VON Vermont Oxford
NETWORK

VON CALENDAR FOR DATA MANAGEMENT

~ Finalization for BY-2021 and 2022 Data Collection~

DEADLINES, REMINDERS, and ITEMS to REVIEW

VON Manuals, Patient Data Booklets, Forms, and Logs for applicable birth years can be found here: <mark>Manuals and Forms</mark>

Please pay close attention to **2021 Finalizations Steps # 1 -5** and their respective deadlines

JANUARY / FEBRUARY / MARCH

January 2022 - REMINDER
Transfer Code List-updated?
For eNICQ 6 Users: eNICQ 6 automatically updates the Transfer Code List every time you open the program.
Non eNICQ programs: View the current list at our website: Transfer Code List

February 1, 2022DEADLINE**
Eligibility Verification Plan [EVP] for 2022 is due

Click, log in, and you can access the EVP – Data Management/Summaries/Finalization Checklist - **Finalization Step 1**
https://datamanagement.vtoxford.org/finalization
A new Eligibility Verification Plan (EVP) is due at the beginning of 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.
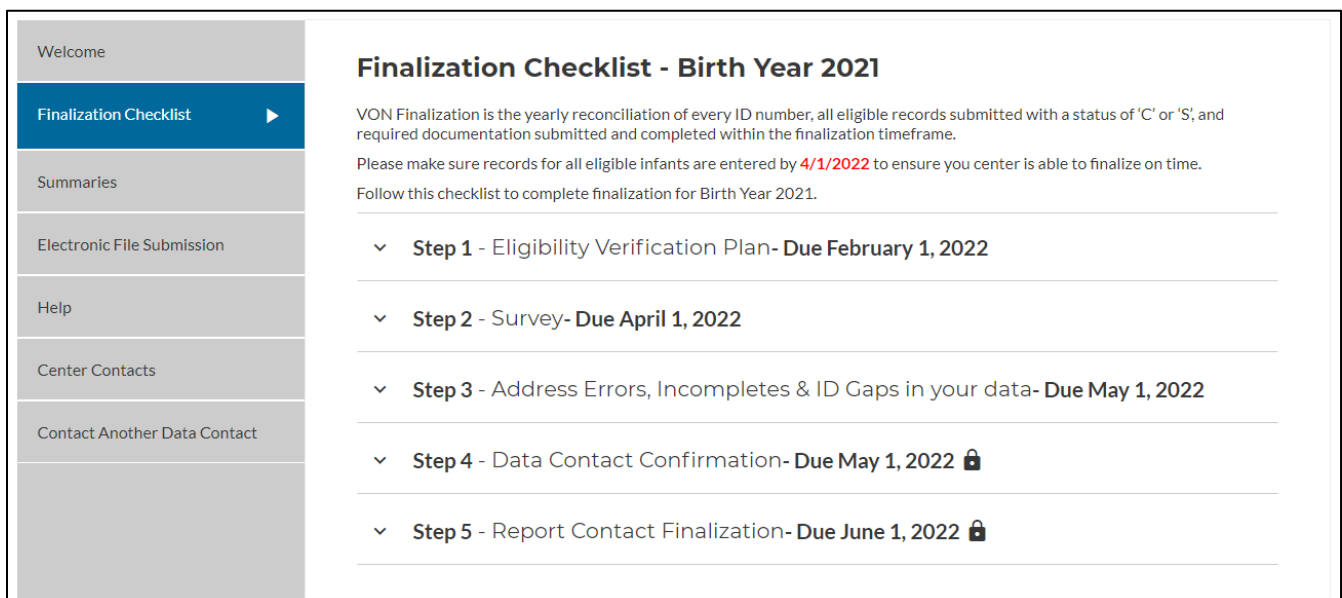Click on' **SAVE & SUBMIT'** at the bottom when finished.

Birth Year 2021 Finalization Details – REVIEW
Click, log in, and you can access the Data/Data Management/Finalization Checklist – **NEW** self-directed format
https://datamanagement.vtoxford.org/finalization
Centers should review the Finalization process and timeframe carefully. Confirmation and Finalization reconciles 2021 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 you and our member centers.

VON Vermont Oxford NETWORK

VON Contacts at Your Center - REVIEW

Click, log in, and you can access your center's Contacts
https://datamanagement.vtoxford.org/centercontacts

Have you reviewed the designated **VON Contacts** at your center recently? If any of the VON contacts have changed or are no longer affiliated with your center, **please inform VON as soon as possible**. Changes to some roles or changes to the hospital name must be submitted using our 'Change Form', printed on hospital letterhead, and signed by an 'authorized agent' of your center: **Note**: An 'incoming' VON Contact may not sign a form to assign themselves a VON role.

APRIL /MAY

April 1, 2022DEADLINE**

A record for all eligible infants <u>born</u> Jan. 1, 2021 to Dec. 31, 2021 must be submitted no later than <u>Apr. 1, 2022</u>

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. VON collects data by BIRTH YEAR not by Discharge date.

