NICU Data Finalization Guidelines

Birth Year 2023





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INTRODUCTION

"Data Finalization" is the process of ensuring that all data that is submitted into CPQCC's NICU Database is complete and correct for all infants born in a particular year, and is the joint responsibility of the NICU Data Center team and each member hospital's staff. In order to have complete, accurate, and timely data to support quality improvement and research to improve infant care, we undertake this process during the first six months of each year for all infants born in the previous calendar year.

The purpose of these guidelines is to assist our members in meeting our goals and those of the Vermont Oxford Network for complete, accurate and timely submission of records for infants born in 2023, and to allow us to produce the mandated California Children's Services (CCS) report on behalf of each member NICU.

NOTE: "2023 Data Finalization" is for infants born in 2023 and takes place in the first half of calendar year 2023.

Production Schedules

Quarterly Deadlines - Production Schedule

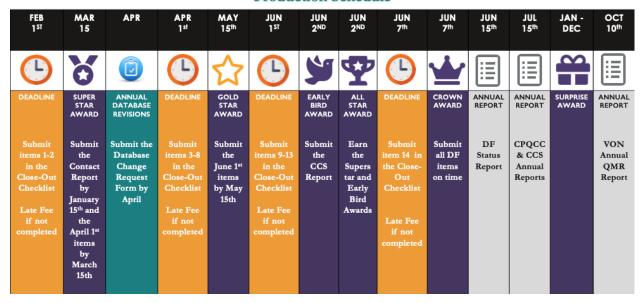
JAN Ist	JAN 7 th	APR 7th	APR	JUL 7 th	OCT 7 th	ост
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Begin data collection for current year	4th Quarterly Close Out Submit all eligible infants for the previous year to be included in the 4th Quarter Report	1st Quarterly Close Out Submit all eligible infants born between Jan 1st – Mar 31st to be included in the 1st Quarter Report	Annual Joint Data Com/DCAG Meeting	2 nd Quarterly Close Out Submit all eligible infants born between Jan 1 st – Jun 30 th to be included in the 2 nd Quarter Report	3 rd Quarterly Close Out Submit all eligible infants born between Jan 1 st – Sept 30 th to be included in the 3 rd Quarter Report	Data Trainings



NICU Data Finalization Deadlines - Production Schedule

NICU Data Finalization Deadlines

Production Schedule



Deliverable Deadlines

The following deliverables are required to finalize your data for infants born in 2023, unless otherwise specified. Please remember to review your center's 2023 Close-Out Checklist for the sub-items 1-14 below (an example image of a Close-Out Checklist can be found on page 8).

- 1. January 1st Begin data collection for current year
- 2. January 7th by 11:59 PM 4th Quarter Close-Out Deadline
 - Enter data for all eligible infants (born January 1 December 31, 2023) into the NICU Database by January 7th.
 - Review your Error & Warning Report.
 - Review your Confirmed Unknown Report.
 - Resolve the cases in your Data Consistency Reports (DCR).
 - Register all HRIF eligible infants that were discharged from your NICU between January and December 2023.
 - o Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines
- 3. February Ist by 11:59 PM
 - 1. Pay 2024 Membership Dues (2024 Close-out Checklist).
 - 2. Confirm the electronic receipt of the Data Finalization Guidelines.



3. Submit VON/CPQCC Contact Report for your NICU.

NOTE: Submit a Help Desk ticket if any of your member center information has changed (name, address, phone number, CCS level) or to add new NICU user(s) not currently listed.

4. March 15th - Deadline for Superstar Award

To qualify, you must submit item 3 by January 15th and items 4-8 by March 15th.

5. April Ist by 11:59 PM

- 4. Complete all records for infants born in 2022 who were still in hospital (SIH) during the 2023 data finalization period.
- 5. Submit the ID confirmation form (see graphic on pg. 10).
- 6. Submit and complete all transport items for acute transports into your NICU, all DRD items and all A/D items. All still in-house infants with items **not related to** discharge, should be completed.
- 7. Complete the CCS form without errors or pending items.
 - a. Please refer to the <u>CCS Form Tip Sheet</u> to complete this form for <u>all</u> NICU admissions (including Lower Acuity Inborn NICU Admissions (LAINA))
 - b. Changes to your NICU infant data (i.e birth weight; gestational age; transports) might require CCS form updates.

NICU Data Sharing: To identify possibly missed infants who might be NICU Data eligible, we suggest that participating centers take advantage of the list of sharing opportunities. Especially those pertaining to VLBW infants or infants who were transported to a higher level of care.

8. Log onto the <u>VON website</u> to submit the VON Membership Survey.

6. April 7th by 11:59 PM - 2024 1st Quarter Close-Out Deadline

- Enter data for all eligible infants born January 1 March 31, 2024 into the NICU Database by April 7th.
- Review and complete your Error & Warning Report.
- Review and complete your Confirmed Unknown Report.
- Complete your Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January and March.
 - O Please also include any infants that were discharged earlier than the time above if they have not yet been referred.
 - o Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

7. May 15th by 11:59 PM - Deadline for the Gold Star & Allstar Awards



- To qualify for the Gold Star Award, you must complete all June 1st deliverables by May 15th.
- To qualify for the Allstar Award, you must complete all June 1st deliverables by May 15th in addition to earning the Superstar and Early Bird awards.
- Beginning with 2022 data, members must have timely HRIF registrations of at **least 95%** to meet the qualifications for these awards.

8. June 1st by 11:59 PM

- 9. Enter all CPeTS items for acute transports into your NICU, all DRD and A/D items into the NICU Database completely and 100% error-free. For still-in-hospital records, all items **not related to discharge** should be entered into the NICU Database completely and 100% error-free.
- 10. Follow up on warnings listed in the NICU Errors and Warnings Report.
- 11. Minimize use of Confirmed Unknowns to \leq 3% for key risk factors and outcomes for inborn infants.
 - a. Note that if Item 24a. temperature measurement within 1 hour of NICU is pending, it is considered "unknown" due to the importance of this outcome.
- 12. Address and resolve inconsistencies to all cases listed in the Data Consistency Report
- 13. HRIF 100% Referral/Registration: Register all HRIF-eligible infants into the HRIF Reporting System.
 - a. Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

9. June 2nd by 11:59 PM - Deadline for the Early Bird Recognition Award

 \circ To qualify, you must complete item 14, confirmation of the CCS Report by June 2^{nd} .

