HIGH RISK INFANT FOLLOW-UP

California Perinatal Quality Care Collaborative

DATA FINALIZATION PROCESS
2027 QUICK REFERENCE SHEET

The Data Finalization process helps HRIF Programs ensure all required records are complete, accurate and submitted on time.

- **Born in 2023:** Complete and finalize **all infant records**.
- **Born in 2025:** Close all **Registration/Referral (RR)** forms.
  Submit and closed **Standard Visit (SV#1)** or **Additional Visit (AV) forms** for all expected infants.
- **Born in 2026: All Referral/Registration (RR)** forms submission.

For assistance, submit a Help Desk ticket at www.cpqcchelp.org.

NOTE: All system tools are updated nightly and located in the **HRIF Reporting System** under **Tools**.

APRIL 1, 2027

PREVIEW 2023 CCS ANNUAL REPORT

- ☐ Review the draft Annual Report for accuracy and completeness.
  The report is refreshed nightly to include any updates made to infants born in 2023 data records.

JUNE 1, 2027

BORN IN 2023: FINALIZE INFANT RECORDS

- ☐ Complete all corrections and close the following forms: Referral/Registration (RR), Standard Visit (SV), Additional Visit (AV) and Client Not Seen Discharge (CNSD).
- ☐ Verify that every CPQCC NICU infant has a valid **NICU Record ID** using the **NICU Reference IDs/Timely Referral** tool.
- ☐ Verify that all case records are complete using the **Record Tracker**.
- ☐ Verify that all case records are complete using the **Error and Warning Report**.

BORN IN 2025: CLOSE RR FORMS

- ☐ Verify all RR forms are closed using the **Error and Warning Report**.

BORN IN 2025: SUBMIT SV #1 (or AV)

- ☐ Verify that every expected infant born in 2025 has a submitted and closed **SV #1** or **AV** form using the **Record Tracker**.

JUNE 17, 2027

CONFIRM THE 2023 CCS ANNUAL REPORT

- ☐ Review the final Annual Report (available beginning **June 2**)
  The **HRIF Clinic Medical Director** or **Coordinator** must confirm the report.
  If unavialiable, a designated proxy can confirm the report on their behalf.

JULY 1, 2027

BORN IN 2026: REGISTER ELIGIBLE INFANTS

- ☐ Register and accept all eligible HRIF infants.
  Work with NICU Data Contacts to ensure all eligible infants have been referred and registered.
- ☐ Review the **HRIF/NICU Match Detail Report** on www.cpqccreport.org to identify HRIF eligible infants. Submit a Help Ticket at www.cpqcchelp.org if you need access to the NICU Report site.
- ☐ Verify that every CPQCC NICU infant has a valid **NICU Record ID** using the **NICU Reference IDs/Timely Referral** tool.

  IMPORTANT:
  - The HRIF Reporting System will not accept registrations for infants born before **2026**.
  - Closeout Checklist Item #6 must be checked manually by the HRIF Clinic.

REVIEW AND UPDATE THE HRIF DIRECTORY

- ☐ Review and update your clinic's directory information.
  In the HRIF Reporting System, select the User icon and choose Update Directory.

  IMPORTANT:
  - Enter the first and last name of the person who last updated the directory before submission.
  - The **Last Modified Date** must fall within calendar year 2027 for the item to be marked complete.