factors and outcomes for <b>inborn infants</b> . <i>Any unknown risk factor: 0.00%. Any unknown outcome: 0.00%.</i>	06/01/2026	<input type="checkbox"/>		Generate Confirmed Unknown Report for Inborn Infants for 2025
12.	Addressed and resolved all inconsistencies listed in the DCR for birth year 2025. <i>Currently 0 inconsistencies.</i>	06/01/2026	<input type="checkbox"/>		Review Data Consistency Report (DCR) for 2025
13.	HRIF registration is 100% of 2025 VLBW infants, infants < 32 completed weeks gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD born in 2025 and discharged home from thereporting NICU or from a non-CCS NICU after transport-out from the reporting NICU. For NICU awards, at least 95% of registration must be timely, i.e., within 60 days of home discharge. <i>No HRIF Eligible Discharges</i>	06/01/2026	<input type="checkbox"/>		Review infants born in 2025, 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 11-17-2025.
14.	Confirmation of CCS report for birth year 2025. The CCS reports will be available for review continuously starting from April 1, 2026. <i>As we have to wait for all centers to finalize their 2025 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 6/2/2026.</i>	06/07/2026	<input type="checkbox"/>		Open current version of CCS report for 2025

Set confirmation status for enabled items

User Comments:	CPQCC Staff Comments: <a href="#">Click here to edit</a>
None	None

**NOTE:** 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.

### Comment Section

Both the users and the NICU Data Center can add comments:

- **Users:**
  - Reasons for > 3% of confirmed unknown for key risk factors and outcomes or unresolved missing data items (include the record ID).
  - Note circumstances affecting close-out after June 1.
- **NICU Data Center:**
  - Note late fees, unpaid membership fees, or other close-out issues.

All other issues should be addressed via a [Help Desk ticket](#).

## Late Fee Schedule and Policy

If there are any missing or incomplete items by the following deadlines, the center will be billed \$300, payable upon receipt, increasing to \$500 if payment is more than 30 days overdue:

- **February 1, 2026** Membership Dues
- **February 1, 2026** VON/CPQCC Contact Report
- **April 1, 2026** Deliverables
- **June 1, 2026** Deliverables
- **June 7, 2026** CCS Report







The NICU Data Center will notify centers of missing or incomplete items, and it is the center's responsibility to communicate their intended submission or work plan. CPQCC is required to notify CCS of any centers unable to fulfill annual deliverables. Centers with finalized data, complete documentation, and no outstanding balance will still be included in the VON Database, Annual NICU Quality Management Report, CCS Annual Report, CPeTS Annual Report, and CPQCC Annual Web Report if all deliverables are submitted by June 7; due to the large volume of data, no exceptions will be made.

## CPQCC Data Management Awards

All awards earned are captured in the Close-Out Checklist and listed by their icon at the top right of the checklist. If you hover your mouse over the icon, it will show the name of the award.

Members can also view the awards earned on the CPQCC website:

1. Go to [www.cpqcc.org](http://www.cpqcc.org) → About → Membership → Current Members → Your Center
2. Download each award within the year it was earned, as those from previous years will no longer be available.

<b>Super Star Award</b>		Awarded to centers that complete item 3 by January 15 <sup>th</sup> and items 4-8 by March 15 <sup>th</sup> .
<b>Gold Star Award</b>		Awarded to centers that complete items 9-13 by May 15 <sup>th</sup> . Members must also have timely HRIF registrations of at least 95% to meet the qualifications for this award.
<b>Early Bird Award</b>		Awarded to centers that confirm their CCS report on June 2 <sup>nd</sup> .
<b>All-Star Award</b>		Awarded to all centers that met the deadlines for item 3 by January 15 <sup>th</sup> , items 4-8 by March 15 <sup>th</sup> , items 9-13 by May 15 <sup>th</sup> , and confirmed their CCS report (item 14) on June 2 <sup>nd</sup> . Members must also have timely HRIF registrations of at least 95% to meet the qualifications for this award.
<b>Crown Award</b>		Awarded to centers that met all deadlines on time. (Item 3 on February 1 <sup>st</sup> , items 4-8 on April 1 <sup>st</sup> , items 9-13 by June 1 <sup>st</sup> , and item 14 by June 7 <sup>th</sup> ).
<b>Surprise Award</b>		Awarded to centers that are recognized for a specific positive performance aspect.

## Quarterly Data Entry

We strongly encourage all centers to submit 100% complete and error-free data by each quarterly 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.

