

NICU Data Finalization Guidelines

Birth Year 2024



Table of Contents

INTRODUCTION	1
PRODUCTION SCHEDULES	1
DELIVERABLE DEADLINES	2
1. January 1 st – Begin data collection for current year.....	2
2. January 7 th by 11:59 PM – 4 th Quarter Close-Out Deadline.....	2
3. February 1 st by 11:59 PM.....	2
4. March 15 th – Deadline for Superstar Award.....	3
5. April 1 st by 11:59 PM.....	3
6. April 7 th by 11:59 PM – 2024 1 st Quarter Close-Out Deadline.....	3
7. May 15 th by 11:59 PM – Deadline for the Gold Star & All-Star Awards	3
8. June 1 st by 11:59 PM	4
9. June 2 nd by 11:59 PM – Deadline for the Early Bird Recognition Award	4
10. June 2 nd – June 7 th by 11:59 PM.....	4
11. June 10 th	4
12. July 7 th by 11:59 – 2024 2 nd Quarter Close-Out Deadline.....	4
13. October 7 th 11:59 – 2024 3 rd Quarter Close-Out Deadline	5
COMMUNICATION	5
NICU DATA FINALIZATION	5
LATE PROCESSING FEE POLICY AND FEE SCHEDULE	6
February 1, 2024.....	6
April 1, 2024	6
June 1, 2024.....	6
June 7, 2024.....	6
CPQCC CLOSE-OUT CHECKLIST INSTRUCTIONS	7
Close-Out Checklist Overview.....	7
Comment Section	7
Awards.....	8
FINALIZING YOUR DATA – QUARTERLY	9
January 7 th at 11:59 PM – enter data for infants born between Jan 1 st and Dec 31 st 2024	9
April 7 th at 11:59 PM – enter data for infants born between Jan 1 st and Mar 31 st 2025.....	9
July 7 th at 11:59 PM – enter data for infants born between Jan 1 st and Jun 30 th 2025.....	9
October 7 th at 11:59 PM – enter data for infants born between Jan 1 st and Sept 30 th 2025	9
FINALIZING YOUR DATA – ANNUALLY	9
February 1 st at 11:59 PM	9
March 15 th – Deadline for Superstar Award.....	11
April 1 st by 11:59 PM	11
May 15 th by 11:59 PM – Deadline for the Gold Star & All-Star Awards.....	15
June 1 st by 11:59 PM.....	16
June 2 nd by 11:59 PM – Deadline for the Early Bird Recognition Award.....	24
June 2 nd until June 7 th 11:59 PM	24
COMMUNICATION	25
RESOURCES	26
CPQCC Help Desk.....	26
NICU Data Mentorship Program	26
Close-Out Checklist.....	27
NICU Data Timeline.....	27
NICU Data Resources.....	27
Training and Webinars.....	27
CCS Form Tip Sheet	27
Still-In Hospital (SIH).....	27

<i>NICU Data Sharing Manual</i>	27
<i>NICU Data Sharing Q&A</i>	27

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 2024, and to allow us to produce the mandated California Children’s Services (CCS) report on behalf of each member NICU.

NOTE: “2024 Data Finalization” is for infants born in 2024 and takes place in the first half of calendar year 2025.

Production Schedules

Quarterly Deadlines – Production Schedule

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

NICU Data Finalization Deadlines – Production Schedule

NICU Data Finalization Deadlines

Production Schedule

FEB 1 ST	MAR 15	APR	APR 1 ST	MAY 15 TH	JUN 1 ST	JUN 2 ND	JUN 2 ND	JUN 7 TH	JUN 7 TH	JUN 15 TH	JUL 15 TH	JAN - DEC	OCT 10 TH
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 Contact Report by January 15 th and the April 1 st items by March 15 th	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 1 st items by May 15 th	Submit items 9-13 in the Close-Out Checklist Late Fee if not completed	Submit the CCS Report	Earn the Supertar 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 2024 (and quarterly in 2025). Please remember to review your center's **2024 Close-Out Checklist** for the sub-items 1-14 below (an example image of a Close-Out Checklist can be found on page 9).

