

Vermont Oxford Network – Member Portal Documentation

# Data Management Users Guide

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# Data Management Users Guide

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# Data Management Users Guide

## Introduction

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Vermont Oxford Network (VON) collects data on Very Low Birth Weight (VLBW) and Extremely Low Birth Weight (ELBW) patients from our member neonatal intensive care units around the world to help you with your quality improvement. It's from the data submitted to us that we are able to generate the tables and charts, create an annual report, and give statistics to back our educational programs, so it is vital for the data we receive to be complete and accurate. Patient Data is submitted to VON either with [eNICQ 6](#), or by generating and uploading an XML or CSV file using the Electronic File Submission tool located in Data Management. See the [EDS guide](#) for instructions on how to build and format these files.

The Data Management section of our Member Portal allows centers to review their data submissions to confirm file uploads were successful, and to check reports to make sure each record submitted is complete, and without errors. It also provides a way for users to contact a Data Contact from another center (usually to get information about transferred patients), and gives an easy to follow step by step process to finalize your data for the annual report.

It's recommended that you review the **Manual of Operations, Part 1** which, among other things, gives an overview on the following:

- Identifying all VON eligible infants cared for at your center
- Procedures for Data Collection, Submission, and Correction of Data
- Instructions on Finalization so your center can be included in the annual report
- Using VON Reports for quality improvement of your NICU

There is also the **Manual of Operations, Part 2**, which provides you with data definitions for each data item submitted to VON. Since those items or definitions can change, there are different versions of this manual depending upon the birth year of the patient. You could also search the [Nightingale Data Definitions](#) for help with this.

All of the manuals can be found in the [Manuals and Forms section](#) of our Knowledge Base.

## What Is New in Data Management

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In December of 2022 an update to the Survey was released with a new look and new features.

In September of 2023 we included a button on most of the summaries to download the data in a CSV file. Also an issue was fixed with the finalization which allowed for Step 5 to be performed if an Incomplete record or a record with errors for the year being finalized has been added after Step 4 was done. Now that record will need to be Complete before Step 5 can be done.

In October of 2023 the [ELBW Follow-Up](#) was given its own section in Portal so the ELBW Report has been removed from Data Management.

## System Requirements

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Data Management will work on all current versions of the most popular browsers on PCs and Macs. This includes Edge, Chrome, Firefox, and Safari.

## Protected Health Information and HIPAA

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While there is nothing in Data Management which contains Protected Health Information (PHI), users must be careful not to submit PHI when using the **Contact a Data Contact at Another Center** tool. ***This is not a secure method of sending PHI.*** If you need to send PHI you can use the tool to arrange with the other Data Contact another method to send it.

## Data Management Support

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If you have any questions or require assistance with Data Management you can contact VON Support by emailing us at [support@vtoxford.org](mailto:support@vtoxford.org) or calling (802) 865-4814 ex.240. Our business hours are 9:00 am to 5:00 pm Eastern Time, Monday through Friday. You can also reach out to your VON Account Manager.

We also have a robust and searchable knowledge base which contains articles on almost every issue that has been reported to VON Support. You can access the KB at <https://vtoxford.zendesk.com/hc/en-us>.

# Logging into Data Management

To access Data Management, a VON Services Administrator from your center will need to create an account for you in the Member Portal, and give you the Data Viewer permission. The instructions for this are found in the [VON Services Administrator's Guide](#).

After you have been given the Data Viewer permission, log into the [Member Portal](#) on the VON website. Once logged in, open the Data menu, and select Data Management.