### 4<sup>th</sup> Quarter Deadline, January 7<sup>th</sup> at 11:59 PM

Enter data for infants born between Jan 1<sup>st</sup> and Dec 31<sup>st</sup>, 2025

### 1<sup>st</sup> Quarter Deadline, April 7<sup>th</sup> at 11:59 PM

Enter data for infants born between Jan 1<sup>st</sup> and Mar 31<sup>st</sup>, 2026

### 2<sup>nd</sup> Quarter Deadline, July 7<sup>th</sup> at 11:59 PM

Enter data for infants born between Jan 1<sup>st</sup> and Jun 30<sup>th</sup>, 2026

### 3<sup>rd</sup> Quarter Deadline, October 7<sup>th</sup> at 11:59 PM

Enter data for infants born between Jan 1<sup>st</sup> and Sept 30<sup>th</sup>, 2026

At each quarter:

- Review and complete your Error & Warning Report (see item 10).
- Review and complete your Confirmed Unknown Report (see item 11).
- Complete your Data Consistency Reports (DCR) (see item 12).
- At discharge from your hospital to Home, please refer HRIF-eligible infants to the appropriate CCS HRIF clinic.
  - Please review the [CCS NICU Referral HRIF Guidelines](#)
- The following table lists the minimum variables needed to start a record.

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)	

**NOTE:** Please review the [eligibility page](#) to determine eligibility for each infant.

**NICU Data Sharing:** To improve data accuracy and identify any potentially eligible infants that may have been missed, participating centers are encouraged to utilize NICU Data Sharing tools. For instructions and further details on using this resource, please review the [NICU Data Sharing Q&A](#).



## NICU DATA FINALIZATION PROCESS

### Finalizing Your Data – Annually

**NOTE:** Please submit a [Help Desk ticket](#) to schedule a data review at any time. The NICU Data Center may also initiate a Help Desk ticket or Zoom meeting for your center if data submission is delayed or deadlines have not been met.

**February 1<sup>st</sup> at 11:59 PM**

#### 1. 2026 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. 1<sup>st</sup> deadline, your center will NOT have access to enter 2026 data until payment has been received.

#### 2. Review & Confirm the Data Finalization Guidelines (this document).

##### To access:

- Log into the [NICU Data site](#) and select **2026**. Navigate to the **Close-Out Checklist** and select the Data Finalization Guidelines resource link. Download and review this document with your team.
- Manually check off item 2 in the Close-Out Checklist by checking the box and then clicking the purple button “Set confirmation status for enabled items” at the bottom.

#### 3. Update and submit your CPQCC/VON Contact Report

##### To access:

- In the **Close-Out Checklist**, open the **CPQCC/VON Contact Report** using the resource link.
- Review and update all contact information, enter your name at the bottom, and click “Submit.”
- Please ensure all contacts are accurate – this information is used for data finalization communications, membership invoicing, and important announcements throughout the year.
- **Even if no updates are needed, you must still review and submit the form by the deadline.**
  - 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 the users who have access to your center's NICU Data and NICU Reports. Users highlighted in **red** are suspended and may need their access reactivated.

Settings for NICU 0000 [NICU Member]

Access member directory entry

NICU ID:	0000
NICU Name:	Demo Center A
NICU Name (shortened, used in labels):	Demo Ctr A
NICU Name (used in menus):	Demo Ctr A
First year of Participation:	2000

**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.

### March 15th – Deadline for Superstar Award

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

### April 1st – Complete the items below by 11:59 PM

- Enter complete discharge data for all infants born in 2024 who were still in the hospital (SIH) during the 2025 closeout.
  - a. Please review the [SIH Table](#) for guidance.
- Submit the **ID Confirmation** form.

#### To access the ID Confirmation form (see screenshot below):

- In the **2025 Close-Out Checklist**, select the resource link to access the **ID confirmation form**
- Enter your full name in the box provided at the bottom 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 (you can reset the form yourself prior to the 4/1 deadline). Once the confirmation has been reset, you can then enter your additional records. When you've entered all your records, please confirm your IDs again.

**New records will not be accepted after close-out on June 1<sup>st</sup>.**

See graphic below.

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

The Start / End Record ID numbers are the lowest / highest record ID numbers that have been submitted by your NICU for 2025.

Start Record ID: 03001

End Record ID: 03003

All record IDs are in sequence, and none were skipped.

The data collection for 2025 is on-going. The information shown reflects data entered through 2025-12-04 at 11:23.