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, 2024) 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 2024.
 - Please review the [CCS NICU Referral HRIF Guidelines](#)

3. February 1st by 11:59 PM

1. Pay **2025 Membership Dues (2025 Close-out Checklist)**.
2. Download and review 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

- Complete all records for infants born in 2023 who were still in hospital (SIH) during the data finalization period in 2024.
- Submit the ID confirmation form
- 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**.
- Complete the CCS form without errors or pending items.
 - Please refer to the [CCS Form Tip Sheet](#) to complete this form for **all** NICU admissions
 - 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 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. For more information about this tool, please click on the link for the [NICU Data Sharing Manual](#).

- Log onto the [VON website](#) to submit the VON Membership Survey.
 - Follow the steps on page 15

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

- Enter data for all eligible infants born January 1 – March 31, 2025 into the NICU Database by April 7th.
- Review and complete your 2025 Error & Warning Report.
- Review and complete your 2025 Confirmed Unknown Report.
- Complete your 2025 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January and March 2025.
 - Please also include any infants that were discharged earlier than the time above if they have not yet been referred.
 - Please review the [CCS NICU Referral HRIF Guidelines](#)

7. May 15th by 11:59 PM – Deadline for the Gold Star & All-Star Award

- To qualify for the Gold Star Award, you must complete all June 1st deliverables by May 15th.

- To qualify for the All-Star Award, you must complete all June 1st deliverables by May 15th in addition to earning the Superstar and Early Bird awards.
- 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. Therefore it may show up in your Confirmed Unknown report.
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 [HRIF Reporting System](#).
 - o Please review the [CCS NICU Referral HRIF Guidelines](#)

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 2024 CCS report between June 2nd and June 7th.
 - a. 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 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.

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

- Enter data for all eligible infants born January 1 - June 30, 2025 into the NICU Database by July 7th.
- Review your 2025 Error & Warning Report.

- Review your 2025 Confirmed Unknown Report.
- Complete your 2025 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January and June 2025.
 - Please also include any infants that were discharged earlier than the time above if they have not yet been referred
 - Please review the [CCS NICU Referral HRIF Guidelines](#)

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

- Enter data for all eligible infants born between January 1st and September 30th, 2025 into the NICU Database by October 7th.
- Review your 2025 Error & Warning Report.
- Review your 2025 Confirmed Unknown Report.
- Complete your 2025 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January 1st and September 30th, 2025.
 - Please also include any infants that were discharged earlier than the time above if they have not yet been referred
 - Please review the [CCS NICU Referral HRIF 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 on 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 review all of the tickets that you submitted, the status, and the responses that were sent from the data center.

NICU DATA FINALIZATION

Late Processing Fee Policy and Fee Schedule

February 1, 2025

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, 2025

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.

June 1, 2025

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, 2025

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 2024 as of 2024-11-06 at 15:59					
<i>Items 2, 3 and 8 must be checked manually. All other items are automatically checked.</i>					
#	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 team’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](#) instead.

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

- Late fees incurred by your center and status of payment.
- Explanation of any other close-out issues that may affect the deliverables.
- Unpaid membership fees.

Set confirmation status for enabled items

User Comment: None	CPQCC Staff Comment: <i>Click here to edit</i> None
------------------------------	---

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

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 	<ul style="list-style-type: none"> • Granted to centers that complete item 3 by January 15th and items 4-8 by March 15th.
Early Bird Award 	<ul style="list-style-type: none"> • Granted to centers that confirm their CCS report on June 2nd.
Surprise Award 	<ul style="list-style-type: none"> • Granted to centers that are recognized for a specific positive performance aspect.
Gold Star Award 	<ul style="list-style-type: none"> • Granted to centers that complete items 9-13 by May 15th. • Members must have timely HRIF registrations of at least 95% to meet the qualifications for this award.
All-Star Award 	<ul style="list-style-type: none"> • 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. • Members must have timely HRIF registrations of at least 95% to meet the qualifications for this award.
Crown Award 	<ul style="list-style-type: none"> • 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 2024 as of 2024-11-06 at 15:59

