

CCS Supplemental Form – Tip Sheet

Please refer to the instructions below on how to obtain the Live Births and Inborn Admissions for the CCS Supplemental Form from the resources listed below. This will assist in fulfilling task# 6 requirement for the 2018 Close-Out Checklist.

1. Your Center’s internal **NICU Log Sheet**
2. The optional **All NICU Admit Database** which can be accessed by selecting the “Show Values on the NICU Admit DB” button at the footer on the right side of the CCS Supplemental Form, shown in the graphic below.



3. If your NICU is (co-)located at a hospital with delivery services, you can use the Populate Births button to populate and if births were found at your location in the Vital Statistics Birth files, when loading your CCS form, Sections A and D show the number of births by birth weight / gestational age in a second row underneath the respective data entry boxes:

| A. Hospital Births and Deaths of Infants Born in 2018 by Birth Weight | | | | | | | | |
|--|-------------|---------------|---------------|-----------------|------------------|------------------|--------------|-------|
| Infants Born Between 1/1/2018 and 12/31/2018 | < 401 grams | 401-500 grams | 501-750 grams | 751-1,000 grams | 1,001-1500 grams | 1,501-2500 grams | > 2500 grams | Total |
| Total Live Births by Birth Weight in your center from 1/1/2018 to 12/31/2018 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Should be ... compared to your NICU Data submissions | ≥ | = | = | = | = | ≥ | ≥ | ≥ 0 |
| Number of births based on your hospital's vital statistics birth data. Latest birth date reported for this birth year is | = | = | = | = | = | = | = | = |

- Selecting the **Populate Births** button at the bottom of the CCS form will transfer the vital statistics based birth counts by birth weight/gestational age into the corresponding boxes of Sections A and D of the CCS form. Note that this transfer is reversible, i.e., you can restore the births data that were previously entered.
- We recommend that you check the vital statistics based births counts around the 16th of each month during the close-out period as some births are updated or reported late to vital statistics.
 - This make sure that the births reported are the most accurate possible.
- Once the **Populate Births** button is selected, the button's label changes to **Restore Births Entries**. If you select the button **Restore Births Entries**, those entries will be restored that were in the births boxes just before you selected on **Populate Births**.
 - In other words, it will not restore to whatever was in the boxes when you first loaded the CCS form.

Note: Use of the **Populate Births** button is optional. If it is known that your Center’s vital statistics data has errors, then please feel free to use another source that is more accurate.

4. The Automated Vital Statistics System (AVSS): Home page:
<http://www.avss.ucsb.edu/AVSSHome.htm>



You will need your Center’s MCH code to access this data.

- Your MCH code can be found here:
<http://www.avss.ucsb.edu/hcodepdf.htm>
- On the home page, you can select Manuals to see all available PDF Manuals or select here to choose HTML or PDF:
<http://www.avss.ucsb.edu/manuals.htm>
- Depending on the version you’ve chosen, then select the “Report Generator” (HTML) or “Using the Report Generator (PDF)