10. June 2nd – June 7th by 11:59 PM

- 14. Confirmation of 2023 CCS report between June 2nd and June 7th.
 - Your CCS report now includes new sections to display Lower Acuity Inborn NICU Admissions (LAINA) data. (see slides 6 &7 in the 2022 LAINA presentation).
 - b. Updates to the CCS Report will NOT be allowed after the report is confirmed on June 7th.

II. June 10th

The PDF version of your Close-Out Checklist will be finalized and available for download by selecting the PDF icon at the top right corner of the form.

NOTE: Only centers who meet the February 1st, April 1st, June 1st, and June 7th deadlines will be eligible for inclusion in the VON Annual Quality Management Report, CCS Annual Report, the CPeTS Annual Report and the CPQCC Annual Web Report. The NICU Data Center team will verify that your center has met these requirements.



12. July 7th by 11:59 – 2024 2nd Quarter Close-Out Deadline

- Enter data for all eligible infants born January 1 June 30, 2024 into the NICU Database by July 7th.
- Review your 2024 Error & Warning Report.
- Review your 2024 Confirmed Unknown Report.
- Complete your 2024 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January and June, 2024.
 - O Please also include any infants that were discharged earlier than the time above if they have not yet been referred
 - o Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

13. October 7th 11:59 - 2024 3rd Quarter Close-Out Deadline

- Enter data for all eligible infants born between January 1st and September 30th, 2024 into the NICU Database by October 7th.
- Review your 2024 Error & Warning Report.
- Review your 2024 Confirmed Unknown Report.
- Complete your 2024 Data Consistency Reports (DCR).
- Enter all HRIF eligible infants that were discharged from your NICU between January 1st and September 30th, 2024.
 - o Please also include any infants that were discharged earlier than the time above if they have not yet been referred
 - o Please refer to the CCS NICU High Risk Infant Follow-up Eligible Infants Referral Guidelines

Communication

For questions or any assistance, please submit a Help Desk ticket at cpqcchelp.org. When creating a ticket, please specify whether the request is for the NICU Database, CCS, CPeTS, or HRIF in the "Help Topic" drop-down box.

NOTE: CPOCC office hours are Monday – Thursday 8:00AM – 5:00PM. All requests sent after hours, on weekends or holidays may not be responded to until the following business day.

To submit a Help Desk ticket:

- Go to <u>www.cpqcchelp.org</u>.
- At the upper right corner, please log in or register.
- At the upper right corner, select New Support Ticket.
- Fill out the fields to create a ticket.

Note: If you're already registered, you can log in and create an instant message via the chat icon at the lower right corner.

NICU DATA FINALIZATION



Late Processing Fee Policy and Fee Schedule

February I, 2024

Centers who have not paid their membership dues by February 1st will be subject to a late fee of \$300. Payment is due upon receipt of the late fee invoice. If payment is more than 30 days overdue, the late fee will increase to \$500.

Centers who do not complete the **VON/CPQCC Contact Report** by February 1st will be subject to a late fee of \$300. Payment is due upon receipt of the fee invoice.

Centers who have not completed the VON/CPQCC Contact Report by February 1st will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information on when they intend to submit the VON/CPQCC Contact Report by.

April 1, 2024

Centers who do not complete the **April 1**st **deliverables** by the deadline will be subject to a **late fee** of \$300. Payment is due upon receipt of the fee invoice.

Centers who have not completed the April 1st deliverables will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information on when they intend to submit the April 1st deliverables by. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables. In addition, if all April 1st deliverables are not received by April 7th, centers must fill out a NICU Data Finalization Action Plan and submit it along with any incomplete and/or missing deliverables by April 15th at 11:59PM. The NICU Data Finalization Action Plan should be reviewed by all members of your center's CPQCC team and then signed and dated.

June 1, 2024

Centers who do not complete the June 1st deliverables by the deadline will be subject to a late fee of \$300. Payment is due upon receipt of the fee invoice.

Centers who have not completed the June 1st deliverables will be notified by the NICU Data Center, and it will be the center's responsibility to respond with specific information about whether they intend to submit the June 1st deliverables by June 7 at 11:59PM. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables.

June 7, 2024

Centers who have not **confirmed their CCS Report** by June 7th will be subject to a **late fee of \$300**. Payment is due upon receipt of the late fee invoice.

Centers with finalized data, complete data finalization documents on file, and no outstanding balance on their membership fees will still be included in the VON Database and the Annual NICU Quality Management Report, the CCS Annual Report, the CPeTS Annual Report, and the CPQCC Annual Web Report if all deliverables are submitted by this date. However, due to the very large volume of data that must be processed, no exceptions will be made.



Centers will be notified by the NICU Data Center if the June 7th deliverable is incomplete. Please remember that CPQCC is required under contract to notify CCS of any participating centers who are unable to fulfill the annual deliverables.

Late Payment Warning: If ANY of the above deadlines are not met on time, a late processing fee of \$300 will be billed. If the payment is more than 30 days overdue, the late fee will increase to \$500.

CPQCC Close-Out Checklist Instructions

The Close-Out Checklist tool, which can be accessed on the NICU Data site, guides you through the close-out process.

Close-Out Checklist Overview

The Close-Out Checklist tool lists 14 deliverables that are required to be completed as part of your close-out (please refer to pgs. 1-3). The six items below explain each column in the close-out checklist.

- 1. # column task item number.
- 2. **Activity** column description of each deliverable.
- 3. **Deadline** column due date of each deliverable.
- 4. **Done** column a checkbox which when checked indicates that your deliverable is complete and when unchecked indicates that your deliverable is incomplete. Grayed out boxes indicate that the box will be automatically checked once the system can verify that the deliverable has been completed. Items 2, 3 and 8 must be checked manually AFTER they have been completed. It is the responsibility of each center to confirm that the deliverable is complete before the item is checked.
- 5. Confirmation Date/Time column once the deliverable has been auto-checked or manually checked off as complete, a date and time stamp will appear.



