5-STEP CHECKLIST for VON 2022 DATA FINALIZATION

VON Finalization is the yearly reconciliation of every eligible 2022 ID number,
submitted with a status of 'C' or 'S', required documentation submitted, and completed within the finalization timeframe

Finalization Checklist - Birth Year 2022

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 **4/1/2023** to ensure you center is able to finalize on time.

Follow this checklist to complete finalization for Birth Year 2022.

∨ Step 1 - Eligibility Verification Plan- **Due February 1, 2023**

∨ Step 2 - Survey- **Due April 1, 2023**

∨ Step 3 - Address Errors, Incompletes & ID Gaps in your data- **Due May 1, 2023**

∨ Step 4 - Data Contact Confirmation- **Due May 1, 2023** 🔒

∨ Step 5 - Report Contact Finalization- **Due June 1, 2023** 🔒

(Sidebar: Welcome | Finalization Checklist ▶ | Summaries | Electronic File Submission | Help | Center Contacts | Contact Another Data Contact)

1._____ Deadline-due February 1, 2023, or earlier: EVP ==FINALIZATION STEP 1==
The ***2023 ELIGIBILITY VERIFICATION PLAN*** (EVP) is due no later than February 1, 2023. The EVP looks <u>forward</u> toward the 2023 birth year and identifies all locations you will monitor to make sure all eligible infants are located and reported

2A._____ Deadline-due April 1, 2023, or earlier: Survey ==FINALIZATION STEP 2==
The ***2022 MEMBERSHIP SURVEY*** is due no later than April 1, 2023. The Survey looks <u>back</u> over your 2022 data collection year, identifying your center's characteristics such as number of beds and admissions for 2022, obstetrical services, clinical information services, staffing, level of neonatal care, etc. Last year's Membership Survey can be found in Nightingale/Reports Download for reference

2B._____ Deadline-due April 1, 2023, or earlier: <u>Ensure records for all eligible infants are entered</u> ==FINALIZATION STEP 2==
A RECORD FOR EVERY VON-ELIGIBLE 2022 INFANT IS DUE no later than April 1, 2023. Records for all 2022 VON-eligible infants, delivery room deaths, infants still in your hospital or at the 'transferred to' hospital are due to be entered in VON's database no later than April 1, 2023

3._____ Review all data summaries carefully Data Management Summary ==FINALIZATION STEP 3==
Located in the Member Portal/Data/Data Management/Summaries:
   RECORD and ERROR & WARNING SUMMARIES: Every VON record must be in a **'C-correct'** or **'S- still hospitalized'** status. All Errors and Blanks must be cleared. All records prior to '22 must be in a 'C' status
   INFANT ID GAPS SUMMARY: Every ID number within your '22 sequence must be accounted for by submitting a record for each unused ID or by marking the specific ID number as 'Unused-Confirmed'
   UNKNOWN ITEMS SUMMARY: Specific data item/s with 20% or more 'Unknown' responses must be verified at both Confirmation and Finalization
   TRANSFER SUMMARY: Review for accuracy and completeness. Any transfer data shown in red must be revised

   When items 1, 2A, 2B, 3 above have been accurately completed, submit Data Contact Confirmation - 4, below

4._____ Deadline-due May 1, 2023, or earlier: Data Contact Confirmation ==FINALIZATION STEP 4==
***DATA CONTACT CONFIRMATION FORM* reconciles data at your center** with the **2022 data received at VON** no later than May 1, 2023. Confirmation must be submitted by the designated VON Data Contact or an Alternate Data Contact

5._____ Deadline-due June 1, 2023, or earlier: Report Contact Finalization ==FINALIZATION STEP 5==
REPORT CONTACT FINALIZATION must be received at VON no later than June 1, 2023. Finalization must be submitted by the designated VON Report Contact or an Alternate Report Contact

*Centers successfully completing all finalization requirements within the VON time frame will be guaranteed inclusion in the Annual Report
**Centers that do not complete all finalization requirements by JUNE 1, 2023, cannot be guaranteed inclusion in or receipt of an Annual Report

