

## CCS Supplemental On-Line Form Help

### Introduction

The on-line form collects all the items that were previously collected via the CCS supplemental form. To take advantage of your submissions to CPQCC, you are able to compare some of the fields based on your CPQCC submissions. For the 2006 CCS form, you were asked to use a button to compare your CPQCC and CCS numbers. Based on member requests, we have eliminated this method. Instead underneath each CCS number you are required to enter, we are showing in a green small font the count based on your CPQCC submissions and the rule for the cell ( $\geq$  or  $=$ ). For instance, the total number of deaths in your NICU prior to and including the 28th Day of life for birth weight group 501 to 750 grams that is entered in your CCS form should be equal ( $=$ ) to the number of infant deaths in your NICU in this birth weight group in the CPQCC data.

CCS counts by admission, not by infant. If an infant was born in your center, you would count her/him in Table A (Hospital Births and Deaths of Infants Born in 2008).

Then, if this same infant spent time in your NICU, then was transferred out, you would also count her/him in Table C (Total transfers from your NICU of Infants Born in 2008).

If this same infant was re-admitted back to your hospital's NICU, you would count her/him a third time in Table B (Total Admissions to Your NICU of Infants Born in 2008).

In all, this infant is counted 3 times on the CCS supplemental form.

**The on-line form will automatically populate all parts of the form that have a shaded background. You will not need to enter these items as they are calculated based on your form entries.**

**You may fill out only parts of the form and submit them to save what you entered. This feature allows you to start filling out the form and returning to it later should you get interrupted or should you need to find more information.**

Based on member requests, we have added a feature that checks your form for errors/consistency. We have also added a feature that allows you to list pending items. Furthermore, fields that are considered in error appear in a red font. If you cannot figure out the source of the error for a field appearing in red, please use the error check at the bottom of the form. **Note that in contrast to CPQCC, the CCS form DOES allow you to submit erroneous/inconsistent data.** The reason is that while filling out the CCS form you might discover that you have not submitted all eligible infants to CPQCC. You then would update your CPQCC data to include this infant thereby removing the inconsistency from your CCS form.

Tables E through G are pre-populated based on your CPQCC data submissions. You will need to enter the cause of death and location of death as this information is not collected by CPQCC. Keep in mind that all deaths except a) those to infants under 401 grams; b) those to outside admissions infants admitted to your NICU after 28 days of age should be in your CPQCC database. If you discover that you have not submitted a CPQCC form in this situation, do NOT add this case to Tables F through G, but submit the CPQCC form first. Once you have submitted the CPQCC form, the case will appear on your CCS form.

If you have already added a case to your CCS form for a CPQCC eligible that has not been submitted to CPQCC, follow the steps below to correct your CCS form.

**If you encounter the message that a baby is eligible for CPQCC that you want to add via the Add Case feature. Please follow these steps:**

- 1) Remove all information that you entered in the part of the form that was added to accommodate the new case.
- 2) Submit the form to make sure that any other information that you have already entered is saved.
- 3) Enter the CPQCC eligible baby into the CPQCC data entry system.
- 4) Once baby is entered into the CPQCC data base, come back to the CCS supplemental form. The additional case should now appear in the appropriate table.

