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

#	Activity	Deadline	Done	Confirmation Date/Time	Resources
1.	2024 Membership Dues Paid <i>Membership dues were received by NICU Data Center. Data entry for 2024 is enabled.</i>	02/01/2024	<input checked="" type="checkbox"/>	11/18/2023 @ 09:57	If you have questions about your 2024 dues please submit a ticket at the CPQCC Help Desk.
2.	Confirmation of receipt of e-announcement of data finalization guidelines for 2024	02/01/2025	<input type="checkbox"/>		A link to the 2024 Data Finalization Guidelines will be posted here in December 2024.
3.	Submission of VON/CPQCC Contact Report for your NICU for birth year 2024.	02/01/2025	<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 2023 who were SIH at the 2023 closeout.	04/01/2025	<input checked="" type="checkbox"/>	11/06/2024 @ 15:59	Pull up Edit SIH ID list for 2023
5.	Submission of ID confirmation form for birth year 2024.	04/01/2025	<input type="checkbox"/>		Review / Confirmation of Record IDs Submitted & Confirmation of CPQCC conditions for 2024.
6.	For infants born in 2024, all CP4TS 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 2024 and still in-house all items <u>not related to discharge</u> should be entered into the NICU Database completely.	04/01/2025	<input type="checkbox"/>		Pull up Edit ID list for Record IDs with pending (non-SIH) items for 2024.
7.	Submission of error-free CCS form without pending items for birth year 2024. <i>Note that changes to your Higher Acuity NICU Database records might require CCS form updates!</i>	04/01/2025	<input type="checkbox"/>		Open CCS form for 2024
8.	Submission of VON Membership Survey for birth year 2024.	04/01/2025 @ 20:59 PST	<input type="checkbox"/>		Click here to go to VON website to fill out 2024 VON Membership Survey (opens new window)
9.	For infants born in 2024, all CP4TS 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 2024 and still in-house all items <u>not related to discharge</u> should be entered into the NICU Database completely and 100% error-free.	06/01/2025	<input type="checkbox"/>		Pull up Edit ID list of Record IDs with pending (non-SIH) items/records for 2024.
10.	Followed up all warnings listed in the NICU Database Errors and Warnings Report for birth year 2024. <i>Currently 0 warnings for review.</i>	06/01/2025	<input type="checkbox"/>		Generate Warnings w/out Follow-Up Report for 2024
11.	Minimized use of Confirmed Unknown to < 3% for key risk factors and outcomes for <u>inborn infants</u> . <i>Any unknown risk factor: 0.00%. Any unknown outcome: 12.30%.</i>	06/01/2025	<input type="checkbox"/>		Generate Confirmed Unknown Report for Inborn Infants for 2024
12.	Addressed and resolved all inconsistencies listed in the DCR for birth year 2024. <i>Currently 0 inconsistencies.</i>	06/01/2025	<input type="checkbox"/>		Review Data Consistency Report (DCR) for 2024
13.	HRIF registration is 100% of 2024 VLBW infants, infants < 32 completed weeks gestation, infants with HE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD born in 2024 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>Current HRIF registration: 0.0%</i>	06/01/2025	<input type="checkbox"/>		Review infants born in 2024, 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 Wx, HE, ECMO, Active Therapeutic Hypothermia, CHD, INO, Seizures and not registered through 11-05-2024.
14.	Confirmation of CCS report for birth year 2024. The CCS reports will be available for review continuously starting from April 1, 2025. <i>As we have to wait for all centers to finalize their 2024 data and to 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 6/2/2025.</i>	06/02/2025	<input type="checkbox"/>		Open current version of CCS report for 2024

[Set confirmation status for enabled items](#)

User Comment: _____ CPQCC Staff Comment: [Click here to edit](#)

Finalizing Your Data – Quarterly

January 7th at 11:59 PM – enter data for infants born between Jan 1st and Dec 31st 2024

April 7th at 11:59 PM – enter data for infants born between Jan 1st and Mar 31st 2025

July 7th at 11:59 PM – enter data for infants born between Jan 1st and Jun 30th 2025

October 7th at 11:59 PM – enter data for infants born between Jan 1st and Sept 30th 2025

We strongly encourage all centers to submit 100% complete and error-free data by the deadline at 11:59 pm 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 from your hospital to Home, 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. 2025 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 2025 data until the dues have been received.
- Your center will also incur a \$300 late fee.

Please submit a [Help Desk ticket](#) if you have any questions.