<h1 style="color:green; text-align:center">VERMONT OXFORD NETWORK</h1>

<h2 style="color:blue; text-align:center">STILL HOSPITALIZED INSTRUCTIONS for BIRTH YEAR 2022 FINALIZATION</h2>

For 2022 infants needing to move from S to C status:

- **In eNICQ,** change *Is this infant still hospitalized at your center?* or *Is this infant still hospitalized at another center?* from 'Yes' to 'No' and complete all data items that appear
- **If using non-eNICQ EDS**, complete all appliable data items for the infant record and complete all non-applicable data items with N/A values or leave blank

For 2022 infants needing to move from I to S status:

Centers using eNICQ 6:

- Answer the question *Is this infant still hospitalized at your center?* and **for transferred infants**, answer the question *Is this infant still hospitalized at another center?*
  - If needed, review each question's Field Information for guidance on your infant's situation
- Complete all data items tagged as Blank by eNICQ 6
  - For transferred infants which **have not** been readmitted yet, "Unknown" may be entered temporarily for date-based data items that are not yet applicable at your center.At readmission, update "Unknown" answers for those data items with data from the transferred-to center
  - For transferred infants which **have** been readmitted, leave the question *Is this infant still hospitalized at another center?* answered 'Yes' and wait until the infant is discharged to complete Post Transfer Disposition and Date of Final Disposition/Discharge
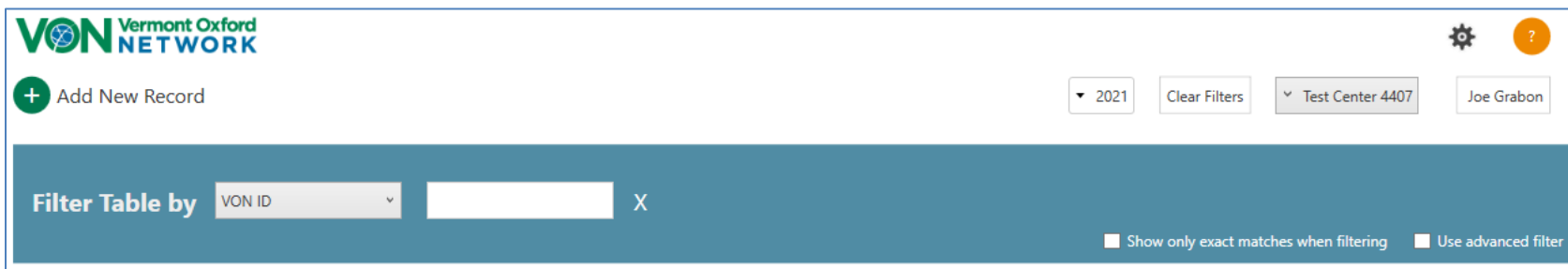
Centers using non-eNICQ EDS:

- **If the infant is still in your center and has not been transferred:**
  - Complete Items Birth Weight through Congenital Anomaly (and associated codes and descriptions)
  - Leave Items Enteral Feeding at Discharge through Total Length of Stay blank
- **If the infant transferred from your center to another hospital and is still in the "transferred-to" hospital:**
  - Complete Items Birth Weight through Transfer Code of Center to which Infant Transferred
  - For transferred infants which have not been readmitted yet, "Unknown" may be entered temporarily for date-based data items that are not yet applicable at your center. At readmission, update "Unknown" answers for those data items with data from the transferred-to center
  - Leave Items Post Transfer Disposition through Total Length of Stay blank
- **If the infant transferred to another hospital and was transferred again to a third hospital (no readmission):**
  - Complete Items Birth Weight through Post Transfer Disposition.
  - Code Items Disposition After Readmission and Weight at Disposition After Readmission as N/A
  - Leave Items Ultimate Disposition and Total length of Stay blank
- **If the infant transferred from your center to another hospital, was readmitted to your center, and is still hospitalized at your center:**
  - Complete Items Birth Weight through Post Transfer Disposition
  - Leave Items Disposition after Readmission through Total Length of Stay blank
- **If the infant transfers again following initial transfer from and readmission to your center:**
  - Complete Items Birth Weight through Weight at Disposition after Readmission
  - Leave Items Ultimate Disposition and Total Length of Stay blank

