CPQCC Network Database

2008 Member Instructions for the
On-line Web-based Data Entry System
Version 01.08
January 28, 2008

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I. Introduction

The CPQCC Data Center is pleased to announce the new CPQCC website http://www.cpqccdata.org, as well as, the official release of the new On-line Web-based Data Entry System (OWDES). We strongly encourage ALL members to take the time to orient themselves to this site since it was designed as a secure and comprehensive database management tool regardless if you choose to submit data through electronic data submission (EDS) or on-line.

NOTE: The CPQCC Data Center is **unable** to support Safari web browser for Mac Machines. Please use one of the following web browsers to enter data on-line: Internet Explorer 7.0, NetScape, Mozilla, or Firefox 2.0. Firefox is a free application and can be downloaded from http://www.mozilla.com/en-US/firefox/. **Please** contact your Local Administrator if you are not able to download any of the web browsers that were recommended by the CPQCC Data Center.

II. Getting Started

A. Log-in

To access the database management features:

1. Click on the link http://www.cpqccdata.org.

2. Enter your Center's 4-digit Network ID number (including leading zeroes).

3. Tab to the password box, and enter your Center's Password.

4. Tab, or click in an open space to highlight the **"Submit"** button, and click on it. *Pemita, note that currently after you hit tab, the form will automatically submit, i.e., you do not have to click on Submit, but it does not hurt to keep it this way.*

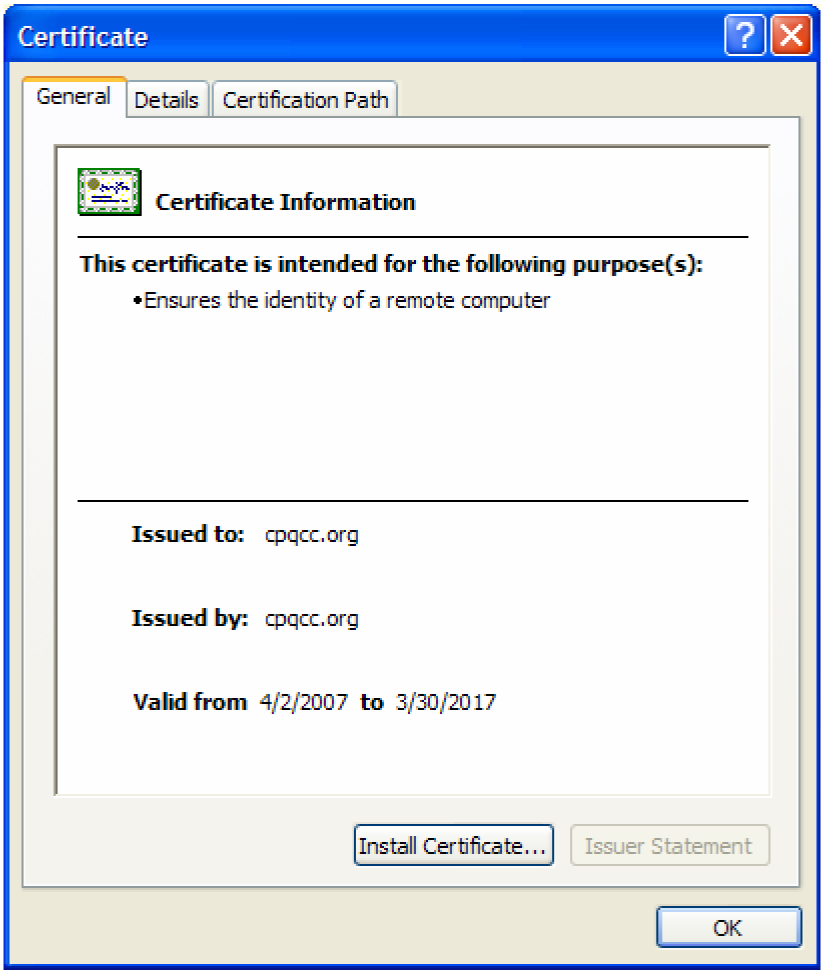
B. Security and Installing the SSL Certificate

Access to your data is password protected. Furthermore, we have a secure server where the data that you send and receive is encrypted, which prevents anyone but you and the server from seeing the information exchange. The protocol by which this takes place is called SSL – secure sockets layer. We are using SSL to encrypt data that are submitted through the on-line interface.

