

## CCS Form and All NICU Admissions Database (ANAD) Tip Sheet

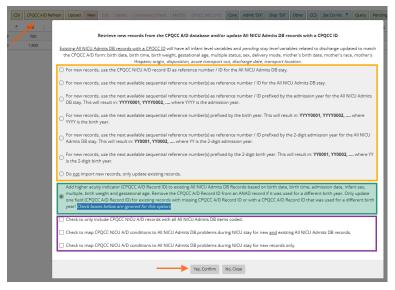
## How the ANAD Supports Accurate CCS Reporting

This tip sheet explains how to complete the All NICU Admits Database (ANAD) and the CCS Supplemental Form (Task 7 on the Close-out Checklist for Data Finalization), and how ANAD data feeds into CCS reporting. Because the CCS form pulls several key totals from ANAD, ANAD must be fully finalized first—including all admissions, re-admissions, and discharge dates—to ensure accurate and consistent CCS results.

## Finalizing the ANAD

## Importing Higher Acuity Records into the ANAD Using the CPQCC A/D Refresh

If you have started entering higher acuity infants into the higher acuity database, you can import them into the ANAD. Use this feature to import your higher acuity records into the All NICU Admits database (see graphic below).



The area **outlined** in **green** is important if you've already entered a few records into the ANAD. This step will: 1) add a higher acuity ID number for infant records that meet the criteria, 2) remove it from records used for another birth year, or 3) replace it for records where an incorrect ID number was used. Once you've clicked the confirm button, you'll get a message that indicates how many records were updated. This process can be done as often as needed to make sure that the higher acuity ID number assigned is the correct one.

The area **outlined** in **yellow** allows you to import new records from the higher acuity database using the number format that you select. In most cases, you'll want to use the same format that has already been used for existing records. To **update** existing higher acuity records, you'll select the last radio button: **Do not import new records, only update existing records.** Note that this step will override whatever values are being pulled in

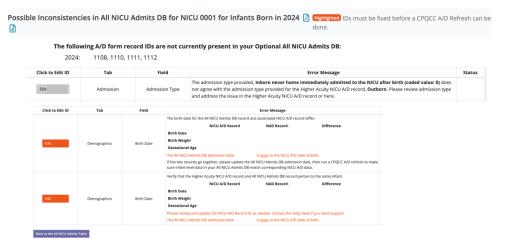


The area **outlined in purple** allows you to 1) import records that have all the required ANAD items coded (1<sup>st</sup> box), 2) import problems during NICU stay for new and existing records, or 3) import problems during NICU stay for new records only.

For any of these options, please make sure to click the **Yes, Confirm** button to save and activate your selections

## **Consistency Check**

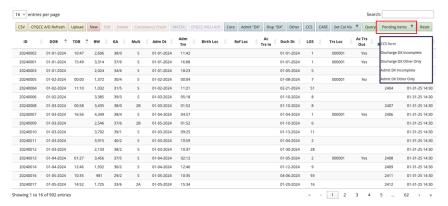
This button is located at the top of the form. If this button is highlighted (not grayed out), it means that there are some inconsistencies in your ANAD data (see screenshot in Pending Items section below).



When the **Consistency Check** button is clicked, it takes you to a report that flags any possible inconsistencies between the ANAD and higher-acuity records that need to be resolved. These may include conflicting information about admission type, mismatched birth dates, higher-acuity records that are missing from the ANAD, and/or any other discrepancies that may arise.

## **Pending Items**

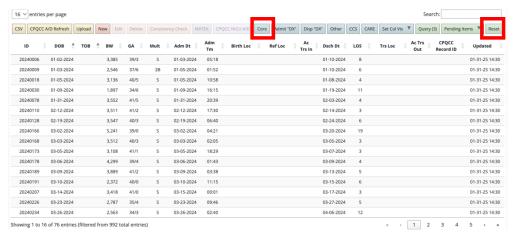
This feature allows you to review and update records with missing information.



When this button is clicked, the table updates to show a list of records with missing information based on the category you selected in the dropdown list. For example, if the CCS form option was selected, you'd see a list of records where items are missing that are specifically needed for



the CCS form (i.e., weight, gestational age, NICU disposition, discharge date, etc.) These items need to be completed and accurate as they feed directly into the CCS form as aggregate numbers.



You can click on **Core** to get back to the main table or **Reset** if you want to exit out of the query once you've completed your review.

#### **CCS Form Overview**

## Section A: Hospital Births and Deaths of Infants by Birth Weight

 Total Live Births by Birthweight – The number entered must match your total live births by gestational age in section D; otherwise, it will cause an error for these numbers in your CCS form

#### Section B: Total Admissions to Your NICU of Infants by Birth Weight

- o **Total Admissions to your NICU** The number entered should match the total admissions (# of records) entered in the All NICU Admits Database.
  - If the number of total admissions is 20% higher or lower than the previous closeout year you must submit a help desk ticket stating the reason for the increase or decrease and request an override.
- Inborn (never home) Admissions to your NICU The number entered must match
  your total inborn NICU admissions by gestational age in section D; otherwise, it will
  cause an error for these numbers in your CCS form.