Comment Section

Both the users and the NICU Data Center can use this section to comment on certain issues. This forum can be used for issues such as:

- Circumstances that affect your NICU's ability to meet close-out requirements after June 1st. All other issues happening during close-out should be entered into a Help Desk ticket.
- Reason(s) for > 3% of confirmed unknown for key risk factors and outcomes or unresolved missing data items (e.g. BW, DOB). Please indicate the record ID number as well as the reason in this section.

The user comment section is located at the bottom of the Close-Out Checklist. Please do not use this section to describe issues with the Close-Out Checklist itself, data collection forms or the closeout process. For these cases, please submit a Help Desk ticket.

The NICU Data Center will use this section to comment on issues such as:

• Late fees incurred by your center and status of payment.



- Status of the Action Plan received for missing the April 7th deadline.
- Explanation of any other close-out issues that may affect the deliverables.
- Unpaid membership fees.

All other issues will be discussed in a Help Desk ticket generated by the NICU Data Center.

User Comment:	CPQCC Staff Comment: Click here to edit
None	None

Awards

All awards earned by your center are captured in the Close-Out Checklist and listed by its icon at the top right corner next to the PDF icon. (If you hover your mouse over the icon, it will show the name of the award).

In addition, the CPQCC website has a page which describes all of the awards that centers are eligible for. Members can also view their own center page to see all awards they have earned starting from 2014 by following these steps:

- Go to the CPQCC website (www.cpqcc.org)
- Select **About**
- Select **Membership**
- Select Current Members
- Select your Center

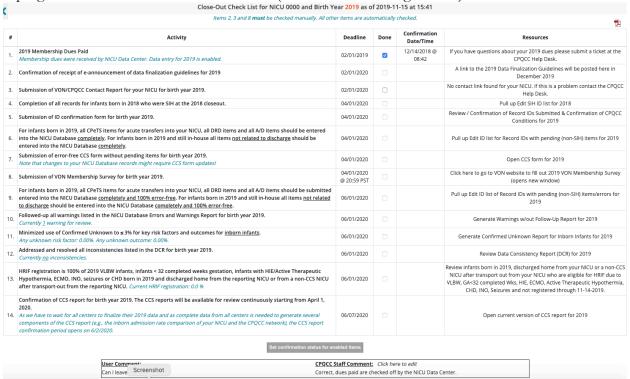
Below are the six NICU data awards that are currently available.

NOTE: Please make sure to download each awarded certificate within the year that they were earned as those from previous years will no longer be available.

Super Star Award	Granted to centers that complete item 3 by January 15 th and items 4-8 by March 15 th .
Early Bird Award	Granted to centers that confirm their CCS report on June 2 nd .
Surprise Award	Granted to centers that are recognized for a specific positive performance aspect.
Gold Star Award	 Granted to centers that complete items 9-13 by May 15th. Beginning with 2022 data, members must have timely HRIF registrations of at least 95% to meet the qualifications for this award.
All Star Award	 Granted to all centers that met the deadlines for item 3 by January 15th, items 4-8 by March 15th, items 9-13 by May 15th, and confirm their CCS report (item 14) on June 2nd. Update: Beginning with 2022 data, members must have timely HRIF registrations of at least 95% to meet the qualifications for this award.
Crown Award	• Granted to centers that met all deadlines on time. (Item 3 on February 1st, items 4-8 on April 1st, items 9-13 by June 1st, and item 14 by June 7th).



To download a PDF copy of your finalized Close-Out Checklist report, select the PDF icon at the top right corner of the Close-Out Checklist (as shown in the image below).



Finalizing Your Data - Quarterly

January 7th at 11:59 PM - enter data for infants born between Jan 1st and Dec 31st 2023 April 7th at 11:59 PM – enter data for infants born between Jan 1st and Mar 31st 2023 July 7th at 11:59 PM - enter data for infants born between Jan 1st and Jun 30th 2023 October 7th at 11:59 PM – enter data for infants born between Jan 1st and Sept 30th 2023

We strongly encourage all centers to submit 100% complete and error-free data by the 11:59 pm deadline to increase the value of our Quarterly Reports. We can then risk-adjust the data and provide you with a more accurate snapshot of your unit's activity. It will also ensure that your quarterly NICU data is included in the CPQCC & VON Quarterly Reports.

- Review your Error & Warning Report (see item 10, pg. 17)
- Review your Confirmed Unknown Report (see item 11, pg. 17)
- Complete your Data Consistency Reports (DCR) (see item 12, pg. 21)
- At discharge, please refer HRIF-eligible infants to the appropriate CCS HRIF clinic. You can use the following resources to track HRIF eligible infants. (see item 13, pg. 23)



Finalizing Your Data – Annually

February Ist at 11:59 PM

1. 2023 Membership Dues Paid

This item will be confirmed and checked by CPQCC's administration once payment is received.

- If membership dues are NOT paid by the Feb. 1st deadline, your center will NOT have access to enter 2023 data until membership dues are paid.
- Your center will also incur a \$300 late fee.

Please submit a Help Desk ticket if you have any questions.

- 2. Confirm electronic receipt of the **Data Finalization Guidelines**.
 - a. A link to the document you are reading now will be available for download in item 2 of the Close-Out Checklist.
 - b. Submit a Help Desk ticket to schedule an optional data review. Note that the NICU Data Center may initiate a Help Desk ticket for your center if data is not being submitted in a timely manner or deadlines are close to not being met. Data reviews may also be initiated by staff via Zoom so that we have the ability to share screens.