- Using the resource link in the close-out checklist, download and review the **Data Finalization Guidelines**.
 - A link to the document you are reading now will be available for download in item 2 of the Close-Out Checklist.
 - Please manually check the box for this item once the above has been completed.
 - 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 **2024**
- 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](#).**

- Update and submit your online **CPQCC/VON Contact Report**

To access:

- Log into the [NICU Data site](#)
- Select **2024**
- 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 by the deadline**
- 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 access reactivated.

Settings for NICU 0000 [NICU Member] Access member directory entry

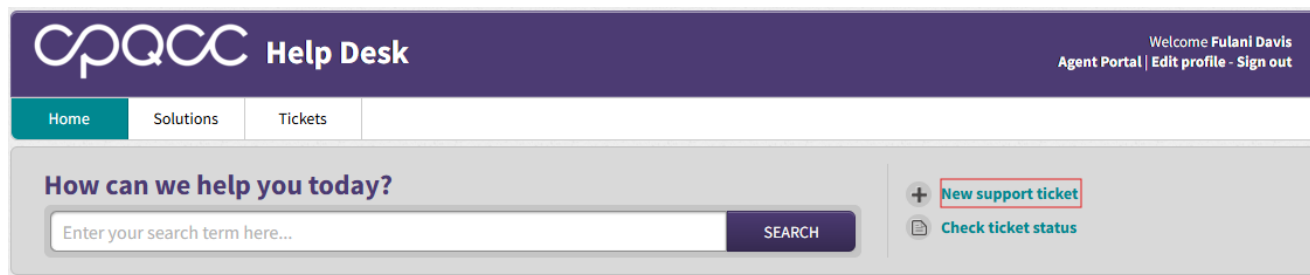
NICU ID:	0000
NICU Name:	Demo Center A
NICU Name (shortened, used in labels):	Demo Ctr A
NICU Name (used in menus):	Demo Ctr A
First year of Participation:	2000

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.

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 2023 who were still in the hospital (SIH) during the 2024 closeout.

- a. Please review [SIH Table](#) for guidance.
5. Submit the **ID Confirmation** form.

To access this form:

- Log into the [NICU Data site](#)
- Select **2024**
- 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 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 do this 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 of your records, please make sure follow the process above to 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 throughout this document as well)

Summary of Record IDs Submitted by NICU 0000 for Birth Year 2019

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.
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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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

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-house, all items **not related to discharge** should also be entered **completely**.
 - a. Assign a NICU Record ID for each eligible infant.
 - b. The following table lists the minimum variables needed to start a record.

NOTE: Please sign up to use the NICU Data Sharing tool for all 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 (higher acuity) and the All NICU Admits Database (all NICU admits).
 - c. Please review the [CCS Form – Tip Sheet](#)

To access and complete this form:

- Log into the [NICU Data site](#)
- Select **2024**
- Select **CCS Form**
- Enter data in the **white boxes** only
- Data entered into the **white boxes** 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 **2024 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.

To access the All NICU Admissions DB:

- Log into the [NICU Data site](#)
- Select **All NICU Admissions DB**
- Select **By Birth Year** or **By Admission Year**
- Select the PDF icon at the top left-hand side to review and download the instructions.

Some of the advantages of participating in the All NICU Admissions Database are listed below.

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 \geq 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.

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

To access the Draft CCS Report:

- Log into the [NICU Data site](#)
- Select **2024**
- 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

e. The draft CCS reports will be available for review by mid March, early April 2025. 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**. Also the data will not be **100% error free until June 1st**.

- f. If you make any changes to the NICU Database or the CCS Supplemental Form after the **initial** compilation of your CCS Report, you have two options:
 - i. You can open up the CCS form and click Save Form to generate a rerun 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 VON Membership Survey.

To access this form:

- Go to the [VON Website](#)
- Go to **Login**
- Login with email address and password
- Select **Data**
- Select **Data Management**
- In the **Data Management** area, select **Survey** and complete
- 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.