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- If the **infant transfers from your center and is readmitted to your center** (having never been discharged home), **update these data items:**
  1. Bacterial Sepsis on or before Day 3 through Periventricular-Intraventricular Hemorrhage (PIH)
  2. Respiratory Support (after Initial Resuscitation) through Oxygen and Monitor at Discharge
     - Expanded data centers must also update:
       1. ECMO at your Hospital through HIE Severity
       2. Seizures
- **Do not use "Unknown" or "Not Applicable"** as placeholders for items that are temporarily blank
  - For transferred infants which have not been readmitted yet, "Unknown" may be entered temporarily for date-based data items that are not yet applicable at your center. At readmission, update "Unknown" answers for those data items with data from the transferred-to center
- A Record Status Code of S (Still Hospitalized) is temporary. The record must be completed to achieve a Record Status Code of C (Correct) when the infant has been Discharged Home, Died, or is Still Hospitalized as of First Birthday, whichever comes first
- VLBW and EXPANDED databases do not track infants beyond the first birthday [maximum]

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EASILY CONFIRM YOUR DATA USING eNICQ6

The purpose of the <u>Data Contact Confirmation Form</u> **and** <u>Report Contact Finalization Form</u> **in the VON Finalization Checklist is to reconcile all 2022 data in your eNICQ6 program with your 2022 data submitted to VON**

Follow the steps below using your eNICQ6 program to find your center's 2022 final numbers to compare against the numbers in the Data Contact Confirmation and Report Contact Finalization Forms in the VON Finalization Checklist

1. **Open the eNICQ6 Patient Log**
2. **In the eNICQ6 Patient Log, on the upper right, click on 'Clear Filters', then set the birth year drop-down to '2022'**
3. **In the teal blue rectangular box across the top, on the left side there is a drop-down 'Filter Table by' and choose 'VON ID'**
4. **The first and last ID numbers listed in the far-left column should be the highest and lowest ID numbers used for the 2022 birth year** **Make note of the first and last 2022 ID numbers shown in eNICQ**
5. **Look on the bottom left, and you will see the** <u>total number of VON eligible infants</u> **you have entered in eNICQ for the 2022 birth year** **Make note of the total number of 2022 eligible infants submitted to VON shown in eNICQ**
6. **Return to the teal blue box and in the drop-down 'Filter Table by' choose** <u>'Current Disposition'</u>**, then click on the Current Disposition column header to sort the column. For Confirmation and Finalization all status codes should be "C" or "S"**
7. **The Delivery Room Deaths will have** <u>'Died in Delivery Room'</u> **in the Current Disposition column.** **Make note of the total number of delivery room deaths shown in eNICQ**
8. **Again, in the teal blue box, change the drop-down 'Filter Table by' to 'Status'. At the top of the Status column click on the word 'Status' (once or twice) to sort the column.**
9. **Any round, dark green 'S' icons that appear will identify 'Still Hospitalized Infants'.** **Make note of the VON IDs of infant records in an 'S' status****.**
10. **Open the VON** <u>Finalization Checklist</u> **on the VON Data Management site [log in, Data/Data Management/Finalization Checklist]**
11. **If you are a VON Data Contact, compare the information you've noted above from eNICQ to the numbers shown in the Data Contact Confirmation** <mark>Finalization Checklist Step 4</mark>
12. **If you are a VON Report Contact, compare the information you've noted above from eNICQ to the numbers shown in the 'Report Contact Finalization'** <mark>Finalization Checklist Step 5</mark>
13. **If the numbers match, VON Data Contacts, click the 'Submit to Account Manger' button. VON Report Contacts, click the 'Submit' button. If the numbers do not match, contact your VON Account Manager for assistance**

VERMONT OXFORD NETWORK

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VON Account Manager Directory

Phone: 802.865.4814 ~~Fax: 802.865.9613~~ Please scan or email as we are working remotely

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eNICQ6 – TECHNICAL SUPPORT

802.865.4814 ext. 240 / Monday – Friday / 9:00 am - 5:00 pm / EST
eNICQ information: https://public.vtoxford.org/enicq/

Support@vtoxford.org
Please include:
Your name
VON center number
Contact information
Brief description of the issue/pix or clip, if possible

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