
CPQCC MEMORANDUM

TO: CPQCC PARTICIPANTS
FROM: CPQCC DATA CENTER
SUBJECT: 2007 DATA FINALIZATION
DATE: 5/27/2008
CC: CPQCC STAFF

2007 DATA FINALIZATION DUE ON JUNE 1, 2008

Dear CPQCC Participants:

This is a reminder that we are less than 1 week away from the June 1st deadline for 2007 data finalization.

We now have **67 centers whose data is currently 100% complete and error free.** We are making excellent progress and want to thank all of you for your hard work. Please note that though your data may be 100% complete and error free, you may still need to check the reports listed below to make sure that it is accurate.

We are noticing that although your *CCS Supplemental form* is complete, most of you are NOT confirming your *CCS Report*. **Please acknowledge that these are two separate links in your 2007 CCS materials section.** The first link is the *CCS Supplemental form* and the second is your *CCS Report*. This report MUST be confirmed by June 1st.

Please review any and all memos regarding 2007 Finalization at <http://www.cpqcc.org/data>. Please pay special attention to the **“Other Reports”** listed in the edit data section of the www.cpqccdata.org. The *Confirmed Unknown Report* and the *Data Consistency Report* have been added for this year’s data finalization as a tool to further review your data for accuracy. The *Confirmed Unknown Report* is for review of your truly confirmed unknown items within a record. (Note: this data may affect your CCS Report in certain areas i.e. “DC Home on Oxygen” – Table G).

The *Data Consistency Report* will list any IDs that are duplicates within your Center or that may not be consistent with one that was transferred to another Center. Please follow the steps below for the duplicates within you Center ONLY:

1. Log onto www.cpqccdata.org to review the report.
2. Delete one of the duplicate IDs.
3. If the ID is a Big Baby (>1500g) and you would like it completely deleted out of the system, please contact us at support@cpqcc.org specifying the ID#.

4. Resubmit you ID Verification Form (ONLY if #3 is performed first).

For more information on this report, please review the Finalization Guidelines at <http://www.cpqcc.org/data>.

Your updated Finalization Reports will be uploaded on June 3rd and available at http://www.cpqcc.org/data/2007_data_finalization_reports. You can also request an updated one by emailing us at support@cpqcc.org.

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

Thank you,

CPQCC Data Center