6. Enter 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 the hospital, all items **not related to discharge** should also be entered **completely**.
7. Enter aggregate live birth and NICU admissions data into the **CCS Form**.
  - a. Data must be complete and 100% error-free.
  - b. Please review the [CCS Form and ANAD Tip Sheet](#).

#### To access and complete the CCS form:

- Log into the [NICU Data site](#) → Select **2025** → Select **CCS Form**
- Enter data in the **white boxes** only
- Data entered into the **white boxes for NICU admissions** will be compared to data you entered in the NICU Database, which appears in the **first row (green font) under the white boxes** throughout the form
- Select the **Check Pending Items** button to list pending items
- Select the **Check for Errors** to list errors
- To compare your data from the All NICU Admissions Database, you can select **Show Values based on NICU Admit DB**,
  - To import the ANAD data, click the **Populate Form with Values based on NICU Admit DB**.
  - Note: The above can also be reversed by clicking on **Restore Form to Values prior to All NICU Admits DB**.
- If births were found at your location (co-location for satellite NICUs) in the Vital Statistics Birth files, you can select the **Populate Births** button to show the number of births in a **second row (green font)** underneath populated NICU admissions in **Sections A and D** of the form.
- Note: The above can also be reversed by clicking on **Restore Births Entries**.
- To save your data at any point of entry, select the **Save Form** button at the end of the form
  - You can still come back, edit the form and then select the **Save Form** button again.
- Note that changes to your NICU data might require CCS form updates (you should be notified of these cases by email).
- Members can also download an Excel spreadsheet of the **2025 CCS Supplemental Form including the CCS NICU Activity Log** from the [NICU Data Resources](#) page as an alternate resource to abstract this data throughout the year.

- c. Review the Draft CCS Report for accuracy and completeness.

#### To access the Draft CCS Report:

- Log into the [NICU Data site](#) → Select **2025** → Select **CCS Report**.
- Click on each header to explain each section of the report.

- d. The draft CCS report will be available for review in early April. Keep in mind that the data may not accurately represent the data for the entire NICU Database at the time you generate your report, as not all data will be completely submitted until **April 1<sup>st</sup>**. Also, the data will not be **100% error-free until June 1<sup>st</sup>**.
- e. If you make any changes to the higher acuity database, the ANAD, or the CCS Supplemental Form after the **initial** compilation of your CCS Report, you have two options:
  - i. You can open the CCS form and click Save Form to generate a re-run of the CCS report, or
  - ii. You can 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.

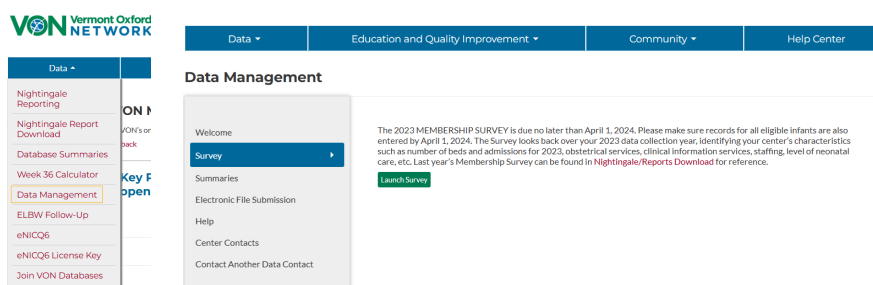
### 8. Submit the **VON Membership Survey**.

#### To access the VON Membership Survey:

- Log in to the [VON Website](#) using your email address and password.

**NOTE:** You **must** have access to the VON website to access this form. If you do NOT have access, please select the “need a login and password?” link or contact VON’s support center at (support@vtoxford.org).

- Select **Data** → **Data Management**.
- In the **Data Management** area, select **Survey** and “Launch 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.



## May 15th by 11:59 PM – Deadline for the Gold Star

- To qualify for the Gold Star Award, you must complete all June 1<sup>st</sup> deliverables by May 15<sup>th</sup>.
- Members must have **timely HRIF registrations of at least 95%** to meet the qualifications for this award.

## 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 2025 still-in-house records, all items **not related to discharge** should be submitted to the NICU Database **completely and 100% error-free**.

Please note the following resource links to review your data on the NICU Data site from the left side menu bar:

- 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 2025 and earlier must be *Complete*. (Please review the [SIH Table](#) for more info.)
- 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.
  - Query any number of years from 2006 onwards in one step.
  - For users with access to multiple centers, use this tool to query any number of centers in one step.
  - Generate queries for the process and outcomes reported in the CCS Report. This feature is useful for CCS Report verification.
  - Review additional composite items, such as Chronic Lung Disease or Severe ROP, or ROP Surgery.
  - 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.