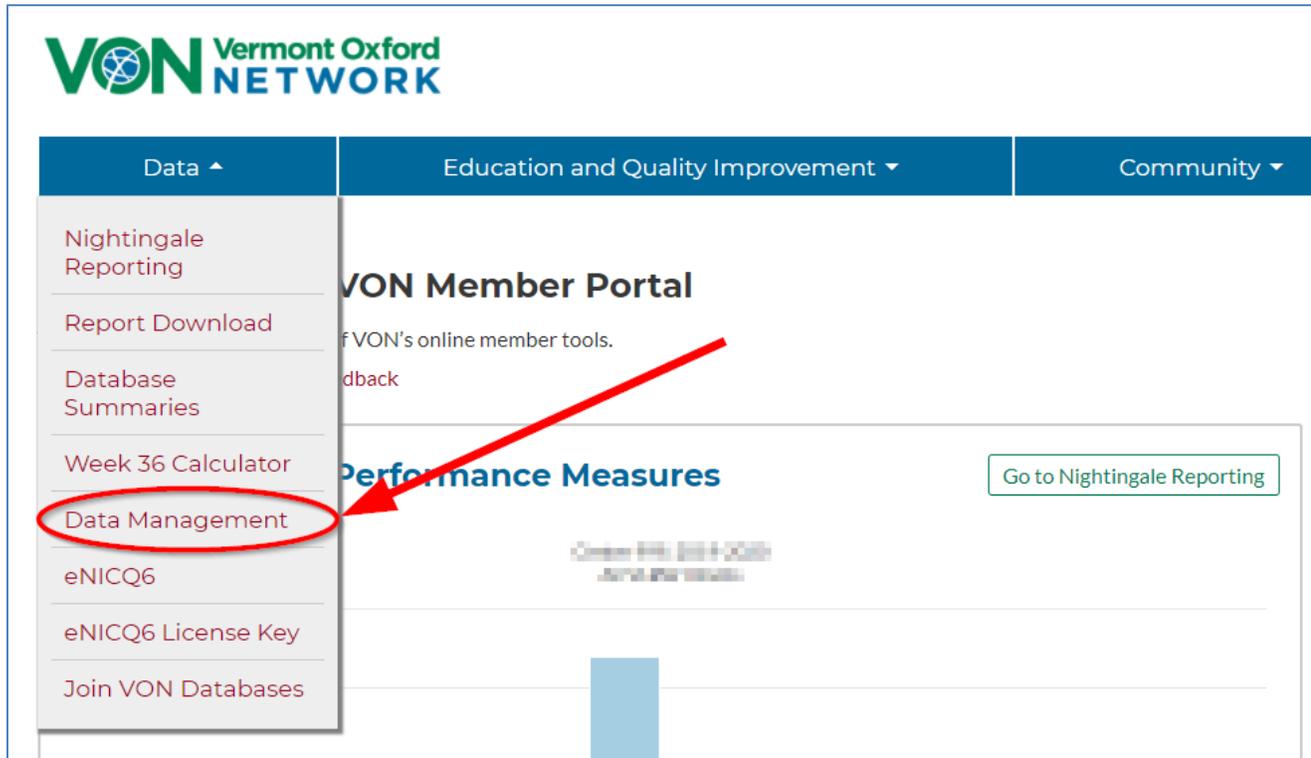


Figure 1: Navigating to Data Management

**The Data Viewer permission** does not give users access to everything in Data Management. There are some items in Data Management which must be completed by a user with advanced permissions, such as a Data Contact, Alternate Data Contact, Report Contact, and Alternate Report Contact. These roles are granted to users by an Account Manager at VON, and will require change forms to be filled out and submitted to us.

# Welcome Tab

The first page to display in Data Management is the Welcome tab. On the left side of the page are the tabs to the other sections.