# Section D: Total Transfers-Out from Your NICU of Infants by Birth Weight

- Total Live Births by Gestational Age The number entered must match your total live births by birth weight in section A; otherwise, it will cause an error for these numbers in your CCS form.
- Inborn Admissions to your NICU The number entered must match your total inborn NICU admissions by birth weight in section B; otherwise, it will cause an error for these numbers in your CCS form.



# Section E: Average Daily Census in your NICU, Newborn Antibiotic Exposures (NAE) and Antibiotic Use Rate (AUR)

- o **Total # of patient days for all licensed NICU beds** If the number entered is 20% over or under the previous year's number, an error will pop up that needs to be overridden by the data center. In return, we ask that you verify the accuracy of the entered number and provide a reason for the increase or decrease.
  - If your All NICU Admits Database includes all NICU admissions, including readmissions, the total # of NICU days should match the number based on the ANAD by admission year.
- o **Total # of Newborn Antibiotic Exposures (inborn)** The number entered is typically significantly lower (always lower if all ABX are given in the NICU) than the antibiotic use days, as this number refers to inborn infants vs all infants.
  - If all your infants receive ABX in the NICU, and if you track ABX use for all your NICU admissions, the ANAD-based value can be used.

# Section F: Central line-Associated Bloodstream Infections (CLABSI) of Infants by Birth Weight

- Number of CLABSI (by birth weight) The number entered for your total number of CLABSI by birth weight should be less than the number entered for central line days or both should be zero.
  - If the number of CLABSI days is zero for all birth weight groups, you will have to request an override.

#### **CCS** Form Instructions

# Live Births – Sections A (Birth Weight) and D (Gestational Age)

You have two options for entering live birth counts.

- 1. Enter live birth numbers manually, or
- 2. Use the "Populate Births" button at the bottom of the CCS form to import birth weight and gestational age totals from the CDPH Vital Statistics into Sections A and D. This import is optional and reversible. The CDPH Vital Statistics totals are imported directly from the CMQCC Maternal Data Center. If your hospital has access to the CMDC, you can review this data directly from the website (see the MDC section below for more information).

Do not use ANAD to capture live births, as it captures NICU admissions only.

#### **Populate Births**

• If your **NICU** is a satellite **NICU** (co-)located at a hospital with delivery services and if live births are found for the co-located hospital, you can use the Populate Births button to populate the Total Live Births rows in Sections A and D.



Once the Populate Births button is clicked, the button's label changes to Restore Birth Entries. If you click the button Restore Birth Entries, those entries will be restored that were in the input boxes just before you clicked on Populate Births



#### **Note on Vital Statistics:**

We recommend that you check the vital statistics-based birth counts <u>around the 15th of each month</u> <u>during the close-out</u> period, as some births are updated or reported late to vital statistics. This ensures that the births reported are the most accurate possible.

If your hospital's or co-located hospital's Vital Statistics data contain known errors, use a more accurate source.

For MDC participants, the Vital Statistics counts imported into the CCS form do not include corrections made in the MDC website. To use corrected totals, follow the instructions outlined in the "CMQCC Maternal Data Center" section. NICU Admissions – Sections A-F

## NICU Admissions - Sections A through F

Once all ANAD records are complete and consistent, they can be used to populate sections A-F in your CCS Form.

The ANAD-based values can be viewed by clicking the "Show Values based on NICU Admits **DB**" button at the bottom right of the CCS Supplemental Form. This displays the ANAD-based value under the CCS cells; this button will not populate the CCS form.



You have three options for populating the CCS form with your ANAD-based values. See what each section includes below.

- **Section A: NICU Deaths** before, including, and after the 28<sup>th</sup> day of life.
- Section B: NICU Admissions Inborn, Outborn, Acute, Non-Acute.
- Section C: NICU Transports Acute, Non-Acute.
- **Section D: Inborn Admissions** by gestational age.
- Section E: Total NICU Patient Days
- Section F: CLABSI & Central Line Days if collected in the ANAD





## **Note on Section E: Total NICU Patient Days**

Accurate import of Total NICU Days requires complete admission and discharge dates for every NICU stay during the year, including readmissions and new episodes of care.

If you import discharge dates from the higher-acuity database, remember that these reflect **hospital** discharge dates, not **NICU** discharge dates. Update them as needed to ensure NICU Day counts are correct.

NICU Days are reported by **admission year**, not birth year. Therefore, discharge dates for infants born in prior years that were discharged in the same year must also be entered to ensure accurate totals.