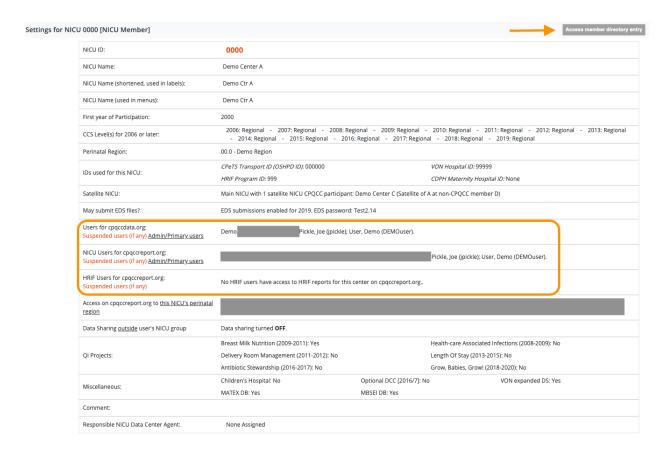
To access:

- Log into the **NICU Data site**
- Select **2023**
- Select Close-Out Checklist
- Select the resource link to the Data Finalization Guidelines
- Download and review the instructions to close out your data
- Manually check off item 2 in the Close-Out Checklist
- For questions, please **submit a** Help Desk ticket.
- 3. Update and submit your online CPQCC/VON Contact Report



To access:

- Log into the **NICU Data site**
- Select 2023
- Select Close-Out Checklist
- Select the resource link to the CPQCC/VON Contact Report
- Update the form, fill in your name at the bottom and submit
- Please confirm that all contacts listed are correct as the Data Center will be using this information to: communicate with all contacts during the data finalization close-out period; send membership dues to the invoice contact; and send important announcements throughout the year.
- Even if there are no current contact updates, you will still need to review and submit this form.
- For questions, please **submit a** Help Desk ticket.
 - You can also access the contact report from the **NICU Settings** page on the NICU Data site by selecting the "Access member directory entry" button in the top right corner of the page.
 - b. This page lists all of the users who have access to your center's NICU Data and NICU Reports. Users highlighted in red are suspended and will need their accesss reactivated.



Note: Please review the entire NICU Settings page to validate all information regarding your NICU.



- a. Submit a Help Desk ticket if you have:
 - Changes in NICU information (e.g. hospital name, address, phone number, CCS level). Please include documentation (hospital letter, CCS letter) confirming the change(s) in the ticket as well.
 - New users needing access to NICU Data and/or NICU Reports. ii.

To submit a Help Desk ticket:

- Go to www.cpqcchelp.org.
- At the upper right corner, please log in or register.
- At the upper right corner, select New Support Ticket.
- Fill out the fields to create a ticket.
- Note: If you're already registered, you can log in and create an instant message via the chat icon at the lower right corner.

March 15th - Deadline for Superstar Award

• To qualify, you must submit item 3 by January 15th and items 4-8 by March 15th.

April 1st by 11:59 PM

- 4. Enter complete discharge data for all infants born in 2022 who were still in the hospital (SIH) during the 2023 closeout.
 - a. Please review SIH Table for guidance.
- **5.** Submit the **ID Confirmation** form for birth year 2023.

To access this form:

- Log into the **NICU Data site**
- Select **2023**
- Select Close-Out Checklist
- Select the resource link to access the **ID** confirmation form
- Check all of the boxes to confirm that you understand and agree to meet each deadline
- Enter your full name (first and last) in the box provided at the bottome of the page
- Click the **Submit Record ID Confirmation** button

NOTE: If you need to submit additional records after you've confirmed the ID Confirmation form, you'll need to submit a Help Desk ticket to request a reset of the confirmation. Once the confirmation has been reset, you can then enter your additional records. When you've entered all of your records, please make sure follow the process above confirm your IDs again. New records will NOT be accepted after close-out on June 1st.

a. See graphic below (note that the dates listed apply to deadlines thoughout this document as well)



Summary of Record IDs Submitted by NICU 0000 for Birth Year 2019 Note that the record IDs should be sequential starting from the Start Record ID number. The Start / End Record ID number are the lowest / highest record ID numbers that have been submitted by your NICU for 2019. Start Record ID: 01401 End Record ID: 01407 All record IDs are in sequence, and none were skipped. Please review items 1, through 6, and confirm by checking the box on the right. Only if all items are checked, any needed additional record IDs have been provided, and your name has been entered, the above record IDs can be confirmed. I have reviewed the above list of record ID numbers for birth year 2019, and I verify that all NICU Database eligible infants have been included. I understand that I must assign a record ID for all NICU Data eligible infants by entering all of the data no later than April 1, 2020 in order to be included in the 2. I understand that I must submit the CCS Supplemental Form by entering all of the data no later than April 1, 2020 in order to be included in the Annual 3. I understand that I must submit all of the Data Finalization documents as specified in the Data Finalization Guidelines no later than April 1, 2020 in order to be included in the Annual Reports. NICUs that are unable to complete the April 1st deliverables will be subject to a 3% late processing fee of \$300.00. Payment upon receipt. I understand that I must submit completed and 100% error-free data for all NICU Data eligible infants no later than June 1, 2020 in order to be included in the Annual Reports. NICUs that are unable to complete the June 1 st deliverables will be subject to a 3% late processing fee of \$300.00. Payment upon receipt.I understand that I must confirm the CCS Report for accuracy and completeness between June 2, 2020 starting at 7:00 AM until June 7, 2020 at 11:59PM in $order\ to\ be\ included\ in\ the\ Annual\ Reports.\ NICUs\ that\ are\ unable\ to\ complete\ the\ June\ 7^{th}\ deliverables\ will\ be\ subject\ to\ a\ 3\%\ late\ processing\ fee\ of\ \$300.00.$ Payment upon receipt. Only NICUs with finalized data, complete data finalization documents on file, and no outstanding balance on their membership fees, without exception, will be included in the Annual Reports. our first and last name: Date / Time of Confirmation: 2020-02-14 at 08:36

- 6. Submit and all transport (TRS) items for acute transports into your NICU, all delivery room death (DRD) items and all admission/discharge (A/D) items **completely.** For infants stillin-house, all items not related to discharge should be entered into the NICU Database completely.
 - a. Assign a NICU Record ID for each eligible infant born in 2023
 - b. The following table lists the minimum variables needed to start a record.

NOTE: We encourage all NICUs to use the new Data Sharing tool for transported infants!

ACUTE TRANSPORT-IN FORM	ADMISSION/DISCHARGE FORM OR DELIVERY ROOM DEATH FORM
Birth Year	Birth Year
Infant ID	Infant ID
Birth Weight (C.3)	Birth Weight (1)
Best estimate of gestational age (C.4)	Birth Date (4)
Infant Sex (C.5)	Sex (5)
Congenital Anomalies (C.6a)	
Antenatal Steroids (C.8a)	
Surfactant Use (C.9b)	
Date/Time of Infant Birth (C.12)	
Location of Birth (C.32)	

- 7. Enter aggregate live birth and NICU admissions data into the CCS Supplemental Form.
 - a. Data must be complete and 100% error-free.