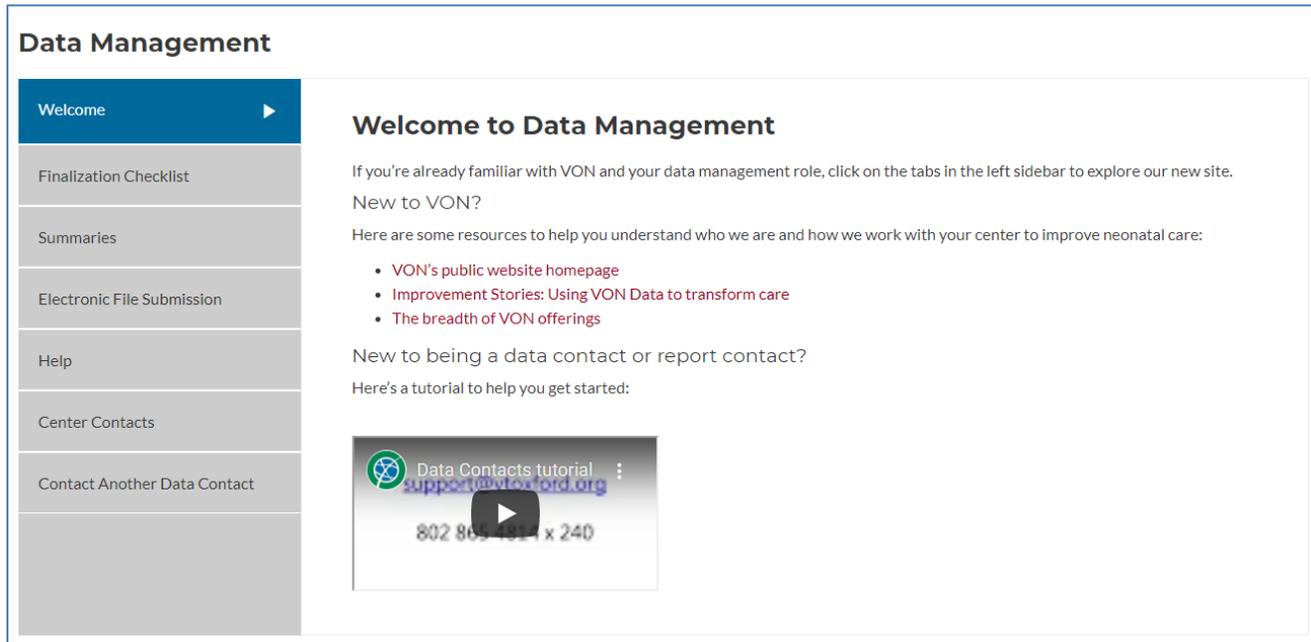


Figure 2: Welcome Tab

The welcome tab has resources for users who are new to using Data Management. Here you will find links to the following:

VON's public website homepage

Improvement Stories: Using VON Data to transform care (how NICUs have used VON's data for their own Quality Improvement)

The breadth of VON offerings (our What We Do page which describes the different things VON does to help NICUs around the world)

There is also a tutorial video to help new users familiarize themselves with Data Management. All content on this page is subject to change.

# Finalization Checklist Tab

The Finalization Checklist tab guides your center step by step through the annual finalization. See [The Manual of Operations: Part 1](#) for more details about each of these steps.

**Data Management**

Welcome

**Finalization Checklist** ▶

Summaries

Electronic File Submission

Help

Center Contacts

Contact Another Data Contact

### Finalization Checklist - 2020

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 4/1/2021 to ensure you center is able to finalize on time. Follow this checklist to complete finalization for 2020.

- Step 1 - Eligibility Verification Plan - **OVERDUE**
- Step 2 - Survey - **COMPLETED** ✓
- Step 3 - Address Errors, Incompletes & ID Gaps in your data - **OVERDUE**
- Step 4 - Data Contact Confirmation - **OVERDUE** 🔒
- Step 5 - Report Contact Finalization - **OVERDUE** 🔒

Figure 3: Finalization Checklist

## Step 1 – Eligibility Verification Plan

The Eligibility Verification Plan (EVP) is to help establish a method for identifying eligible infants and their locations in your center. Your center must prepare and submit the EVP upon joining Vermont Oxford Network, and at the beginning of each calendar year.

This widget will say which year is due and when it is due. The EVP is where your center will indicate the sources you will use to identify eligible infants and the frequency with which you will collect data from these sources.

^ Step 1 - Eligibility Verification Plan - **OVERDUE**

The 2021 ELIGIBILITY VERIFICATION PLAN (EVP) is due no later than February 1, 2021. The EVP looks forward toward 2021 and records all locations you will monitor to make sure all eligible infants are identified and reported

Launch 2020 EVP Launch 2021 EVP

Figure 4: Step 1 - Eligibility Verification Plan

To complete the EVP, click on the button to launch the EVP for the applicable year. The EVP will appear in a popup. You can click the X in the top right to close it, or the Edit button in the top left to fill out the plan.

**Vermont Oxford Network Eligibility Verification Plan**  
 This is our plan for infants born in 2020

[Edit](#)

Data Contact:  
 Fax:  
 Center: 4409

**Admissions (Inborn and Outborn)**

Data Source (check all that apply)	Frequency
<input checked="" type="checkbox"/> NICU Patient Log(s)	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Labor and Delivery Room Log	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Computerized Report from Clinical Data System	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Computerized Report from Medical Record Dept.	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Birth Certificate Report	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Death Certificate Report	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Other, Specify <input type="text"/>	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly

**Infants Who Meet the Delivery Room Death Criteria**

NOTE: Not all centers routinely perform deliveries, but unexpected deliveries of eligible infants should still be recorded.

Data Source (check all that apply)	Frequency
<input type="checkbox"/> Labor and Delivery Room Log	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Computerized Report from Clinical Data System	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Computerized Report from Medical Record Dept.	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Birth Certificate Report	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Death Certificate Report	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly
<input type="checkbox"/> Other, Specify	

Figure 5: EVP Popup

## Step 2 – Survey

At the beginning of each year, the Membership Survey must also be completed based on your center characteristics for the previous year. Some of the information it asks for are how many newborn beds in your NICU, number of admissions to your NICU, whether there is an obstetrical service, what your staffing is like, and what services your NICU provides. These questions can change year to year.

