# 2022 DATA FINALIZATION PROCESS
## QUICK REFERENCE SHEET

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

- **Born in 2018:** All infant records
- **Born in 2020:**
  - All Registration/Referral (RR) forms closed
  - Standard Visit (SV) #1 [and/or Additional Visit (AV)] forms for all expected infants
- **Born in 2021:** All Referral/Registration (RR) forms

For assistance, please submit a Help Desk ticket at [www.cpqcchelp.org](http://www.cpqcchelp.org).

### JULY 1, 2022

- **Born in 2018: Infant records are completed and finalized**
  - Make corrections and close online entry to the RR, SV, AV and CNSD forms for all submitted case records.
  - Review the NICU Reference IDs/Timely Referral 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 Report tool to verify that all case records are complete.

- **Born in 2020: Close RR Forms**
  - Review the Error and Warning Report tool to verify that all RR forms are closed.
  - **NOTE:** This Form is Closed checkbox should be checked.

- **Born in 2020: Submission of SV #1 (and/or AV) form for all expected infants**
  - Review the Record Tracker tool to verify that all expected infants born in 2020 have an SV #1 or AV form submitted and closed.

### JULY 17, 2022

- **Review and confirm the 2018 CCS Annual Report**
  - The Annual Report will be available on July 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.

### AUGUST 1, 2022

- **Born in 2021: Register and accept all eligible HRIF infants**
  - **NOTE:** Infants born before 2021 can not be entered in the HRIF Reporting System.
  - Collaborate with the NICU Data Contacts or NICU Discharge Planner to verify that all HRIF eligible infants have been referred/registered.
  - Review the “HRIF/NICU Match Detail Report” on the NICU Reports site ([www.cpqccreport.org](http://www.cpqccreport.org)) to identify eligible infants. Submit a Help Desk ticket if you need access to NICU Reports.
  - Review the NICU Reference IDs/Timely Referral tool to verify that all eligible NICU infants born in 2021 have a valid NICU Record ID.

- **Review and sign off on the HRIF Directory**
  - Make sure that all information for your clinic is complete and correct. In the Reporting System click the user icon in the top right corner and select Update Directory.
  - It is **required** to enter the first and last name of the person who Last Updated the directory. The text field is located at the bottom of the online form.

**NOTE:** All system tools are updated nightly and located in the HRIF Reporting System under **Tools**.