

DATA FINALIZATION PROCESS 2019 QUICK REFERENCE SHEET



The data finalization process is designed to assist HRIF Clinics with complete and accurate submission of:

- **Born in 2015: All infant records**
- **Born in 2017:**
 - All Registration/Referral (RR) forms closed
 - Standard Visit (SV) #1 [and/or Additional Visit (AV)] forms for all expected infants
- **Born in 2018: All Referral/Registration (RR) forms**

For assistance, please submit a help ticket at www.cpqcchelp.org.

APRIL 1, 2019	<ul style="list-style-type: none"> • Born in 2015: infant records are completed and finalized <ul style="list-style-type: none"> • Make corrections and close online entry to the RR, SV, AV and CNSD forms for all submitted case records. • Review the Manage NICU Reference ID tool to verify that all NICU eligible infants have a valid NICU Record ID entered. • Review the Record Tracker tool to verify that all cases records are closed. • Review the Error and Warning tool to verify that all case records are complete. • Born in 2017: close RR Forms <ul style="list-style-type: none"> • Review the Error and Warning tool to verify that all RR forms are closed. NOTE: “This Form is Closed” checkbox should be checked. • Born in 2017: submission of SV #1 (and/or AV) form for all expected infants <ul style="list-style-type: none"> • Review the Record Tracker tool to verify that all expected infants born in 2017 have an SV #1 or AV form submitted and closed.
APRIL 17, 2019	<ul style="list-style-type: none"> • Review and confirm the 2015 CCS Annual Report <ul style="list-style-type: none"> • The Annual Report will be available on April 2nd. • The HRIF Clinic Medical Director/Coordinator must confirm the report. • If the HRIF Clinic Medical Director or Coordinator is unable to confirm, then a proxy can confirm the report on their behalf.
JUNE 1, 2019	<ul style="list-style-type: none"> • Born in 2018: Register and accept all eligible HRIF infants NOTE: Infants born before 2018 can not be entered in the HRIF Reporting System. <ul style="list-style-type: none"> • Collaborate with the NICU Data Contacts or NICU Discharge Planner to verify that all HRIF eligible infants have been referred/registered. • Review the “HRIF/CPQCC Match Status Report” on the NICU Reports site (www.cpqccreport.org) to identify eligible infants. Submit a Help Desk ticket if you need access to NICU Reports. • Review the Manage NICU Reference ID tool to verify that all eligible NICU infants born in 2018 have a valid NICU Record ID. • Review and sign off on the HRIF Directory <ul style="list-style-type: none"> • Make sure that all information for your clinic is complete and correct. The directory is available in the Reporting System; select “Admin” → “Update Directory”. • It is required to enter a full name before submitting the directory.

NOTE: System tools are updated in real time and located in the HRIF Reporting System under “Tools.”