



VON CALENDAR FOR DATA MANAGEMENT

~ 2021 ~

DEADLINES, REMINDERS, AND ITEMS TO REVIEW

VON Manuals, Patient Data Booklets, Forms and Logs for applicable birth years can be found here: [Manuals and Forms](#)

JANUARY / FEBRUARY / MARCH

Birth Year 2020 4th Quarter Reports are posted in Nightingale

Note: 2020 Q4 will be the final posting of Quarterly reports as they are being discontinued in 2021.

The Key Performance Measures that centers have been seeing in the quarterly reports are accessible in Nightingale, however, they are not currently all in one chart. VON Users with appropriate Nightingale access can view Reports in the VON Member Portal. Log into the Portal, on the upper blue toolbar choose Data > Nightingale > Report Download. Under 'Category' on the right you can filter reports – Filter on *Center Quarterly Reports*.

January 2021

REMINDER

Transfer Code List

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, 2021

DEADLINE

Eligibility Verification Plan for 2021 is due

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. To complete and submit online: Click the EVP link below, log into the Member Portal (you will go directly to the EVP), click on **EDIT** to begin completing the form, click on **SAVE & SUBMIT** at the bottom when finished.

[EVP](#) Click, log in, and you will be on the EVP page

Double click the icon below to add this [DEADLINE](#) to your Outlook calendar



VON EVP
Due+Review Contac

Birth Year 2020 Finalization Details

REVIEW

6-Step Finalization Guidelines

Centers should review the Finalization process and timeframe carefully. Confirmation and Finalization reconciles data submitted by your center against data received at VON and located in our database for Birth Year 2020. The VON Annual Report is based on the yearly data submitted by you and our other member centers. The Finalization Guideline/Checklist includes instruction for infants Still Hospitalized at Finalization and acquiring the required 'S' – Still Hospitalized VON Record Status, necessary for infants still hospitalized:

[6-Step Finalization Guidelines](#)

VON Contacts at Your Center

REVIEW 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.

Center Contacts can be reviewed here ~ click and log in to the Portal: [List of all contacts at your center](#)

The change forms can be found at [this link](#)

APRIL

April 1, 2021

DEADLINE

A record for every eligible infant born January 1, 2020 to December 31, 2020 must be submitted no later than April 1, 2021

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. Review the 2020 6-Step Finalization Guidelines:

[6-Step Finalization Guidelines](#)

April 1, 2021

DEADLINE

Your 2020 Membership Survey is due

Click the link below, log into the Member Portal, and you will go directly to the Survey for 2020, which looks **back over the past year**. Please complete online, click on '**Save and Proceed to Next Step**' when finished, and follow the instructions.

[Survey](#) Click, log in, and you will land on the Membership Survey page

Double click the icon below to add this [DEADLINE](#) to your Outlook calendar



VON Survey_All
Records Due.ics

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 in the Member Portal > Data Management Summary > upper right-hand side under 'Quick Links'.

[Data Management Summary](#)

Data Summaries on the Data Management Summary page

REVIEW

The Data Form Status Summary, Error and Warning Summary, Infant ID Gaps Summary, Unknown Items Summary, and Transfer Summary should be reviewed frequently for the completeness and accuracy of your data. All 2020 data must have a "C" or "S" record status for Finalization. Summaries can be found in the Member Portal > Data > Data Management Summary on the upper right-hand side under 'Quick Links'.

[Data Management Summary](#)

2020 6-Step Finalization Guidelines

REVIEW

Centers should review the Finalization process and timeframe carefully. Confirmation and Finalization reconciles data submitted by your center against data received at VON and located in our database for Birth Year 2020. The VON Annual Report is based on the yearly data submitted by you and our other member centers. The Finalization Guideline/Checklist includes instruction for infants Still Hospitalized at Finalization and acquiring the required 'S' – Still Hospitalized VON Record Status, necessary for infants still hospitalized:

[6-Step Finalization Guidelines](#)

MAY / JUNE

May 1, 2021

DEADLINE

DATA CONTACT CONFIRMATION for the 2020 Birth Year is due

The Data Contact Confirmation must be complete, correct, and match all 2020 data received VON **no later than May 1st**. The Confirmation is used to verify final numbers for the 2020 birth year. The Finalization process cannot move forward without this step being completed and correct. Click the link below, log into the Member Portal, complete the Confirmation, and **be sure to click 'Submit' when you are finished**.

[Data Contact Confirmation](#) click, log in, and you will be on the Data Contact Confirmation page

Double click the icon below to add this [DEADLINE](#) to your Outlook calendar



VON DCC Due.ics

June 1, 2021

DEADLINE

REPORT CONTACT FINALIZATION for the 2020 Birth Year is due

The Finalization verifies the final numbers for 2020 as submitted via the Confirmation from your VON Data Contact. It must be received at VON **no later than June 1, 2021**. Click the link below, 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.

[Report Contact Finalization](#) click, log in, and you will be on the Report Contact Finalization page

Double click the icon below to add this [DEADLINE](#) to your Outlook calendar



VON RCF Due.ics

JULY / AUGUST

View Your 2020 Annual Report

REMINDER

VON Users with appropriate Nightingale access can view the Annual Report in the VON Members Area. Log into the VON Member Portal, on the upper blue toolbar choose Data > Nightingale Reporting > Report Download, and click on the 2020 Annual Report. Under 'Category' on the right you can filter reports – Filter on *Annual Report*.



SEPTEMBER

VON Contacts at Your Center

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OCTOBER / NOVEMBER / DECEMBER

Review Data Summaries

REVIEW

Data Form Status Summary, Error and Warning Summary, Infant ID Gaps Summary, Unknown Items Summary, and Transfer Summary should be reviewed regularly for the completeness and accuracy of your data. These can be found on the Member Portal/Data/Data Management on the upper right-hand side under 'Quick Links': [Data Management Summary](#) click, log in, and the Summaries are on the upper right, under 'Quick Links'.

DECEMBER 31, 2021

REMINDER

Complete Any 2020 "S" Infants to "C" Status now

All 2020 infants with an S status that have either:

1. reached final disposition
2. have died
3. or have reached their first birthday

Using eNICQ: Tab through the specific 'S' record until you are asked, 'Is the infant still hospitalized....'

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 2-2022

REVIEW

Please read the new Manual for any data item changes or revisions to data definitions for 2022.

Click the link below to go to the 2022 Manual of Operations and Patient Data Booklets: when available – late fall 2022

[Manuals and Forms](#)



-Questions or Concerns

Call or email your VON Account Manager or VON Member Services Manager, Mike Toomey
We are always glad to help you

-VON Account Manager Directory

Phone: [802.865.4814](tel:802.865.4814) Fax: [802.865.9613](tel:802.865.9613)

Member Services Manager:

Mike Toomey ext. 241 MToomey@vtoxford.org

VON Account Managers:

Annie Blanchette ext. 218 ABlanchette@vtoxford.org

Amy Briody ext. 252 ABriody@vtoxford.org

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Joan Schillhammer ext. 224 Joan@vtoxford.org

Denise Schomody ext. 260 DSchomody@vtoxford.org

Ellen Wilhite ext. 216 Ellen@vtoxford.org

-VON Technical Support

Support@vtoxford.org or [802.865.4814](tel: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 send a screen shot or clip if possible.

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

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

-Contact VON

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