

CPQCC Quarterly Close-out Initiative and 2010 Data Finalization: Check List

DELIVERABLE	PROCEDURE	1ST QUARTER DEADLINE APR 8, 2010	2ND QUARTER DEADLINE JUL 8, 2010	3RD QUARTER DEADLINE OCT 8, 2010	4TH QUARTER DEADLINE JAN 8, 2011	SUPER STAR AWARD DEADLINE MAR 18, 2011	DEADLINE APR 1, 2011	JUNE 1ST DEADLINE JUN 1, 2011	CCS REPORT JUN 2 to 7, 2011
1. Enumerate live births, deaths, and admissions, using the revised 2010 CCS Supplemental Form	Login to cpqccdata.org					Submit all items	Submit all items	100% error-free data	
2. Update data for all Still In-House infants born in 2009	Login to cpqccdata.org					Finalize records	Finalize records	100% error-free data	
3.0 Submission of CPeTS items C.1 through C.33, and Admission/Discharge items 1 through 52 for all infants born in 2010	Login to cpqccdata.org					Submit all items	Submit all items	100% error-free data	
3.1 Run the Error & Warning Report	Login to cpqccdata.org					Complete	Complete	100% error-free data	
3.2 Run the Confirmed Unknown Report (change threshold to 1%)	Login to cpqccdata.org					Complete	Complete	100% error-free data	
3.3 Run the Pending Report	Login to cpqccdata.org					Complete	Complete	100% error-free data	
3.4 Run the Data Consistency Report (NOTE: Available on-line by Apr 11, 2011)	Login to cpqccdata.org					To be Released by Apr 11, 2011	To be Released by Apr 11, 2011	Resolve	
4. Submit any CPeTS Override Request to CPeTS Staff	Email to support@cpqcc.org					Submit	Submit	100% error-free data	
5. CCS Report (NOTE: Available on-line by Mar 15, 2011)	Login to cpqccdata.org					Preliminary Review	Preliminary Review	100% error-free data	Confirm
6. Submit the ID Verification Form	Login to cpqccdata.org					Fax	Fax		
7. CPQCC/VON Contact Report	Download cpqcc.org					Fax	Fax		
8. Contact Report Change Form	Download cpqcc.org					Fax	Fax		
9. VON Membership Survey	Enter in www.vtoxford.org					Fax	Fax		

For additional assistance, please contact your designated CPQCC Data Center staff at support@cpqcc.org or 650.721.1844

2010 CPQCC Data Finalization: Reference

DUE	PROCEDURE	RESOURCE	
Feb 8, 2011	1. Confirm e-receipt of the 2010 DF Guidelines	- Download from http://www.cpqcc.org/data/data_contacts_only	
Apr 1, 2011	2. Submit all data for all eligible infants	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "Add New Data"	
	3. Submit the 2010 CCS Supplemental Form	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "CCS Materials" - "Click here to load your CCS Supplemental Form," click "Submit Form" to save	
	4. Review the Draft CCS Report NOTE: Available on-line by March 15, 2011	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "CCS Materials" - "Click here to load your CCS Report"	
	5. Submit the ID Verification Form	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "Other Reports" - Select Year = "2010", Select Type = "Confirm IDs," Click on "Generate Report" - Print, Sign, and Fax to 650.721.5751	
	6. Submit the CPQCC/VON Contact Report 7. Submit the Contact Change Form	- Download from http://www.cpqcc.org/data/data_contacts_only/2010_contact_report_membership_survey , use your cpqccdata password - Print, Sign, and Fax to 650.721.5751	
	8. Submit the VON Membership Survey	- Logon to http://www.vtoxford.org	
	Jun 1, 2011	9. Confirm the Data Consistency Report - Duplicates & Re-encounters NOTE: To be released on April 11, 2011	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "Other Reports" - Select Year = "2010", Select Type = "Data Consistency Report - Duplicates and Re-encounters", Click on "Generate Report"
		10. Review the Confirmed Unknown Report	- Logon to https://www.cpqccdata.org , use your cpqccdata password - Click on "Other Reports" - Select Year = "2010," Select Type = "Confirmed Unknown Report," Click on "Generate Report"
11. Submit 100% error-free data		- Logon to https://www.cpqccdata.org , 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? = 2010, For what format? = Choose one	
Jun 2 at 7:00 AM until Jun 7 at 11:59 PM	12. Confirm the Final CCS Report NOTE: Confirm Button will ONLY be enabled from June 2 until June 7	- Logon to https://www.cpqccdata.org , 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"	
Jun 25, 2011	13. Confirm e-receipt of the Data Finalization Status Report	- Download from http://www.cpqcc.org/data/data_contacts_only/2010_data_finalization_reports	

For additional technical assistance, please contact the CPQCC Data Center at support@cpqcc.org or 650.721.1841