**Step 2 - Survey - OVERDUE**

The 2021 MEMBERSHIP SURVEY is due no later than April 1, 2022. Please make sure records for all eligible infants are also entered by April 1, 2022. The Survey looks back over your 2021 data collection year, identifying your center's characteristics such as number of beds and admissions for 2021, 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.

[Launch Survey](#)

Figure 6: Step 2 - Survey

To begin click the **Launch Survey** button. This will bring you to the Membership survey page in the Member Portal.

Welcome, Joe Grabon  
Select Center/Group  
Portal Home | Log out

Data ▾ Education and Quality Improvement ▾ Community ▾ Help Center

## Welcome to the VON Member Survey

[Learn What's New](#) | [Give us feedback](#)

### 2021 Membership Survey

Survey Year: 2021 ▾

There are 9 fields that need attention on the form  
[Show Details](#)

#### Hospital Characteristics

Does your hospital have an obstetric service?

Yes  No

Is your hospital a free-standing children's hospital?

Yes  No

Indicate the type of organization that is responsible for establishing policy for overall operation of your hospital:

[Top](#) [Print](#)

#### Previous Year

[Save](#) [Submit](#)

Figure 7: Survey page

A **Survey Year** dropdown menu allows you to view surveys from any year your center has been a data submitting VON member. When the current survey year is selected you will still have a column to fill in the current information and a column of how your center answered in the previous year's survey.

Added to the top of the page is the **Show Details** button. If you click this button it will expand and display a list of fields which need attention and why. You can click **Hide Details** to hide this again.

There are 9 fields that need attention on the form  
[Hide Details](#)

- Is your NICU required by state regulation or local hospital policy to transfer infants to another hospital for assisted ventilation based on either the infants' characteristics (e.g. birth weight, gestational age, diagnosis, etc.) or the duration of assisted ventilation required?
- Omphalocele repair is required
- Ventriculo-peritoneal shunt is required
- Repair TEF or esophageal atresia is required
- Bowel resection or reanastomosis is required
- Meningomyelocele repair is required
- Cardiac catheterization is required
- PDA ligation is required
- Cardiac surgery requiring bypass is required

Figure 8: Show Details expanded

On the bottom of the screen are a few buttons which will always display. They will float as you scroll down the Member Survey to always be accessible. In the bottom left are the **Top** and **Print** buttons.



Figure 9: Top and Print buttons

The **Top** button makes it easier for you to return to the Show Details button or anything else you may want to get to at the top of the page.

On the bottom right of the floating bar are the **Save** and the **Submit** buttons.

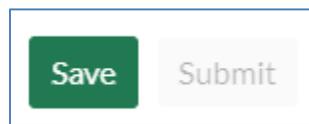


Figure 10: Save and Submit buttons

The Submit button will be grayed out until the survey has been completed with no errors. The Save button will be clickable anytime you have updated the survey with acceptable data. If you do enter a value into a field that the survey does not accept the field will become outlined in red and will provide a reason why it is an error.

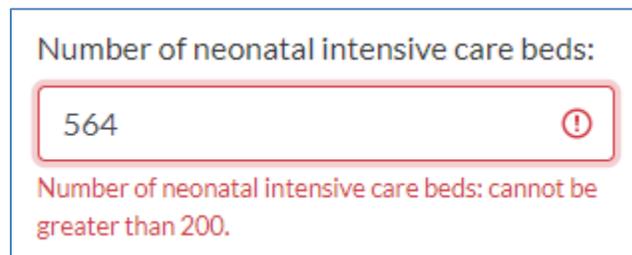


Figure 11: Example of an error in the survey

You will not be able to save any updates to the Member Survey until you have corrected any errors. When the survey is submitted it will be locked and there will be a message at the top saying who submitted it. Surveys from any unarchived years can be unlocked, with some exception. If you need to have any survey unlocked please contact your VON account manager or VON Support and we can unlock it for you if possible.

## Step 3 – Errors, Incompletes, & ID Gaps in your Data

All the records in the birth year which you are finalizing need to have the status of C (Complete) or S (Still Hospitalized). Any records whose status is E (Error) or I (Incomplete) will need to be corrected before you can continue with finalization. Any S status records from the previous birth year would need to get their status updated to C.

**Step 3** provides a summation of how many records need to be corrected or completed, as well as let you review unused Patient IDs and verify data items marked as Unknown. It also provides links to the appropriate reports to review. Your center cannot move on to the next steps until this has been completed.

