

## 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).

<b>JUNE 1, 2022</b>	<ul style="list-style-type: none"> <li>• <b>Born in 2018: Infant records are completed and finalized</b> <ul style="list-style-type: none"> <li>• Make corrections and close online entry to the RR, SV, AV and CNSD forms for all submitted case records.</li> <li>• Review the NICU Reference IDs/Timely Referral tool to verify that all NICU eligible infants have a valid NICU Record ID entered.</li> <li>• Review the Record Tracker tool to verify that all cases records are closed.</li> <li>• Review the Error and Warning Report tool to verify that all case records are complete.</li> </ul> </li> <li>• <b>Born in 2020: Close RR Forms</b> <ul style="list-style-type: none"> <li>• Review the Error and Warning Report tool to verify that all RR forms are closed. <b>NOTE: This Form is Closed</b> checkbox should be checked.</li> </ul> </li> <li>• <b>Born in 2020: Submission of SV #1 (and/or AV) form for all expected infants</b> <ul style="list-style-type: none"> <li>• Review the Record Tracker tool to verify that all expected infants born in 2020 have an SV #1 or AV form submitted and closed.</li> </ul> </li> </ul>
<b>JUNE 17, 2022</b>	<ul style="list-style-type: none"> <li>• <b>Review and confirm the 2018 CCS Annual Report</b> <ul style="list-style-type: none"> <li>• The Annual Report will be available on June 2nd.</li> <li>• The HRIF Clinic Medical Director/Coordinator <b>must</b> confirm the report.</li> <li>• If the HRIF Clinic Medical Director or Coordinator is unable to confirm, then a proxy can confirm the report on their behalf.</li> </ul> </li> </ul>
<b>JULY 1, 2022</b>	<ul style="list-style-type: none"> <li>• <b>Born in 2021: Register and accept all eligible HRIF infants</b> <b>NOTE:</b> Infants born before 2021 can not be entered in the HRIF Reporting System.             <ul style="list-style-type: none"> <li>• Collaborate with the NICU Data Contacts or NICU Discharge Planner to verify that all HRIF eligible infants have been referred/registered.</li> <li>• Review the “HRIF/NICU Match Detail Report” on the NICU Reports site (<a href="http://www.cpqccreport.org">www.cpqccreport.org</a>) to identify eligible infants. Submit a Help Desk ticket if you need access to NICU Reports.</li> <li>• Review the NICU Reference IDs/Timely Referral tool to verify that all eligible NICU infants born in 2021 have a valid NICU Record ID.</li> </ul> </li> <li>• <b>Review and sign off on the HRIF Directory</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It is <b>required</b> 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.</li> </ul> </li> </ul>

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