- b. Members are strongly encouraged to use the real-time data comparison features as a data validation tool and to verify the number of eligible infants submitted to the NICU Database.
- c. Please review the <u>CCS Form Tip Sheet</u>

To access and complete this form:

- Log into the **NICU Data site**
- Select **2023**
- Select **CCS Form**
- Enter data in the **white boxes** only
- Data entered into the white boxes will be compared to data you entered in the 2023 NICU Database, which appears in the first row (green font) throughout the form
- Select the **Check Pending Items** button to list pending items
- Select the **Check for Errors** to list errors
- If you're participating in the All NICU Admissions Database, you can select **Show Values** based on NICU Admit DB
- If births were found at your location (co-location for satellite NICUs) in the Vital Statistics Birth files, you can select the **Populate Births** button to show the number of births in a second row (green font) underneath populated NICU admissions in Sections A and D of the form
- To save your data at any point of entry, select the **Save Form** button at the end of the form. You can still come back, edit the form and then select the Save Form button again
- Note that changes to your NICU data might require CCS form updates (you'll be notified of these cases by email)
- Members can also download an Excel spreadsheet of the 2023 CCS Supplemental Form including the CCS NICU Activity Log from the NICU Data Resources page as an alternate resource to abstract this data throughout the year.
 - d. The All NICU Admissions Database is a tool provided to NICU members allowing them to track all NICU admissions (by birth year or admission year) throughout the year. This includes the required Lower Acuity Inborn NICU Admissions (LAINA) data. Please see the detailed instructions below to access the database.

To access the All NICU Admissions DB:

- Log into the **NICU Data site**
- Select All NICU Admissions DB
- Select By Birth Year or By Admission Year
- Select the PDF icon at the top left-hand side for instructions.

Some of the advantages of participating in the All NICU Admissions Database are listed below.



What are the advantages of participating in the CPQCC All NICU Admissions Database?

- Allows updated NICU admissions volume on cpqccreport.org dashboards.
- Allows updated volume and other control charts on cpqccreport.org for those items that are required to be entered for all infants (e.g., infant deaths completely reported for the first year of life relative to all NICU admissions).
- Allows use of all NICU admissions as denominator for big baby metrics.
- Allows population of CCS form Section A row 4 (NICU deaths after day 28).
- Allows population of CCS form Section B.
- Allows population of CCS form Section C.
- Allows population of CCS form Section D row 2 (inborn NICU admits by GA).
- Allows better verification of row 1 of CCS form Section E (should be >= cumulative initial LOS).
- Allows population of CCS form Section E "Total number of NICU days of IM or IV antibiotic exposure."
- Allows population of CCS form Section F "Number of central line days by birth weight."
- Allows population of CCS form Section F "Number of CLABSI by birth weight."
- Provides the ability to track infants who are not CPQCC eligible, but affect a NICU's resource use.
- Optional.
 - e. Review the Draft CCS Report for accuracy and completeness.

To access the Draft CCS Report:

- Log into the **NICU Data site**
- Select **2023**
- Select **CCS Reports**
- Select the **Technical Notes** (located under the table of contents) or simply click on each header to explain each section of the report
 - f. The draft CCS reports will be available for review by mid March, early April 2023. Keep in mind that the interquartile range (the blue line in Tables I, J, K, L, M-2, M-3 and M-4) may not accurately represent the data for the entire NICU Database at the time you generate your report, as all data will not be completely submitted until April 1st.
 - g. If you make any changes to the NICU Database or the CCS Supplemental Form after the initial compilation of your CCS Report, you need to submit a Help Desk ticket to request a re-run of your CCS Report to reflect these updates.

NOTE: A re-run of your CCS report takes approximately two hours.

8. Submit **VON Membership Survey** for birth year 2023.



To access this form:

- Go to the **VON Website**
- Go to Member Login
- Select Member's Area
- Login with email address and password
- In the **Data Management** box, select **View Details**

VON Website:

- In the gray Quick Links box, under Data Finalization Steps, select "Membership Survey"
- At the very top of the form, there is a yellow Status box that tells whether the form is in process or has been completed. If completed, a name and date will be listed.

NOTE: You **must** have access to the VON website to access this form.

o If your center currently does NOT have access, please select the "need a login and password?" link or contact VON's support center (support@vtoxford.org).

May 15th by 11:59 PM – Deadline for the Gold Star & Allstar Awards

- To qualify for the Gold Star Award, you must complete all June 1st deliverables by May 15th.
- To qualify for the Allstar Award, you must complete all June 1st deliverables by May 15th in addition to earning the Superstar and Early Bird awards.
- Beginning with 2022 data, members must have timely HRIF registrations of at least 95% to meet the qualifications for these awards.

June 1st by 11:59 PM

- 9. Submit and complete all transport items for acute transports into your NICU, all DRD items and all A/D items error-free. For 2022 still-in-house records, all items not related to discharge should be submitted to NICU Database completely and 100% error-free.
 - a. Please note the following resource links to review your data on the NICU Data site from the left side menu bar:
 - Use the **Edit Data** feature to review the record status of each ID submitted. For data to be considered finalized, all records must either have a record status of Complete or SIH, while all records of infants born in 2022 and earlier must be *Complete*. (Please review the <u>SIH Table</u>, for more info).
 - Use the **Data Reports** feature to review or download a copy of your Error 11. and Warning Report.
 - 111. Use the **Data Reports** feature to review the Data Consistency Report, which is usually updated quarterly (dates will correspond with quarterly deadlines).
 - iv. Use the **Custom Query Tool** to generate reports for all infants with specific outcomes (e.g. NEC, Surgery, Deaths etc.). This tool can also be used to find pending variables within any submitted record as well as the following options.
 - a. Query any number of years from 2006 onwards in one step.
 - a. For users with access to multiple centers, use this tool to query any number of centers in one step.



- b. Generate queries for the process and outcomes reported in the CCS Report. This feature is useful for CCS Report verification.
- c. Review additional composite items, such as Chronic Lung Disease or Severe ROP or ROP Surgery.
- d. Query results are provided in a data table format that allows additional filtering. The complete or filtered query result can also be downloaded as a .csv file using the CSV button.

