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**CPQCC MEMORANDUM**

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**TO:** CPQCC PARTICIPANTS  
**FROM:** CPQCC DATA CENTER  
**SUBJECT:** 2007 DATA FINALIZATION  
**DATE:** 4/1/2008  
**CC:** CPQCC STAFF

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CLARIFICATION OF 2007 DATA FINALIZATION DELIVERABLES

Dear CPQCC Participants:

Please be advised of the following clarifications regarding the 2007 data submission deliverables that are due today, April 1<sup>st</sup>:

- Your 2007 CPQCC data MUST ALL be entered into the [www.cpqccdata.org](http://www.cpqccdata.org). You may enter no less than items 1, 4, and 5 in order to save the record. This data, the CPQCC Network Database, is linked in real-time to your CCS Supplemental Form and to [www.cpqccreport.org](http://www.cpqccreport.org). By the end of today, this data MUST be 100% complete (meaning assign IDs for all CPQCC-eligible infants born in 2007). However, this data does NOT have to be 100% error-free at this time.
- After today, April 1<sup>st</sup>, you may NOT add any other IDs into the system UNLESS it has been noted on your faxed ID Verification Form. Otherwise you will be locked out of the system.
- We will be uploading each Center's 2007 Data Finalization Status Reports on the [www.cpqcc.org](http://www.cpqcc.org) website by Friday, April 4<sup>th</sup>.
- By June 1<sup>st</sup>, your CPQCC data and your CCS Supplemental Form data/confirmed CCS Report MUST be 100% complete AND 100% error-free.

**\*\*\*Please continue ONLY if you have NOT submitted your Finalization Documents\*\*\***

As a reminder the following documents are also due today, April 1<sup>st</sup>:

- CPQCC/VON Contact Report. Note: Submit this form ONLY if there were additional changes to the form since the January submission. Please contact [support@cpqcc.org](mailto:support@cpqcc.org) if you need technical assistance. Also, any changes to the Report Contact require completing a Report Contact Change Form, please use this link: [http://www.cpqcc.org/data/cpqcc\\_downloads](http://www.cpqcc.org/data/cpqcc_downloads).
- Eligibility Verification Form. Note: Please access the form in the Data page by using this link: [http://www.cpqcc.org/data/cpqcc\\_downloads](http://www.cpqcc.org/data/cpqcc_downloads).
- VON Membership Form. Note: Please contact [support@cpqcc.org](mailto:support@cpqcc.org) if you need to request this form.
- ID Verification Form. Note: Please download this report through [www.cpqccdata.org](http://www.cpqccdata.org).

Please contact us at [support@cpqcc.org](mailto:support@cpqcc.org) if you have any questions.

Thank You,  
CPQCC Data Center