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

## E-Mail Reports - E-Mail or Download NICU Data

## What would you like to send?

- ☐ Most current error and warnings report  
☐ Quarterly reports  
☐ Center Master DB  
☐ CCS Report  
☐ Unknown Report  
☐ Pending Report

For which birth year? 2024 ▼

## Quarterly report for which quarter?

- ☐ 1st Quarter  
☐ 2nd Quarter  
☐ 3rd Quarter  
☐ 4th Quarter

## Choose Data Format (for master DB to center only):

- ☐ Comma Separated ASCII File  
☐ SAS File

Process Send Request

**NICU Data Sharing:** To improve data accuracy and identify any potentially eligible infants that may have been missed, participating centers are encouraged to utilize NICU Data Sharing tools. For instructions and further details on using this resource, please review the [NICU Data Sharing Q&A](#).

10. Follow up on all warnings listed in the **Errors and Warnings Report**.

## To access the Warnings Report:

- Log into the [NICU Data site](#) and select **2025**.
  - Select **Data Reports** → Select Type: **Warnings Report** → Select **Generate Report**.
- Or
- Select **Close-Out Checklist** → Select resource link in item 10 “**Generate Warnings w/out Follow-Up Reports.**”

- Follow up on all warnings listed in the report by reviewing the record for the specified warning and then clicking the **Followup Done** button.
- Make sure to click the **Save warning followup** button to save your selections (see graphic below)

Error and Warnings Report for NICU 0000 and Birth Year 2020 as of 2020-11-17 at 16:14

Save warning followup Show warnings without follow-up ▼

Show 10 ▼ entries CSV Search: NOFOLLOWUP

Record ID	Issue #	Description of Issue	Form	Item #	Current Value
01505	1	WARNING: None of the verifiable CPQCC eligibility criteria are met for this infant. Use the warning tracker to confirm infant eligibility.	A/D		
		<input checked="" type="radio"/> Followup Done <input type="radio"/> Not Yet Followed up			
01510	2	WARNING: Outborn infant without TRS (Transport) form meeting no verifiable eligibility criterion. Please submit TRS (Transport) form for acute transports into your center if needed. OR, use the warning tracker to confirm infant eligibility.	A/D		
		<input type="radio"/> Followup Done <input checked="" type="radio"/> Not Yet Followed up			

Showing 1 to 2 of 2 entries Previous 1 Next

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

**NOTE:** Free-standing children's hospitals and satellite NICUs need to contact the Data Center to complete this item. To improve data accuracy and identify any unknown items, participating centers

are encouraged to utilize NICU Data Sharing tools. For instructions and further details on using this resource, please review the [NICU Data Q&A](#).

#### To access the Confirmed Unknown Report:

- Log into the [NICU Data site](#) and Select 2025.
- Select **Data Reports** → Select Type: **Confirmed Unknown Report**.

Or

- Select **Close-Out Checklist** → Select Item 11 resource link **“Generate 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 $\geq 3\%$ that affect:

- For Key Risk Factors type ‘rfmiss’ in the search bar.
- For Outcome Measures type ‘outmiss’ in the search bar.
  - a. Confirmed unknown data items for key risk factors and outcomes (e.g., BW, DOB)  $> 3\%$  should be updated or documented in the User Comment Section of the Close Out Checklist.
    - i. 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 if it is. 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.
    - ii. 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.
    - i. 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 hospital only**. However, you are required to follow up on the disposition items until the infant is discharged home.
    - ii. The percentage of your center’s confirmed unknowns is 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 section header for more information).

**NOTE:** For infants who are still hospitalized when data is finalized by the June 1<sup>st</sup> deadline, items **not related to discharge** 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 ensure that data for the Annual Reports is as complete as possible. Review the [SIH table](#) for more detailed information.

