

DATA FINALIZATION PROCESS 2025 QUICK REFERENCE SHEET



The data finalization process is designed to assist HRIF Clinics with complete and accurate submission of:

- **Born in 2021: All infant records**
- **Born in 2023: All Registration/Referral (RR) forms closed**
Standard Visit (SV) #1 [and/or Additional Visit (AV)] forms for all expected infants
- **Born in 2024: All Referral/Registration (RR) forms**

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

APRIL 1, 2025	<ul style="list-style-type: none"> • Preview 2021 CCS Annual Report NOTE: The report will be updated nightly to reflect any 2021 data changes. <ul style="list-style-type: none"> • Review the draft annual report for accuracy and completeness.
JUNE 1, 2025	<ul style="list-style-type: none"> • Born in 2021: Infant records are completed and finalized <ul style="list-style-type: none"> • Make corrections and close online entry to the RR, SV, AV and CNSD forms for all submitted case records. • Review the NICU Reference IDs/Timely Referral tool to verify that all NICU eligible infants have a valid NICU Record ID entered. • Review the Record Tracker tool to verify that all cases records are closed. • Review the Error and Warning Report tool to verify that all case records are complete. • Born in 2023: Close RR Forms <ul style="list-style-type: none"> • Review the Error and Warning Report tool to verify that all RR forms are closed. NOTE: This Form is Closed checkbox should be checked. • Born in 2023: Submission of SV #1 (and/or AV) form for all expected infants <ul style="list-style-type: none"> • Review the Record Tracker tool to verify that all expected infants born in 2023 have an SV #1 or AV form submitted and closed.
JUNE 17, 2025	<ul style="list-style-type: none"> • Review and confirm the 2021 CCS Annual Report <ul style="list-style-type: none"> • The final annual report will be available on June 2nd. • The HRIF Clinic Medical Director/Coordinator must confirm the report. • If the HRIF Clinic Medical Director or Coordinator is unable to confirm, then a proxy can confirm the report on their behalf.
JULY 1, 2025	<ul style="list-style-type: none"> • Born in 2023: Register and accept all eligible HRIF infants NOTE: The HRIF Reporting System will not accept registrations for infants born before 2024. NOTE: This item must be checked manually by the HRIF Clinic. <ul style="list-style-type: none"> • Collaborate with the NICU Data Contacts or NICU Discharge Planner to verify that all HRIF eligible infants have been referred/registered. • Review the “HRIF/NICU Match Detail Report” on the NICU Report site (www.cpqccreport.org) to identify eligible infants. Submit a Help Desk ticket if you need access to NICU Report. • Review the NICU Reference IDs/Timely Referral tool to verify that all eligible NICU infants born in 2024 have a valid NICU Record ID. • Review and sign off on the HRIF Directory NOTE: Last Modified Date must be during the calendar year 2025. <ul style="list-style-type: none"> • Make sure that all information for your clinic is current and complete. In the Reporting System click the user icon in the top right corner and select Update Directory. • It is required to enter the first and last name of the person who Last Updated the directory. The text field is located at the bottom of the online form.

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