NOTE: The CPQCC Data Center is using a self-signed security certificate. Most browsers come with a pre-defined list of trusted certificate authorities that include companies like Verisign, GeoTrust/Equifax. Since CPQCC is not included in that list, a security alert will pop-up on your screen.

1. When the ***Security Alert*** box pops-up on your screen, click on **"View Certificate."**

1.1. Under the ***General*** tab, it will say **"Certificate Information is not trusted. To enable trust, install the certificate in the Trusted Root Certification Authorities Store."** You should see that the certificate was issued by cpqcc.org. Under the ***Details*** tab, the issuer should list **cpqcc.org**.



2. To eliminate the ***Security Alert*** on future visits to the site, you need to walk through a <u>one-time only</u> installation of the SSL certificate into your certificate store.

2.1. Under the ***General*** tab, click **"Install Certificate"** to start the Certificate Import Wizard that imports the certificate into your certificate store.
2.2. Click **"Next."**
2.3. The Wizard will explain that **"The Certificate Store are system areas where certificates are kept."** Click **"Next."**
2.4. Click **"Finish."**
2.5. The Wizard will ask **"Do you want to install the certificate?"** Click **"Yes."**
2.6. If the import was successful, click **"OK."**

3. The ***Security Alert*** pop-up asks **"Do you want to proceed?"** click on **"Yes"** to proceed with using an encrypted connection using SSL.

C. Technical Support

While we have tried to thoroughly test our on-line system, we are asking you to alert us to any problems that you might encounter. Please send an e-mail describing your problem(s) to support@cpqcc.org or cpqccsupport@health-info-solutions.com.

III. Database Management Features

A. Enter New Data On-line

For the first submission of any new record, choose ONLY one of the submission options (EDS or on-line.) If you choose to submit the first submission of any record on-line, please DON'T submit the same exact record on an EDS form to the Data Center. We want to avoid the possible over-writing of information that was previously submitted and error-checked on-line with an electronic submission. **(Note: Paper submissions has been phased out since 2007.)**

NOTE: Once a record is in the database it can be edited on-line even if it was originally submitted as EDS or on-line. (Refer to Section III.B. Edit Data On-line.)

1. Click on the link "**Add New Data**".
2. The "**CPQCC Data Collection Eligibility**" page will become visible.

NOTE: **Acute Transfer form (TRS)** is a new feature that has been added to the on-line system and will be the first question for eligibility when submitting the data on-line. Acute transfer(s) into your hospital need to have transport data submitted to the California Perinatal Transport System (CPeTS)**.**

2.1 Answer "**Yes**" if the infant was transferred to your hospital for acute reason(s).

2.2 Scroll to the bottom of the page, and check the appropriate birth year.

2.3 Enter the infant's Network ID number in the box labeled "**Infant ID**".

2.4 Click on the tab "**Transport-In Form**" to enter and submit all applicable fields for acute transfer-in. (***Use the Neonatal Transport paper form that should have been received by your center when the baby was transported in to complete the TRS form on-line.***)

2.5 Click on the "**A/D Form for Transfer"** to enter and submit all applicable fields for admission. (***Please see screen shot***)

2.6 Answer "**No**" if the infant was not an acute transfer or inborn. The next section of the eligibility section will pop up asking about Delivery Room Deaths.