- iii. Below is the list of variables used and the associated weighted value in calculating data consistency and preparing the Data Consistency Report



(See 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



<b>19a-e</b>	Was Delayed Umbilical Cord Clamping Performed?	Most Important
<b>20</b>	Apgar Score 1min, 5min, 10min	Adds Value
<b>21a</b>	Suspected Encephalopathy or Suspected Perinatal Asphyxia	Adds Value
<b>21b</b>	Umbilical cord blood gas or baby blood gas in the first hour of life available	Adds Value
<b>21c</b>	Source of blood gas	Adds Value
<b>21d</b>	pH within 1 hour of life	Adds Value
<b>21e</b>	Base Deficit umbilical cord blood/baby blood gas within first hour of life	Adds Value
<b>22a-h</b>	Delivery Room Resuscitation	Adds Value
<b>23a-c</b>	Surfactant in the Delivery Room	Adds Value
<b>24a-d</b>	Temperature Measured within 1 hour of Admission to NICU	Adds Value
<b>25a-e</b>	Post Delivery Room Respiratory Support	Adds Value
<b>26a-b</b>	Post Delivery Room Respiratory Support – Nasal CPAP	Adds Value
<b>27a-b</b>	Duration of Assisted Ventilation (in your NICU)	Adds Value
<b>28</b>	Did Infant Die within first 12 hours of entering your NICU?	Most Important
<b>29</b>	Respiratory Distress Syndrome	Adds Value
<b>30</b>	Pneumothorax	Adds Value
<b>31</b>	Meconium Aspiration Syndrome	Adds Value
<b>32</b>	Caffeine for Any Reason	Adds Value
<b>33</b>	Intramuscular Vitamin A for Any Reason	Adds Value
<b>34</b>	Inhaled Nitric Oxide > 4 Hours	Adds Value
<b>35</b>	ECMO	Adds Value
<b>36a-b</b>	Postnatal Steroids	Adds Value
<b>37</b>	Supplemental Oxygen on Day 28	Adds Value
<b>38a-f</b>	Supplemental Oxygen at 36 Weeks (Adjusted GA)	Adds Value
<b>39a-g</b>	Respiratory Support at Discharge	Adds Value
<b>40</b>	Early Bacterial Sepsis Code	Adds Value
<b>41a-c</b>	Late Bacterial Sepsis	Adds Value
<b>42</b>	Congenital Infection Code	Adds Value
<b>43a</b>	Patent Ductus Arteriosus	Adds Value
<b>43b</b>	Indomethacin	Adds Value
<b>43c</b>	Ibuprofen for Treatment or Prevention of PDA	Adds Value
<b>43d</b>	Acetaminophen (Paracetamol) for Treatment or Prevention of PDA	Adds Value
<b>43e</b>	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](#) and Select **2025**.
  - Select **Data Reports** → Select Type: **Data Consistency Report** → Select **Generate Report**.
- Or
- Select Close-Out Checklist → Item 12 resource link **“Review DCR.”**

## To add a comment to your center's DCR:

- Open your DCR report.
- Select the potential inconsistency you would like to address.
- Click the **Review** button to the right of each case.
- 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 will be notified of your comments, review the case, and resolve the issue or respond if further action is needed.

Issue ID	Record ID	Possible Inconsistency	User Comment	Last Update	Resolved?	
E1003	01110 A/Q	This infant was seen in 2 CPQCC NICUs. The values submitted for <b>infant sex</b> do not agree: NICU 1: Demo Center B (000001) for infant ID 001110 with infant sex <b>Male</b> . NICU 2: Demo Center A (000000) for infant ID 002890 with infant sex <b>Female</b> .		2025-12-04 @ 00:40 [BeateC]	Not Resolved	<a href="#">Review</a>
N1002	01111	This infant is coded as <b>discharged home/died/SH</b> by more than 1 NICU. NICU 1: Demo Center B (000001) for infant ID 001111 with <b>initial disposition Died</b> . NICU 2: Demo Center A (000000) for infant ID 002890 with <b>initial disposition Died</b> .		2025-12-04 @ 00:40 [BeateC]	Not Resolved	<a href="#">Review</a>

Issue E1003

Issue Description and Previous Comments

Record ID

01110

Previous Comments

This infant was seen in 2 CPQCC NICUs. The values submitted for **infant sex** do not agree:  
NICU 1: Demo Center B (000001) for infant ID 001110 with infant sex **Male**.  
NICU 2: Demo Center A (000000) for infant ID 002890 with infant sex **Female**.