To access the **Custom Query Tool**:

- Log into the **NICU Data site**
- Select Custom Query
- Specify the year(s) you want to review
- Select the Set Years for Queries button (for users with access to multiple centers, select Set Centers and Years for Queries)
- Select area, e.g. Demographics, Time of Birth.
 - Use the Mail/Download Reports/Data feature to request a copy of your i. center's database to review and further validate your raw data.

NOTE: We encourage all NICUs to use the NICU Data Sharing tool for transported infants!

- 10. Follow up on all warnings listed in the Errors and Warnings Report for birth year 2023.
 - Follow up on all warnings listed in the report by reviewing the record for the specified warning and then clicking the Followup Done button.
 - b. Make sure to click the **Save warning followup** button to save your selections (see graphic below)



To access the Warnings Report:

- Log into the **NICU Data site**
- Select 2023
- Select Data Reports
- Select Type: Warnings Report
- Select Generate Report
- 11. Minimize use of Confirmed Unknown to < 3% for key risk factors and outcomes for inborn infants. These percentages will show up in red if > 3%.



- a. Confirmed unknown data items for key risk factors and outcomes (e.g. BW, DOB) > 3% should be documented in the User Comment Section of the Close Out Checklist.
 - Note that the Data Center will follow up with each center to determine if the reason is valid and will then make a note in the comments section. In this case, item 11 will remain unchecked, however the center will still be allowed to confirm their CCS Report and close out their data for the year.
 - Note that if Item 24a. temperature measurement within 1 hour of NICU is vi. pending, it is considered "unknown" due to the importance of this
- b. Validate the Confirmed Unknown Report.
 - Unknown should only be selected if the documentation for the care provided at your center cannot be obtained. For infants who are transported out and **not** readmitted, the process and outcome measures should reflect the care that was provided at your center only. However, you are required to follow up on the disposition of the infant until the infant is discharged home.

NOTE: Free standing children's hospitals and satellite NICUs need to contact the Data Center to complete this item. We encourage all NICUs to use the Data Sharing tool for transported infants!

To access the Confirmed Unknown Report:

- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: Confirmed Unknown Report
- Threshold default is 1% but can be updated by changing the number. **Enter minimum** unknown percent here: (e.g. "0")
- Select Generate Report

To find the confirmed unknown records with \geq 3% that affect:

- Key Risk Factors
 - o Type 'rfmiss' in the search bar
- Outcome Measures
 - o Type 'outmiss' in the search bar
 - The percentage of your center's confirmed unknowns are also reported in V111. Section F. Data Quality Assessment of the CCS Report. This will include only those in the risk adjusted and process/outcome measure categories (please review the CCS Report Technical Notes or click on the header for more information).

NOTE: For infants who are still hospitalized when data is finalized by the June 1st deadline, items 1-38 and items 40-55 on the Admission/Discharge Form must be completed. While it is possible that items coded "No" may later change to "Yes," the purpose of completing these items is to assure that data for the Annual Reports is as complete as possible. Review the <u>SIH table</u> for more detailed information.



ix. Below is the list of variables used and the associated weighted value in calculating data consistency and preparing the Data Consistency Report (See page 20, Item 12). Data Contacts are strongly encouraged to reduce the number of confirmed unknowns for these variables, as well as to collaborate with other Data Contacts to ensure the accuracy of these variables when transporting infants.

ITEM	VARIABLE DESCRIPTION	WEIGHTED VALUE
1	Birth Weight (in Grams)	Most Important
2	Head Circumference at Birth (in cm to nearest 10th of a cm)	Adds Considerable Value
3a	Best Estimate of Gestational Age – Weeks	Most Important
3b	Best Estimate of Gestational Age – Days	Most Important
4	Birth Date	Most Important
5	Sex of infant	Most Important
6	Delivery Room Death	Most Important
7a	Location of Birth	Most Important
7b	Day of Admission (for >1500 Grams or Outborn Infants)	Most Important
7c	Hospital of Birth (for Outborn Infants)	Most Important
8a	Previously Discharged Home	Most Important
8b	Infant Readmitted to your Hospital	Most Important
9	Mother's Age at Infant's Birth (Age Last Birthday)	Most Important
10a	Is Mother of Hispanic Origin?	Adds Considerable Value
10b	Maternal Race	Adds Considerable Value
11	Prenatal Care	Adds Value
12	Group Strep B Positive	Adds Value
13a	Antenatal Steroids Received Prior to Delivery	Adds Value
13b	Documentation of reasons for NOT initiating ANS therapy before delivery	Adds Value
13c	Main reason for NOT initiating ANS therapy before delivery	Adds Value
14	Spontaneous Labor. Did the Mother Go into Labor on Her Own?	Adds Value
15a	Multiple Births or Gestation	Most Important
15b	Number of infants Delivered	Most Important
15c	Birth Order for Multiple Births	Most Important
16	Mode of Delivery	Most Important



17a-c	Mataural Commissions	Most Immoutont
	Maternal Complications	Most Important
18	Indication for Cesarean Delivery	Most Important
19а-е	Was Delayed Umbilical Cord Clamping Performed?	Most Important
20	Apgar Score 1min, 5min, 10min	Adds Value
21a	Suspected Encephalopathy or Suspected Perinatal Asphyxia	Adds Value
21b	Umbilical cord blood gas or baby blood gas in the first hour of life available	Adds Value
21c	Source of blood gas	Adds Value
21d	pH within 1 hour of life	Adds Value
21e	Base Deficit umbilical cord blood/baby blood gas within first hour of life	Adds Value
22a-h	Delivery Room Resuscitation	Adds Value
23а-с	Surfactant in the Delivery Room	Adds Value
24a-d	Temperature Measured within 1 hour of Admission to NICU	Adds Value
25а-е	Post Delivery Room Respiratory Support	Adds Value
26a-b	Post Delivery Room Respiratory Support – Nasal CPAP	Adds Value
27a-b	Duration of Assisted Ventilation (in your NICU)	Adds Value
28	Did Infant Die within first 12 hours of entering your NICU?	Most Important
29	Respiratory Distress Syndrome	Adds Value
30	Pneumothorax	Adds Value
31	Meconium Aspiration Syndrome	Adds Value
32	Caffeine for Any Reason	Adds Value
33	Intramuscular Vitamin a for Any Reason	Adds Value
34	Inhaled Nitric Oxide > 4 Hours	Adds Value
35	ECMO	Adds Value
36a-b	Postnatal Steroids	Adds Value
37	Supplemental Oxygen on Day 28	Adds Value
38a-f	Supplemental Oxygen at 36 Weeks (Adjusted GA)	Adds Value
39a-g	Respiratory Support at Discharge	Adds Value
40	Early Bacterial Sepsis Code	Adds Value
41a-c	Late Bacterial Sepsis	Adds Value
42	Congenital Infection Code	Adds Value
43a	Patent Ductus Arteriosus	Adds Value
43b	Indomethacin	Adds Value
43c	Ibuprofen for Treatment or Prevention of PDA	Adds Value
	•	



