

## 2009 CPQCC Data Finalization (Version 5.0, February 1, 2010)

DUE	PROCEDURE	RESOURCE
<b>Feb 8, 2010</b>	1. Confirm e-receipt of the <b>2009 DF Guidelines</b>	- Download from <a href="http://www.cpqcc.org/data/data_contacts_only">http://www.cpqcc.org/data/data_contacts_only</a>
<b>Apr 1, 2010</b>	2. Submit <b>all data for all eligible infants</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "Add New Data"
	3. Submit the <b>CCS Supplemental Form</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "CCS Materials" - "Click here to load your CCS Supplemental Form," click "Submit Form" to save
	4. Review the <b>Draft CCS Report</b> <b>NOTE: Confirm Button will only be enabled from Jun 2 at 7:00 AM until Jun 7 at 11:59 PM</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "CCS Materials" - "Click here to load your CCS Report"
	5. Submit the <b>ID Verification Form</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "Other Reports" - Select Year = "2009", Select Type = "Confirm IDs," Click on "Generate Report" - Print, Sign, and Fax to 650.721.5751
	6. Submit the <b>Eligibility Verification Plan</b>	- Download from <a href="http://www.cpqcc.org/data/data_contacts_only">http://www.cpqcc.org/data/data_contacts_only</a> - Print, Sign, and Fax to 650.721.5751
	7. Submit the <b>CPQCC/VON Contact Report</b>	- Download from <a href="http://www.cpqcc.org/data/data_contacts_only/">http://www.cpqcc.org/data/data_contacts_only/</a>
	8. Submit the <b>Contact Change Form</b>	2009_contact_report_membership_survey, use your cpqccdata password
	9. Submit the <b>VON Membership Survey</b>	- Print, Sign, and Fax to 650.721.5751
<b>Jun 1, 2010</b>	10. Confirm the <b>Data Consistency Report - Duplicates &amp; Re-encounters</b> <b>NOTE: To be released on March 15, 2010</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "Other Reports" - Select Year = "2009", Select Type = "Data Consistency Report - Duplicates and Re-encounters", Click on "Generate Report"
	11. Review the <b>Confirmed Unknown Report</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "Other Reports" - Select Year = "2009," Select Type = "Confirmed Unknown Report," Click on "Generate Report"
	12. Submit <b>100% error-free data</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - a) Click on "Edit Data," make sure status is either Complete or SIH - b) To review your Center's database, click on "Send Reports/Data via Email" What would you like to send? = "Your Center's Data to Your Center's Data Contact," For what birth year? = 2009, For what format? = Choose one
<b>Jun 2 at 7:00 AM until Jun 7 at 11:59 PM</b>	13. Confirm the <b>Final CCS Report</b> <b>NOTE: Confirm Button will ONLY be enabled from June 2 until June 7</b>	- Logon to <a href="https://www.cpqccdata.org">https://www.cpqccdata.org</a> , use your cpqccdata password - Click on "CCS Materials" - "Click here to load your CCS Report" - Click on Table N. "Confirm CCS Report and Initiate Submission to CCS"
<b>Jun 25, 2010</b>	14. Confirm e-receipt of the <b>Data Finalization Status Report</b>	- Download from <a href="http://www.cpqcc.org/data/data_contacts_only/2009_data_finalization_reports">http://www.cpqcc.org/data/data_contacts_only/2009_data_finalization_reports</a>

**For additional technical assistance, please contact the CPQCC Data Center at [support@cpqcc.org](mailto:support@cpqcc.org) or 650.721.1844.**