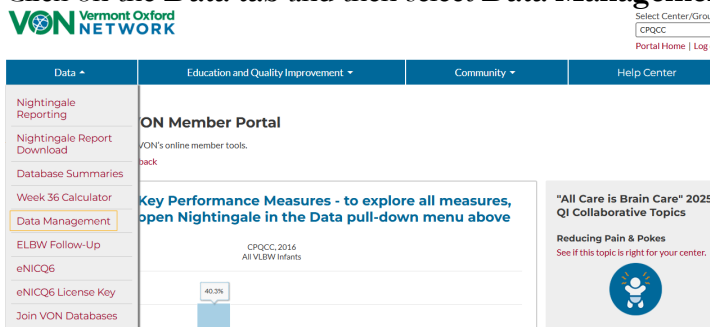
NOTE: You **must** have access to the VON website to access this form. If you do NOT have access, please select the “need a login and password?” link or contact VON’s support center at (support@vtoxford.org).

- Please see the screenshot steps below

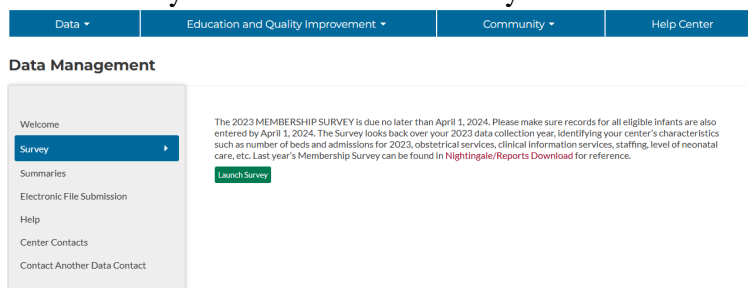
- Log into www.vtoxford.org



- Click on the **Data** tab and then select **Data Management**



○ Select Survey and then Launch Survey



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

- To qualify for the Gold Star Award, you must complete all June 1st deliverables by May 15th.
- To qualify for the All-Star 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 2023 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 2023 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.

- v. 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

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

Comma Separated ASCII File

SAS File

For which birth year? 2024

Quarterly report for which quarter?

1st Quarter 2nd Quarter

3rd Quarter 4th Quarter

Process Send Request

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**.

- 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)

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. <input checked="" type="radio"/> Followup Done <input type="radio"/> Not Yet Followed up	A/D		
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. <input type="radio"/> Followup Done <input checked="" type="radio"/> Not Yet Followed up	A/D		

Showing 1 to 2 of 2 entries
Previous 1 Next

To access the Warnings Report:

- Log into the [NICU Data site](#)
- Select **2024**
- Select **Data Reports**
- Select Type: **Warnings Report**
- Select **Generate Report**

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 it's $> 3\%$.
- 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.
 - 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.
 - 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.
 - Validate the Confirmed Unknown Report.
 - 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.

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 **2024**
- 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 $\geq 3\%$ that affect:

- Key Risk Factors
 - Type ‘rfmiss’ in the search bar
- Outcome Measures

- Type ‘outmiss’ in the search bar

- ii. 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.

- iii. 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 **2024**
- 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 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 can see your comments as well and will respond if needed before resolving/unresolving the record

Issue ID	Record ID	Possible Inconsistency	User Comment	Last Update	Resolved?	
		Duplicate of		2020-11-12 @ 15:48 [FullID]	Not Resolved	Edit
				2020-07-07 @ 15:45	Resolved on: 2020-07-12 @ 13:27	Edit

13. **100% submission 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 gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD
- Please review the [CCS NICU Referral HRIF Guidelines](#) for detailed instructions on the referral process.
 - Review the HRIF/NICU Match Status Report to review a list of infants discharged to home from your NICU ([NICU Data](#), [NICU Report](#)).
 - This report now includes a filter to identify infants who were discharged to home after transport to a Non-CCS NICU.
 - 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 **2024**
- Select **Data Reports**
- Select Type: **HRIF/NICU Match Detail Report**
- Select **Generate Report**

- Use the **Edit Data** list to review your NICU and HRIF eligible infants by clicking on the **NICU** and **HRIF** buttons.
- 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.).
- 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 **2024**
- 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

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	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	TBS	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	TBS	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	TBS	0	38	0				

Showing 1 to 7 of 7 entries

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 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.

- The NICU Medical Director must confirm accuracy of the CCS Report by an electronic signature.
- 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.
- 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 **2024**
- 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**).
- **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, memos, etc., 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.cpqchelp.org.
- In the upper right corner, please log in or sign up/register.
- Sign up 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 (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.

- 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.

NOTE: CPQCC office hours are Monday – Thursday 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](#)

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 via Adobe Sign 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.