## Note on Section F: Newborn Antibiotic Explore (NAE)

The ANAD-based value for NAE does **not** auto-populate; it appears below the field for reference because <u>Section F counts all inborn infants who received antibiotics at your hospital, not only those treated in the NICU.</u>

If all inborn antibiotic exposures occur in your NICU, the ANAD reference number may match and can be used. Ensure the value you enter in the NAE field is **greater than or equal to** the ANAD-based reference number.

Once the **Populate Form with Values based on All NICU Admits DB** button is clicked (and you've chosen an option), the button's label changes to **Restore Form to Values prior to All NICU Admits DB** (see below). If you click that button, the entries in the input boxes will be restored to their previous values, as they were just before you clicked the Populate Form with Values based on All NICU Admits DB button.

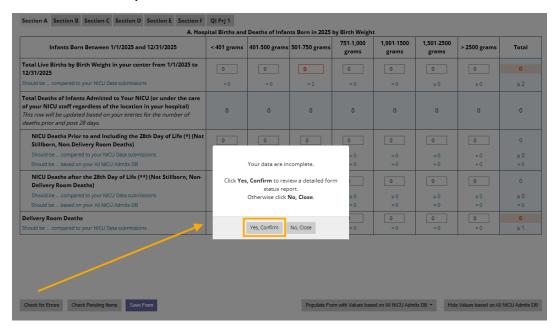


## **Errors and Pending Items**

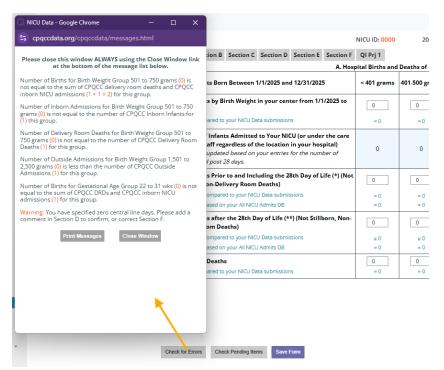
To ensure that your CCS data is complete and accurate, you must review and update any errors or pending items that may exist in the CCS form.



To review and better the types of errors you may have, click the **Check for Errors** button, which will initiate the box you see below.

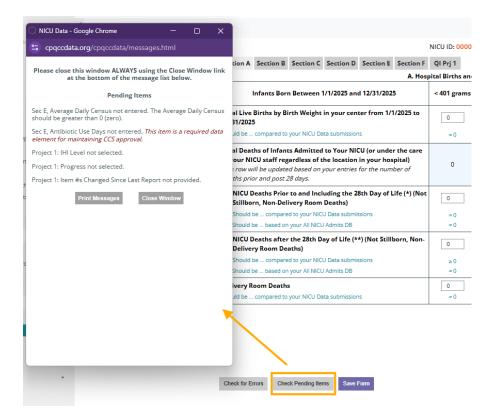


When you click the **Yes, Confirm** button, another window below pops up, which gives you a list of errors with a short explanation for each one. You have the option of printing this message for internal use or just closing the box.



To review and complete any pending items, click the **Check Pending Items** button, which gives you a list of items that are still pending in the form with the same options.





Please make sure to use all the available buttons and resources when completing the All NICU Admits data, the higher acuity data, and the CCS form.

## **CMQCC Maternal Data Center**

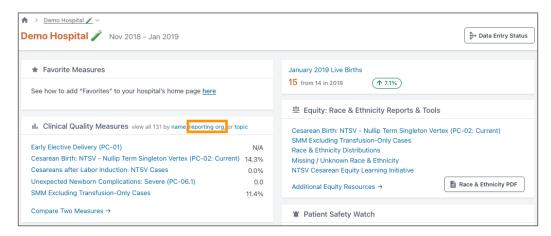
#### Live Births

Direct login to the CMQCC Maternal Data Center (MDC) requires that you have your own CMQCC MDC Account, i.e., you need to be invited to access the MDC by a hospital colleague with an MDC Administrator role. If you need to be able to drill down to see the list of patients in each CCS category in the MDC, ask your MDC administrator to invite you with an MDC User Role of "Read Only: Aggregate and Patient-Level Data" or higher.

To identify the MDC Administrators for your hospital, contact datacenter@cmqcc.org
To log in directly (i.e., you already have an MDC Account), go to <a href="https://datacenter.cmqcc.org">https://datacenter.cmqcc.org</a>



- Once logged on to the MDC, follow the steps below to find the vital statistics birth counts by birth weight and by gestational age:
- From the MDC homepage, go to the *Clinical Quality Measures* section and click on *reporting org* in the section header



• Scroll down to the row titled *California Children's Services (CCS): Total Births by BW and GA* and click on the row header or *See My Hospital's Action Steps...* 



• From the Action Items screen, click on See CCS Total Live Birth Reports



- Download the data needed to propagate the CCS Supplemental Form for births by BWGT and by GA, using the *Download CSV (Excel)* button
- Manually enter the numbers into the **live births sections** of the CCS Form (A and D).
- To see the list of cases for a category, click the blue number in the "Count" column for that category.



