
CPQCC MEMORANDUM

TO: CPQCC PARTICIPANTS
FROM: CPQCC DATA CENTER
SUBJECT: 2007 DATA FINALIZATION
DATE: 5/6/2008
CC: CPQCC STAFF

2007 DATA FINALIZATION DUE ON JUNE 1, 2008

Dear CPQCC Participants:

This is a reminder that we are less than a month away from the June 1st deadline for 2007 data finalization. We want to congratulate the **45 centers whose data is currently 100% complete and error free**. This is a tremendous achievement as you represent 36% of our membership! We also want to thank our entire membership in your continued efforts to close out your data.

We encourage you to analyze ALL of your CPQCC, CPeTS and CCS data to allow time for changes and updates to be made prior to June 1st. This would include your finalization documents which is listed and explained in the *April 1st Deadline Clarification Memo* at <http://www.cpqcc.org/data>.

CCS Reports: If you need to update your report, changes will need to be made in either your CCS Supplemental form or your CPQCC data. **AFTER you have made these changes, please make sure to contact us at support@cpqcc.org to rerun your report.** Please acknowledge that your updates will NOT be reflected in your CCS report without a rerun. (Note: This applies to both preliminary AND final CCS reports).

In addition to your 2007 data finalization please review the guidelines regarding further explanation of your CCS data and reports, as well as, information regarding *Data Consistency Reports* and the *Confirmed Unknown Reports*. This information is summarized in the email below and further explained in the Addendum online at <http://www.cpqcc.org/data>.

Please acknowledge the following dates on which the CPQCC Data Center will be closed and staff will be unavailable:

Thursday, May 22nd
Monday, May 26th
Monday, June 2nd
Wednesday, September 3rd

For these dates, please contact the CPQCC Main Office at 650-723-5763 for immediate assistance.

If you have any questions, please contact us at support@cpqcc.org.

Thank you,

CPQCC Data Center