2.7 Did infant die in the delivery room? Answer "**Yes**" if infant died in the delivery room.

2.8 Scroll to the bottom of the page, and check the appropriate birth year.

2.9 Enter the infant's Network ID number in the box labeled "**Infant ID**".

2.10 Click on the tab "**Delivery Room Death Form**".

NOTE: For the Delivery Room Death form, an abbreviated Admission/Discharge form is loaded into your browser. All applicable fields MUST be filled out to submit information on Delivery Room Deaths.

2.11 Answer "**No**" if baby did not die in the delivery room. The next section of the eligibility screen will pop up.

2.12 For an infant to be eligible for the Admission/Discharge form, at least one of the three eligibility questions needs to be answered "**Yes**." Only if one question is answered "**Yes**" the portion of the page becomes visible that allows you to proceed to input data.

2.13 Scroll to the bottom of the page, and check the appropriate birth year.

2.14 Enter the infant's Network ID number in the box labeled "**Infant ID**."

NOTE: If you make a mistake by entering and submitting an incorrect ID, please contact the Data Center immediately.

3. The ***Data Management Home page*** will come up with the blank on-line form.

3.1. Choose whether you want to view the entire data form or by section.

- To view the entire data form, click on the **"Click Here"** button.
- To view the data form in sections, click on the triangular arrows to the left of the section to open and close each section of the form.

3.2. Start entering data. The following features are available:

- **Help windows.** Click on underlined Items to access variable definitions and instructions.
- **Internal logic checks.** The on-line form has been created to enforce consistency when entering and submitting data. Its internal logic system checks for skip patterns and logical ranges. For example, if the Location of Birth (Item 7a) of an infant is "Inborn," then the system automatically sets the Day of Admission (Item 7b), Location of Birth (Item 7c) and Admission History (Items 8a and 8b) to "Not Applicable" since these items are to be answered only for "Outborn" babies.
- **Relevant Dates.** For the Admission/Discharge form after entering the Date of Birth, the website will automatically provide relevant dates based on the Date of Birth (Date of Day 28, Date of Day 3). After entering Date of Birth and Gestational Age, the Date of Week 36 is also provided. These dates appear next to the items that they are relevant for. For the Transfer-In form, we also allow you to copy down some of the dates based on previous dates to make the entry of date/time variables easier. Make sure to edit the dates when copying though to make sure that the correct information gets entered.

3.4. It is possible to enter incomplete data in the Admission/Discharge or Transfer-In Form. You always have to enter some basic demographic items for each infant ID. Clicking the "**Check Form**" button (see next section) when the form is empty will tell you which items are mandatory to submit a form. Additional information can be filled out at a later time. Note that in order to close out a record all pending items have to be resolved.

3.5. After you have completed the entire form, click on the "**Check Form**" button at the bottom of the page.

3.6. If there are errors a box with the title "**Your data are incomplete**" will pop-up**.**

NOTE: Click "**OK**" to view the Data Items that are incorrect. You can leave the window up on your screen while you correct the errors or print it out and use it as a reference. Note that this window might move behind your browser window. When you are done with your error corrections, close the error message window.

3.7 Click on **"List Pending Items."**

3.8 If there are items pending, a box with the title "**Pending Items**" should pop up a listing of all the items that were skipped during your data entry. You can leave the window up on your screen while you correct the errors or print it out and use it as a reference. Note that this window might move behind your browser window. When you are done with your corrections, close the message window.

3.9 Finally, click the **"List Confirmed Unknown Items"** button to find the items that were answered as "unknown".

3.10 If there are any items that are listed as confirmed unknowns, a box should pop up with a list. If any item on this list needs to be edited, make a note of it and go back to the form to make your changes. You can leave the window up on your screen while you correct the errors or print it out and use it as a reference. Note that this window might move behind your browser window. When you are done with your corrections, close the message window.

3.11 It is important to keep in mind that each time you make a change to the form you have to click on "**Check** Form" again. If all of your data is correct a box "**Data Acceptable"** will pop-up.

