2023 DATA FINALIZATION PROCESS
QUICK REFERENCE SHEET

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

- **Born in 2019: All infant records**
- **Born in 2021:**
  - **All Registration/Referral (RR) forms closed**
  - **Standard Visit (SV) #1 [and/or Additional Visit (AV)] forms for all expected infants**
- **Born in 2022: All Referral/Registration (RR) forms**

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

JULY 1, 2023	**Born in 2019: 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 2021: 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 2021: 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 2021 have an SV #1 or AV form submitted and closed.
JULY 17, 2023	**Review and confirm the 2019 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, 2023	- Born in 2022: Register and accept all eligible HRIF infants **NOTE:** Infants born before 2022 can not be entered in the HRIF Reporting System. **NOTE:** This item **must be checked manually** by the HRIF Clinic. - 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) 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 2022 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**.