43d	Acetaminophen (Paracetamol) for Treatment or Prevention of PDA	Adds Value
43e	Surgery or Interventional Catheterization for Closure of PDA	Adds Value
44a	Probiotics	Adds Value
44b	Necrotizing Enterocolitis	Adds Value
44c	NEC surgery	Adds Value
45	Gastro-Intestinal Perforation	Adds Value
46a-d	Retinal Exam	Adds Value
47a-b	Other Surgery	Adds Value
48a	Neural Imaging Done on or before Day 28 and During this Admission	Adds Value
48b	Worst Grade of Hemorrhage	Adds Value
48c	Location of PIVH Diagnoses	Adds Value
48d	Shunt Placed for Bleed	Adds Value
48e	Other Intracranial Hemorrhage Present	Adds Value
49a	Neural Imaging performed during this admission?	Adds Value
49b	Cystic Periventricular Leukomalacia	Adds Value
50	Seizures, EEG, or Clinical	Adds Value
51	Hypoxic-Ischemic Encephalopathy	Adds Value
52a-b	Congenital Anomalies	Adds Value
53	Level of Bilirubin	Adds Value
54	Exchange Transfusion	Adds Value
55	Hospital of Last Home Discharge	Adds Value
56	Enteral Feeding at Discharge	Adds Value
57-60	Initial Disposition	Adds Value
61-62	Reason for Transport	Adds Value
63-67	Post-Transport Disposition	Adds Value

12. Address and resolve inconsistencies in all cases listed in the DCR. (You must insert a comment to confirm the updates you've made to the data to receive feedback. If the updates are complete and accurate, the Data Center staff will resolve the case).

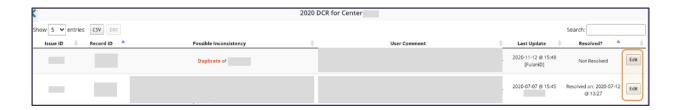
To access the Data Consistency Report (DCR):

- Log into the **NICU Data site**
- Select **2023**
- Select **Data Reports**
- Select Type: **Data Consistency Report**
- Select Generate Report



To add a comment to your center's DCR:

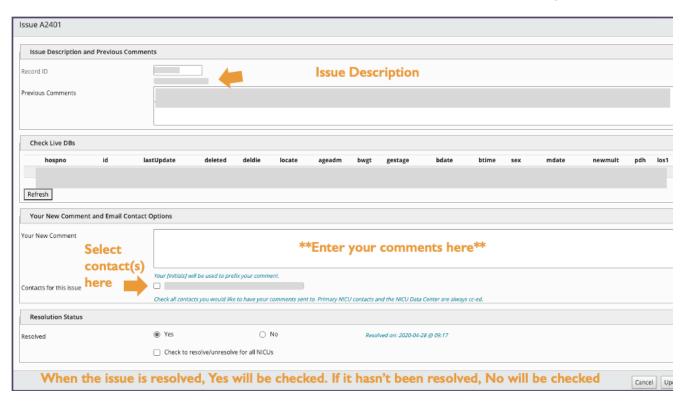
- Open your DCR report
- Select the potential inconsistency you would like to address
- Click the **Edit** button at the top
- Enter your comment in the highlighted box
- If other NICUs are involved, the contact(s) listed can see your comments, if the radio button next to their name(s) is clicked.
- The data center can see your comments as well and will respond if needed before resolving/unresolving the record



Enter a Comment to receive a response:

- Open your DCR report
- Select the inconsistency case that you would like to address
- Click the Edit button at the top
- Enter your comment in the highlighted box
- If other NICUs are involved, click the radio button next to their name(s) so that the contact(s) listed can see your comments
- The data center can see your comments as well and will respond if needed before resolving/unresolving the record





- 13. 100% submission HRIF registrations for infants born in 2023 and discharged to home from your NICU or from a non-CCS NICU after transport-out from the your NICU. This item is required for CCS-approved NICUs and refers to infants meeting the folloging criteria: VLBW infants, infants < 32 completed weeks gestation, infants with HIE/Active Therapeutic Hypothermia, ECMO, INO, seizures or CHD
 - a. Review the <u>CCS NICU High Risk Infant Follow-up Eligible Infants Referral</u> Guidelines
 - b. Review the HRIF/NICU Match Status Report for Infants Discharged Home from your NICU (NICU Data, NICU Report)
 - This report now includes a filter to identify infants who were discharged home after transport to a Non-CCS NICU.
 - c. Log in to the <u>HRIF Reporting System</u> to register all eligible infants.

To access the HRIF/NICU Match Detail Report:

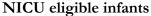
- Log into the NICU Data site
- Select 2023
- Select **Data Reports**
- Select Type: HRIF/NICU Match Detail Report
- Select Generate Report
 - d. Use the **Edit Data** list to toggle between the NICU and HRIF eligible infants by clicking on the NICU and HRIF buttons.

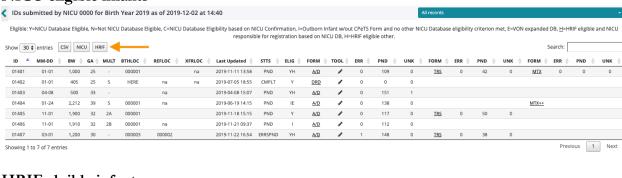


- e. The HRIF button includes HRIF information on each of these infants to determine disposition (i.e. Home from this NICU, HRIF eligibility reason, HRIF ID number (if linked) etc.).
- The NICU button shows a list of all the records entered into the NICU database.