April 1, 2022 **DEADLINE
Your 2021 Membership Survey is due

Click, log in, and you can access the Data Management/Finalization/Survey - **Finalization Step 2**
https://datamanagement.vtoxford.org/finalization

Click the link above, log into the Member Portal, and you will go directly to the Finalization page where the Member Survey is located. The Survey looks **back over the last data collection year**. Please complete online and follow the instructions**.**
'SAVE & SUBMIT' when complete

VON Data Transmissions and Submissions - REMINDER

When saving an infant record, the eNICQ 6 application auto- transmits the data to VON, keeping your eNICQ 6 and Nightingale records more closely in sync. For non-eNICQ centers please submit data on a regular basis and review the status of your data frequently at: https://datamanagement.vtoxford.org/summaries/overview

Reconcile 2021 Data Inconsistencies Indicated on the Data Management Summaries Tabs – REVIEW

Overview   Record Status   Error & Warning   Infant ID Gaps   Unknown Items   Transfer

Click, log in, and you can access the Data Management Summaries-Overview Tab - **Finalization Step 3**
https://datamanagement.vtoxford.org/summaries/overview

On the Data Management 'Summaries' page you will find an Overview of data received at VON, Record Statuses. Error and Warnings, Infant ID Gaps, Unknown Items, and Transfers. Please review the summaries frequently to be aware of the status of all data received at VON. At Finalization all records must have a 'C'-Complete or 'S' Still Hospitalized record status

May 1, 2022DEADLINE**
DATA CONTACT CONFIRMATION for the 2021 Birth Year is due

Click, log in, and you can access the Data Management/Finalization/Data Contact Confirmation - **Finalization Step 4**
https://datamanagement.vtoxford.org/finalization

The Data Contact Confirmation must be complete, correct, and match all 2021 data received VON no later than May 1st. The Confirmation is used to verify final numbers for the 2021 birth year. The Finalization process cannot move forward without this step complete and correct. Click the link above, log into the Portal, complete the Confirmation, and click SUBMIT.

VON Vermont Oxford NETWORK

JUNE

June 1, 2022DEADLINE**
REPORT CONTACT FINALIZATION for the 2021 Birth Year is due

Click, log in, and you can access the Report Contact Finalization - **Finalization Step 5**
https://datamanagement.vtoxford.org/finalization
The Finalization verifies the final numbers for 2021 as submitted via the Confirmation from your VON Data Contact. It must be received at VON no later than June 1, 2022. Click the link above, log in, be sure to click 'SUBMIT' when you are finished.
If the June 1 date is not adhered to, your center is not guaranteed inclusion in or receipt of an Annual Report.

JULY / AUGUST

View Your 2021 Annual Report - REMINDER
https://nightingale.vtoxford.org/reports
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 choose Data > Nightingale Reporting > Report Download and click on the 2021 Annual Report and you should find it on the lower left side of your screen in a .pdf format.
Under 'Category' on the right you can sort reports: Filter on 'Annual Report' and all available birth years will sort to the top

SEPTEMBER

VON Contacts at Your Center - REVIEW

Click and log in to access your Center's Contacts: https://datamanagement.vtoxford.org/centercontacts
The change forms can be found at the bottom of the page linked above
Have you reviewed the designated **VON Contacts** at your center recently? If any of the VON contacts have changed or are no longer affiliated with your center, *please inform VON as soon as possible.* Changes to some roles or changes to the hospital name must be submitted using our 'Change Form', printed on hospital letterhead, and signed by an 'authorized agent' of your center: Note: An 'incoming' VON Contact may not sign a form to assign themselves a VON role.

OCTOBER / NOVEMBER / DECEMBER

Review Data Summaries - REVIEW
https://datamanagement.vtoxford.org/home
Data Form Status Summary, Error and Warning Summary, Infant ID Gaps Summary, Unknown Items Summary, and Transfers should be reviewed regularly for the completeness and accuracy of your data.

DECEMBER 31, 2022 - REMINDER
Complete Any 2021 "S" Infants to "C" Status now
All 2021 infants with an S status that have either:
1. reached final disposition
2. have died
3. **or** have reached their first birthday-*whichever occurs first*

Using eNICQ:
Tab through the specific 'S' record until you are asked, 'Is the infant still hospitalized at your center/the transferred to center?'' Change the response to NO, remaining data items are displayed, 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.

VON Manual of Operations Part 2 – 2023 – REVIEW Manuals and Forms
Please read/review the new 2023 Manual of Operations for any data item or definition revisions.
Click the link below o go to the 2023 Manual of Operations and Patient Data Booklets: when available – late fall 2022

Questions or Concerns?

Call or email your
VON Account Manager
or our
VON Member Services Manager
Mike Toomey

We are always willing to assist you

-VON Account Manager Directory

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

VON Account Managers:

Phone: 802.865.4814

Annie Blanchette	ext. 218	ABlanchette@vtoxford.org
Amy Briody	ext. 252	ABriody@vtoxford.org
Joan Schillhammer	ext. 224	Joan@vtoxford.org
Denise Schomody	ext. 260	DSchomody@vtoxford.org
Ellen Wilhite	ext. 216	Ellen@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 / EST

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 screen shot or clip if possible**

-Contact VON

Vermont Oxford Network | 33 Kilburn Street **|** Burlington VT 05401 **|** Phone: 802.865.4814

www.vtoxford.org | mail@vtoxford.org | finance@vtoxford.org | membership@vtoxford.org | nightingale@vtoxford.org