

NICU Data Finalization Action Plan

Birth Year 2020

Table of Contents

INTRODUCTION.....	I
I. FEBRUARY 1 ST – APRIL 1 ST 2020 DEADLINES (EXT. DEADLINE APRIL 15 TH).....	2
II. APRIL 8 TH 2020 1 ST QUARTER REPORT DEADLINE.....	3
III. JUNE 1 ST DELIVERABLES.....	3
IV. JULY 8 TH 2020 QUARTER REPORT DEADLINE	4
V. OCTOBER 8 TH 2020 QUARTER REPORT DEADLINE	4
VI. JANUARY 8 TH 2020 QUARTER REPORT DEADLINE.....	5
VII. FEBRUARY 1 ST – APRIL 1 ST 2020 DEADLINE.....	5

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 using the 2020 NICU Data Finalization Guidelines as a reference.

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, 2021 until the following April 1st deliverables due April 1, 2022. If your center is late in submission of any of the April 1st deliverables due on April 1, 2022, 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 NICU 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

April 1st Deadline (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.

#	April 1 st 2020 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
4	Completed 2019 SIH records				
5	Submit the ID Confirmation Form				
6	Submit complete data for all items not related to discharge into the NICU Database				
7	Submit complete and 100% error data into the CCS Form				
8	Submit the VON Membership Survey completely				
Follow-up Appointment				Date/Time	Comments

April 8th – 1st Quarter Report Deadline

1 st Quarter Follow-up Appointment			Date/Time	Comments
2021 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Enter data for eligible infants (Jan. 1 st – Mar. 31 st)				
Data Consistency Report (DCR)				
Confirmed Unknown Report				
% HRIF referral/registration				

June 1st Deadline

#	2020 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
9	Submit complete and 100% error free data into the NICU Database				
10	Followed up on all warnings in your Warning Report				
11	Minimized use of Confirmed Unknowns to $\leq 3\%$ for <u>inborn infants</u>				
12	Address all inconsistencies and duplicates in your Data Consistency Report				
13	100% HRIF referral/registration (Required for CCS accredited NICUs only)				

14	Confirm the CCS Report (June 2 nd – June 7 th)				
Follow-up Appointment				Date/Time	Comments

July 8th Quarter Report Deadline

2 nd Quarter Follow-up Appointment			Date/Time	Comments
2021 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Enter data for eligible infants (Jan. 1 st – Jun 30 th)				
Data Consistency Report (DCR)				
Confirmed Unknown Report				
% HRIF referral/registration				

October 8th Quarter Report Deadline

3 rd Quarter Follow-up Appointment			Date/Time	Comments
2021 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Enter data for eligible infants (Jan. 1 st – Sept. 30 th)				
Data Consistency Report (DCR)				

Confirmed Unknown Report				
% HRIF referral/registration				

January 8th Quarter Report Deadline

4 th Quarter Follow-up Appointment			Date/Time	Comments
2022 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete (Date) (Or Date Expected)
Enter data for eligible infants (Jan. 1 st – December 31 st)				
Data Consistency Report (DCR)				
Confirmed Unknown Report				
% HRIF referral/registration				

February 1st Deadline

#	February 1 st 2022 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
1	2022 Membership Dues Paid				
2	Confirm receipt of the Data Finalization Guidelines				
3	Submit the VON/CPQCC Contact Report				

April 1st Deadline

#	April 1 st 2022 Deliverables	Contact Responsible	Back-up Responsible	Submitted (Yes/No)	Complete Date (Or Date Expected)
4	Completed 2021 SIH records				
5	Submit the ID Confirmation Form				
6	Submit complete data for all items not related to discharge into the NICU Database				
7	Submit complete and 100% error free data into the CCS Form				
8	Submit the VON Membership Survey completely				
Follow-up Appointment				Date/Time	Comments

CPQCC Member Signature: _____

Date: _____