

NICU Data Finalization Action Plan

Birth Year 2018

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Introduction

Dear CPQCC Member,

Centers who are unable to fulfill the April 7th deadline extension for submitting the April 1st deliverables must complete a NICU Data Finalization Action Plan. This form should be completed in conjunction with the 2018 NICU Data Finalization Guidelines.

The purpose of the action plan is to aid in the timely submission of all CPQCC NICU deliverables. This plan follows the progress of your center for an entire year, beginning with the April 1st deliverables due April 1, 2019 until the following April 1st deliverables due April 1, 2020. If your center is late in submission of any of the April 1st deliverables for April 1, 2020, you must fill out a new action plan.

Please note that we've divided the plan into sections with follow-up dates and times. This plan should be thoroughly discussed and agreed upon by each team member prior to submission of this form to the NICU Data Center team. The action plan must be submitted completely along with any incomplete and/or missing deliverables by the deadlines in each section.

Please contact the NIICU Data Center team by submitting a [Help Desk ticket](#). However, if your center has received an action plan, there may already be an existing ticket for your data finalization. In this case, rather than opening a new help ticket, please respond to the existing one with your questions and concerns. This way all communication can be kept in one place.

It is the responsibility of the member to contact the NICU Data Center team at the agreed follow-up date/time in **each** section regarding any missing or incomplete deliverables as well as your progress in completion of these deliverables.

Thank you,

NICU Data Center Team

I. February 1st – April 1st Deliverables (ext. deadline April 15th)

Date:	
Hospital:	
Team Leader:	
Data Contact(s)	

Please fill in the name or the initials of the data contact AND back-up contact responsible for each deliverable.

#	February 1st Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
1	2019 Membership Dues Paid				
2	Confirm receipt of 2018 Data Finalization Guidelines				
3	Submit the VON/CPQCC Contact Report				
#	April 1st Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
4	Completed 2017 SIH records				
5	Submit the 2018 ID Confirmation Form				
6	Submit complete 2018 data for all items not related to discharge into the NICU Database				
7	Submit complete and 100% error 2018 data into the CCS Form				

8	Submit the 2018 VON Membership Survey completely				
Follow-up Appointment				Date/Time	Comments

I. April 8th 2019 Quarter Report Deadline

1 st Quarter Follow-up Appointment			Date/Time	Comments
Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Q2 NICU cumulative data				
CCS data				
% HRIF referral/registration				

II. June 1st 2019 Deliverables

#	Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
8	100% error free finalized 2018 data				
9	Followed up on all warnings in Error/Warning Report AND Minimized unknowns in Confirmed Unknown Report for <u>inborn infants</u>				
11	Addressed all inconsistencies in Data Consistency Report				

12	100% HRIF referral/registration <i>(Required for CCS accredited NICUs only)</i>				
13	Confirm Final CCS Report (June 2 nd – June 7 th)				
Follow-up Appointment				Date/Time	Comments

III. July 8th 2019 Quarter Report Deadline

2 nd Quarter Follow-up Appointment			Date/Time	Comments
Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Q2 CPQCC cumulative data				
CCS data				
% HRIF referral/registration				

IV. October 8th 2019 Quarter Report Deadline

3 rd Quarter Follow-up Appointment			Date/Time	Comments
Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Q3 CPQCC cumulative data				
CCS data				

% HRIF referral/registration				
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V. January 8th 2020 Quarter Report Deadline

4 th Quarter Follow-up Appointment			Date/Time	Comments
Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Q4 CPQCC cumulative data				
CCS data				
% HRIF referral/registration				

VI. February 1st – April 1st 2020 Deliverables

#	February 1 st Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
1	2020 Membership Dues Paid				
2	Confirm receipt of 2019 Data Finalization Guidelines				
3	Submit the VON/CPQCC Contact Report				
#	April 1 st Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
4	Completed 2018 SIH records				
5	Submit the 2019 ID Confirmation Form				

6	Submit complete 2019 data for all items not related to discharge into the NICU Database				
7	Submit complete and 100% error free 2019 data into the CCS Form				
8	Submit the 2019 VON Membership Survey completely				
Follow-up Appointment				Date/Time	Comments

Team Leader's Signature: _____

Date: _____