Check Live DBs

hospro	id	lastUpdate	sex
Demo Ctr B	001110	21MAR25:12:32	Female
Demo Ctr A	002890	31JAN25:14:29	Female

Refresh

Your New Comment and Email Contact Options

Your New Comment

Select the contact(s) here

Donna Testing, fulani@cpqcc.org [Demo Ctr B]

\*\*Enter your comments here\*\*

Resolution Status

Resolved

☐ Yes
☒ No

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

Update Cancel

13. **100% submission of HRIF registrations** for infants that were **discharged to home** from your NICU or from a non-CCS NICU after transport-out from your NICU. This item is **required** for CCS-approved NICUs and refers to infants meeting the following criteria: VLBW infants, infants < 32 completed weeks of gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures, or CHD
  - a. Please review the [CCS NICU Referral HRIF Guidelines](#) for detailed instructions on the referral process.
  - b. Review the HRIF/NICU Match Status Report to review a list of infants discharged to 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](#) and select **2025**
  - Select **Data Reports** → Select Type: **HRIF/NICU Match Detail Report** → Select **Generate Report**
- Or
- Select Close-Out Checklist → Item 13 resource link

- d. Use the **Edit Data** list to review your 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 list of higher acuity HRIF eligible infants:

- Log into the [NICU Data site and Select 2025](#)
- Select **Edit Data** and click on the HRIF button at the top of the table

**NOTE:** This table defaults to the NICU view.

### HRIF eligible infants

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

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

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

### June 2<sup>nd</sup> by 11:59 PM – Deadline for the Early Bird Award and All-Star Award

- To qualify for the Early Bird Award, you must complete item 14, confirmation of the CCS report, by June 2<sup>nd</sup> (refer to the item below for more details).
- To qualify for the All-Star Award, you must complete item 3 by January 15<sup>th</sup>, items 4-8 by March 15<sup>th</sup>, items 9-13 by May 15<sup>th</sup>, and confirmed the CCS report (item 14) on June 2<sup>nd</sup>.

### June 2<sup>nd</sup> until June 7<sup>th</sup> 11:59 PM

- 14. The final CCS Report must be confirmed** by your NICU Medical Director for accuracy and completeness.
- a. The NICU Medical Director must confirm the 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 7<sup>th</sup>.**

#### To access the final CCS Report:

- Log into the [NICU Data site](#) and Select **2025**
- Select **CCS Report**
  - Click the table header to get an explanation of that specific section of the report.

Or

- Select Close-Out Checklist → Item 14 resource link - CCS report
- **Attestation (sign-off)**
  - 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

### Announcements

Please note that all announcements regarding deadline reminders, etc., will be sent via our MailChimp email system or from [support@cpqcc.org](mailto:support@cpqcc.org). **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](http://www.cpqcchelp.org).
- In the upper right corner, please log in or sign up
- Log in or sign up using your email address or username and your password (if created).
  - 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 (this only pops 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 review all tickets submitted.

**Help Desk Support**

[Home](#)
[Solutions](#)
[Forums](#)

Welcome  
[Login](#) [Sign up](#)

**How can we help you today?**

[+ New support ticket](#)  
[Check ticket status](#)

- Enter all relevant information in detail (the items marked with red asterisks are the most important).
  - Full name:** Enter first and last name
  - Center Name:** Enter the name of your NICU/hospital
  - Center ID(s):** Enter the four-digit CPQCC-assigned NICU ID number to which the request/issue is referring
  - Email address:** Enter the email address you would like to sign up with, have already signed up with, and where you want to receive responses
  - Subject:** Enter a question, concern, or summary of the issue
  - Type:** Select an option from the dropdown list (see screenshot below)
  - Description** - Describe your request/issue in more detail. This information is required to submit a ticket.

**Help Desk**

Welcome Fulani Davis (user)  
[Edit profile](#) [Sign out](#)

[Home](#)
[Solutions](#)
[Forums](#)
[Tickets](#)

**Submit a ticket**

Full name \*

Center name \*

Center number

Email \*

Hospital/Organization \*

Subject \*

Type \*

Description \*

[+ Attach a file](#)

**IMPORTANT NOTICE:** Protected Health Information (PHI) (i.e. names, MRN#, addresses etc.) is prohibited and **should NOT** be sent to California Perinatal Quality Care Collaborative (CPQCC) via any format (i.e. fax, postal, pdf, email or help ticket system). **Any PHI data received may be considered a Health Insurance Probability and Accountability Act (HIPAA) breach and reported to the Privacy Office immediately.**

center\_number

CPQCC Help Desk

**NOTE:** CPQCC business hours are Monday – Friday 8a-5p. All requests sent after hours or on weekends may 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**

When logging into the [NICU database](#), 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 and ANAD 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 June 1<sup>st</sup>

### [NICU Data Sharing Manual](#)

The NICU Data Sharing Manual provides instructions on how to use 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.