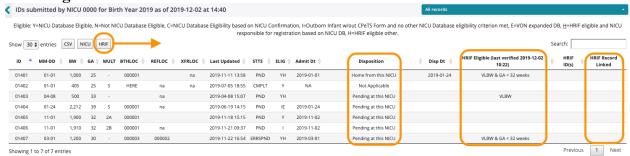
To access the Edit Data list:

- Log into the **NICU Data site**
- Select 2023
- Select Edit Data
 - See print screens below.





HRIF elgible infants



June 2nd by 11:59 PM - Deadline for the Early Bird Recognition Award

To qualify, you must complete item 14, confirmation of the CCS report, by June 2nd (refer to the item below for more details).

June 2nd until June 7th 11:59 PM

- 14. The final CCS Report must be confirmed by your NICU Medical Director for accuracy and completeness for birth year 2023.
 - The NICU Medical Director must confirm accuracy of the CCS Report by an electronic signature.



- b. If the NICU Medical Director is unable to confirm the report, then a representative must confirm in their place and include a reason why the NICU Medical Director was unable to sign off on the report.
- c. Updates to the CCS Report will NOT be allowed after June 7th.

To access the final CCS Report, follow these instructions:

- Log into the NICU Data site
- Select 2023
- Select View CCS Report
 - o Select the Technical Notes to explain each section of the report (located under the table of contents and within each table header).
- After the report has been reviewed for accuracy and completeness, scroll to the bottom of the page (Section Q), enter your full name and select the confirmation button.

Communication

Email

Please note that all communication (e.g. monthly bulletins, memos and other announcements) will be sent via our MailChimp email system. Please inform us right away of any email changes or contact updates within your team. If you are not currently receiving announcements, please sign up here.

Help Desk

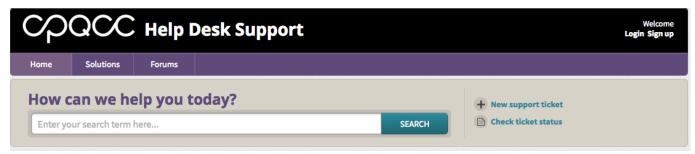
Please submit a Help Desk ticket for all data and program related requests, inquiries, feedback etc. The Help Desk should be the primary resource for all data related questions.

To access the CPQCC Help Desk:

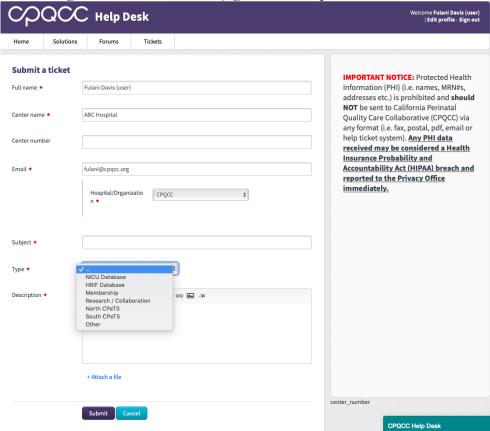
- Go to www.cpqcchelp.org.
- In the upper right corner, please log in or register.
- Register or log in using your email address or username (if created) and your password.
 - o When logging in, please make sure that you enter the same email address or username that you registered with, using the correct spelling.
 - o If you forgot your password, select the "Forgot My Password" link under the sign in button (note that this page only shows up when the password entered is incorrect).
 - A link will be emailed to you, please select the **second link** to change your password.

NOTE: Registered members can log in and create an instant message via the chat icon at the lower right corner.





- Enter all relevant information in detail (the items marked with red asterisks are the most important).
 - Request Type: It is important that you choose the topic most relevant to your request for us to best serve you. This information is required to submit a ticket
 - **Subject** Enter short description of your question/request.
 - o <u>Description</u> Describe your request/issue in more detail. This information is required to submit a ticket.
 - Center ID(s): Enter the four digit CPQCC assigned center ID number to which the request/issue is referring.
 - **Record ID(s):** If the request/issue is related to a specific record or multiple records, please enter the ID numbers.
 - **Browser:** If the request is related to issues with logging in, navigation or submitting data, it is helpful for us to know the type of browser you are currently using to access our websites (e.g. Internet Explorer, Firefox, Chrome, Safari)





NOTE: CPQCC office hours are Monday – Thursday 8a-5p. All requests sent after hours or on weekends will **not** be responded to until the following business day.

Resources

CPQCC Help Desk

Please submit a Help Desk ticket for all data and program related requests, inquiries etc.

NICU Data Mentorship Program

Our NICU Data Mentorship Program is designed to pair NICU contacts that require additional support with data abstraction, entry, and analysis with experienced mentors from other member NICUs.

Close-Out Checklist

Please use this online tool to track all deadline deliverables that are due throughout the current data finalization year.

NICU Data Timeline

Lists a schedule of all NICU deadline dates and deliverables required to be completed throughout the year.

NICU Eligibility

Please review this page for NICU infant eligibility for inclusion into the NICU database

NICU Data Resources

Download the NICU Database Manual, forms, and all other data related documents from this webpage.

Training and Webinars

Please review this page for our training webinars and resources.

CCS Form Tip Sheet

Please review this tool when entering your CCS data.

Still-In Hospital (SIH)

Process for submitting records for infants still hospitalized as of the June 1st.

NICU Data Sharing Agreement

NICU Data Sharing is the process that allows two or more NICUs that care for the same patient to share data about that patient with each other. This process ensures that all data that is submitted into CPQCC's NICU Database for transported infants is accessible only to the NICUs involved in the infant's care. This agreement must be signed to participate.



NICU Data Sharing Manual

The NICU Data Sharing Manual provides instructions how to use the the NICU Data Sharing tool to participate in and complete the data sharing process for all NICUs involved in the patient's care.

NICU Data Sharing Q&A

The NICU Data Sharing Q&A provides quick answers to the most common questions about the NICU Data Sharing tool and process.