

2024 CALENDAR FOR DATA MANAGEMENT

January 2024

➤ **Review Birth Year 2023 Finalization Details.**

Centers should review the Finalization process and timeframe carefully. Confirmation and Finalization reconciles 2023 data submitted by your center against data received and processed at VON and currently in our database.

The VON Annual Report is based on the yearly data submitted by your and all other member centers.

Click the link and log in to access the Data/Data Management/Finalization Checklist:

<https://datamanagement.vtoxford.org/finalization>



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Welcome, Finalization Checklist (highlighted with a right-pointing arrow), Summaries, Electronic File Submission, Help, Center Contacts, and Contact Another Data Contact. The main content area is titled "Finalization Checklist - Birth Year 2023" and contains the following text: "VON Finalization is the yearly reconciliation of every ID number, all eligible records submitted with a status of 'C' or 'S', and required documentation submitted and completed within the finalization timeframe. Please make sure records for all eligible infants are entered by 4/1/2024 to ensure you center is able to finalize on time. Follow this checklist to complete finalization for Birth Year 2023." Below this text is a list of five steps, each with a downward-pointing chevron icon and a due date: Step 1 - Eligibility Verification Plan- Due February 1, 2024; Step 2 - Survey- Due April 1, 2024; Step 3 - Address Errors, Incompletes & ID Gaps in your data- Due May 1, 2024; Step 4 - Data Contact Confirmation- Due May 1, 2024 (with a lock icon); and Step 5 - Report Contact Finalization- Due June 1, 2024 (with a lock icon).

➤ **Review VON Contacts at Your Center.**

If any of the VON contacts have changed or are no longer affiliated with your center, please inform VON as soon as possible. Changes must be submitted using a designated Change Form and may require a signature by an authorized party (see Change Form for additional instructions). Change Forms can be found by clicking the link below and scrolling to the bottom of the page.

Click the link and login to review your center's Contacts: <https://datamanagement.vtoxford.org/centercontacts>

February 1, 2024

➤ **Finalization Checklist Step 1 - Eligibility Verification Plan (EVP) for 2024 is due.**

A new EVP is due every calendar year. The EVP is a blueprint for planning where and how frequently you will check to ensure all eligible infants and delivery room deaths are located and reported. Be sure to "SAVE & SUBMIT" at the bottom when finished.

April 1, 2024

- **A record for all eligible infants born Jan. 1, 2023, to Dec. 31, 2023, must be submitted to VON.**

This includes every eligible infant for the birth year, all delivery room deaths, and any infants still hospitalized at your center or at the 'transferred to' center. Reminder: VON collects data by BIRTH YEAR not by Discharge date.

- **Finalization Checklist Step 2 - 2023 Membership Survey is due.**
The Survey looks back over the last data collection year.

May 1, 2024

- **Finalization Checklist Step 3 - Reconcile 2023 Data Inconsistencies Reflected in the Data Management Summaries.**

On the Data Management 'Summaries' page you will find an overview of your center's data received by VON. This includes any Errors and Warnings, Infant ID Gaps, Unknown Items, and Transfers. Please review the summaries frequently to be aware of the status of all data received by VON. At Finalization, all records must have a 'C' - Complete or 'S' - Still Hospitalized record status.

Click this link and log in to access the Summaries-Overview Tabs:

<https://datamanagement.vtoxford.org/summaries/overview>

- **Finalization Checklist Step 4 - Data Contact Confirmation for Birth Year 2023 is due.**

The Data Contact Confirmation must be complete, correct, and match all 2023 data received by VON. The Confirmation is used to verify final numbers for the 2023 birth year. The Finalization process cannot move forward without this step being completed.

June 1, 2024

- **Finalization Checklist Step 5 - Report Contact Finalization for Birth Year 2023 is due.**

The Finalization verifies the total birth year numbers for 2023 as submitted by your center's VON Data Contact with the Data Contact Confirmation.

This must be received by VON no later than June 1, 2024. If the June 1st date is not met, your center is not guaranteed inclusion in, or receipt of, an Annual Report.

JULY / AUGUST

- **View Your 2023 Annual Report.**

VON Users with appropriate Nightingale access can view the Annual Report in the VON Members Portal. Log into the Portal, on the upper blue toolbar select Data → Nightingale → Reporting → Report Download → 2023 Annual Report. You can also click this link and log in to access the Annual Report:

<https://nightingale.vtoxford.org/reports>. The report will be downloaded in PDF format.

DECEMBER

- **Ensure all 2023 infant records in “S” are updated to “C” Status.**
This includes all 2023 infant records with an S status that have either: 1. Reached final disposition, 2. Have died, or 3. Have reached their first birthday, whichever occurs first.

Using eNICQ:

Tab through the specific ‘S’ record until you see, ‘Is the infant still hospitalized at your center/the transferred to center?’ Change the response to NO, the remaining data items are then displayed, and you should complete data *based on the specific calendar* date of the event (from the list of three above) that occurred first. The record should now be complete with a ‘C’ record status.

- **Review VON Manual of Operations Part 2/Patient Data Booklets – 2025**
Review the new 2025 Manual of Operations. Any changes to eligibility or data will be reflected in the first page(s) of the manual. To avoid an accumulation of errors in infant records, be sure to notify your data extractor of any changes if your center submits data via EDI or EDS.

Review new Patient Data Booklets.

Click the link and log in to access the [Manuals and Forms](#).

Helpful Information

Account Manager Team Members

Member Services Manager: Mike Toomey 802.865.4814 ext. 241 MToomey@vtoxford.org

	802-865-4514	
Account Manager	Extension	Email
Ciera Audette	244	CAudette@vtoxford.org
Amy Briody	252	ABriody@vtoxford.org
Denise Schomody	260	DSchomody@vtoxford.org
Erika Smith	280	ESmith@vtoxford.org
Sophie Ullman	212	SUllman@vtoxford.org

VON Self-Help Links

eNICQ Information: <https://public.vtoxford.org/enicq/>

VON Help Center: <https://vtoxford.zendesk.com/hc/en-us>

VON Technical Support

Support@vtoxford.org or 802.865.4814 ext. 240

Monday – Friday / 9:00 am - 5:00 pm / Eastern time

Please include:

- Your name / Your VON center number / Your contact information: phone or email
- Where/What is the issue: eNICQ, LMS, Member Portal, Nightingale, password to access what, error message where
- Brief description of the specifics – **please include a screenshot if possible.**