- Click **"OK."**
- Click on **"Submit Data".**

3.12 Upon successful completion of the submission step, your data is in the database. A screen will summarize all items on your form. Print a record of your on-line submission for your files. Note that a submission of a Transfer-In record will also list those items that re-appear in the Admission/Discharge form (bottom of the screen with the data submission summary).

B. Edit Data

Any previously submitted information no matter how it was originally received by the Data Center (EDS or on-line) can be retrieved and edited using this link. If the Hospital ID and Network ID exist, you can look up the record and edit its information.

1. Click on the link "**Edit Data.**" A box will remind you that a page with the submitted IDs is generated. This page shows all IDs received by your center for birth year 2005 or later. For each ID, the listing shows the last date the record for this infant was changed, the status of the record, the forms applicable for this record, the number of errors, pending items and unknown items.

2. Note that you may sort the table with IDs for each year by clicking on the column heading. Clicking once will sort in ascending order, clicking twice will sort in descending order.

3. Click on the appropriate hotlink in the form column for an idea form to pull up the record.

4. Once the form is displayed, make your corrections.

5. Proceed as described in steps 3.4 through 3.8 above.

C. Run Error Report

Members can obtain a current database report in **real-time** that includes the records submitted to CPQCC. As with the corrections, you can run these reports on all of your data regardless of how they were originally submitted (EDS or on-line) to the Data Center.

Report Format. To stay consistent, these reports mirror the format used for the 2004 Small Baby Error Reports. Obtain a current database report in real-time that includes: the completeness of all forms records and electronic records submitted to CPQCC, a detailed Error Report, a list of Incomplete Items/Variables that are unknown for more than 20% of submitted records, a summary of CPQCC Network IDs with large percentage of missing or unknown items on submitted forms, a summary of CPQCC Network ID numbers submitted so far, and specifically a list of CPQCC Network ID numbers skipped or rejected and a summary of your submission statistics.

1. Click on the link "**Error Report.**"

2. A screen will pop up and you have to check the year for which the report should be generated as well as the type of report you would like to see (errors only, errors and warnings only, detailed report).

3. The system will generate your requested report once you click on “Generate Report”. Note that as the report is generated in real-time, it will take a moment to load.

NOTE: We encourage all members to check their Error Reports and make corrections on this site on a monthly basis. In addition, the Data Center will continue to periodically e-mail these reports to all of our members.

D. View Quarterly Reports

Members can view the Quarterly Births Report for their Center. The Data Center will continue to e-mail these reports to all members on a quarterly basis.

1. Click on the **“View Quarterly Reports”** link.

2. You may view your quarterly reports on-line.

3. Alternatively you may have PDF versions of the reports sent to your center’s report contact (see Section Send Reports or Data).

E. Send Reports or Data Via E-mail

Members can electronically send the designated Report Contact or Data Contact a) a detailed error report in PDF format; b) a quarterly report in PDF format, or c) their complete most current data in several different supported formats to the designated center contacts.

NOTE: This option is particularly useful if you want to make sure that the version of your Center’s internal data matches the CPQCC database after you have made changes to your data on-line.

1. Click on the **“Send Reports/Data”** link at the home page.

2. Choose the type of data/report to send.

3. Depending on which item you want to have sent, you have to make other selections. For instance, for a quarterly report, you have to specify the year and quarter. For a data set you have to specify the year and the format of the data set. You need to complete all necessary sections to be able to click on the “Send Data” button at the bottom of the form.

4. The error reports and quarterly reports will be sent out within 15 minutes of such a request. The current data for your center will be sent out immediately.

F. Calculator Tool

In order to help you fill out the portions of the Admission/Discharge form that require calculations that are dependent on birth date, admission date, and discharge date, we provide a calculator that will enable you to obtain these results locally on your computer. The information is **not** transmitted to the Data Center.

NOTE: This option is particularly useful for Members who will continue to submit forms in 2006. This calculator tool was designed to replace the Length of Stay sheets and having to look up the 28th day and 36th week in the manual.

1. Click on the link **"Calculator Tool"** at the home page.