^ **Step 3 - Address Errors, Incompletes & ID Gaps in your data - OVERDUE**

The following must be complete before you can move on to steps 4 or 5.  
For more information on record statuses for finalization [view this tutorial](#)

Fix records in an E or I status  
Every VON record must be error free and in a 'C' or 'S' status for Finalization  
22 Infant Records need your attention  
[View Error and Incomplete Summary](#)

Confirm Unused IDs  
Every ID number within your '20 sequence must be accounted for by submitting a record or by marking the ID number as 'Unused-Confirmed'  
1 IDs need your attention  
[View Infant Gaps Summary](#)

Verify Unknown Items  
Specific data item/s with 20% or more 'Unknown' responses must be verified at both Confirmation and Finalization  
No issues found.  
[View Unknown Items Summary](#)

Figure 12: Step 3 – Address Errors, Incompletes, & Gaps

Each button on this step will open the corresponding report in a popup for review. The **Error and Incomplete Summary** will show you which records are incomplete or have errors. These records will need to be corrected or completed before the annual finalization. Close this report by clicking on the X in the top right.




### Error & Incomplete Summary for 2020 Finalization - Center 4409

The following issues need to be fixed in your data.

Infant Id	Birth Year	Date	Message
8	2019	8/26/2021	ERROR: HEAD CIRCUMFERENCE AT BIRTH: The answer to this item requires a new response. The current answer is incomplete, out of range or illegible. Note: entries of commas, ~, ?, Ø, +, -, <, > are not valid responses.
9	2019	8/26/2021	BLANK: DATE OF FINAL DISCHARGE: Data required for this item.
9	2019	8/26/2021	BLANK: POST TRANSFER DISPOSITION: Data required for this item at Post Transfer Disposition.
9	2019	8/26/2021	BLANK: DISPOSITION AFTER READMISSION: Data required for this item at Disposition after Readmission.
9	2019	8/26/2021	BLANK: WEIGHT AT DISPOSITION AFTER READMISSION: Data required for this item at Disposition after Readmission.
9	2019	8/26/2021	BLANK: ULTIMATE DISPOSITION: Data required for this item at Ultimate Disposition.
9	2019	8/26/2021	BLANK: TOTAL LENGTH OF STAY: Data required for this item at Final Disposition.
14	2020	8/26/2021	BLANK: DATE OF FINAL DISCHARGE: Data required for this item.
14	2020	8/26/2021	BLANK: DATE OF INITIAL DISPOSITION: Data required for this item.
14	2020	8/26/2021	BLANK: NASAL CPAP AT DISCHARGE: Data required for this item.

<< < > >> Page 1 of 103 | Go to page:  Show 10 ▼

Figure 13: Error & Incomplete Summary popup

The **View Infant ID Gaps Summary** shows any gaps in the Patient IDs submitted to VON. If an ID is not going to be used, select **“Confirm Unused ID”** for that ID. Close this report by clicking the X in the top right.

This summary shows the status of all records between the lowest ID number and the highest ID number for the given year. Use this summary to look for IDs labeled “Unused ID - Not Confirmed”. If you don’t plan to use the ID number for the given year, please check the box in the “Confirm Unused ID” column and that ID will be marked as “Unused ID - Confirmed” for the given year. Please note that a confirmed Unused ID for any given year may still be used at any time without needing to uncheck the “Confirm Unused ID” checkbox.

### Infant ID Gaps Summary

Records for 2020  
Center 4409

ID#	Record Status	Comments	Confirm Unused ID
19	Unused ID - Not Confirmed		<input type="checkbox"/>

<< < > >> Page 1 of 1 | Go to page:  Show 10 ▾

Figure 14: Infant ID Gaps Summary

The **Unknown Items Summary** pop up displays the data items where 20% or more of a center’s patients have Unknown for a value. To verify these are correct select **“Verify that all the above items are Unknown and Unknowable”** at the bottom of the summary.

### Unknown Items Summary

Births During 2020  
Center 4217

Show Infant ID(s):  View Unknown Items by Infant ID:

Item Name	Item Description	Number Applicable	Number Unknown	Percent Unknown
FDISP	INITIAL DISPOSITION	3	2	66.67%
LOS1	INITIAL LENGTH OF STAY	5	1	20.00%

<< < > >> Page 1 of 1 | Go to page:  Show 10 ▾

Verify that all the above items are Unknown and Unknowable

Figure 15: Unknown Items Summary

## Step 4 – Data Contact Confirmation

The Data Contact Confirmation is locked until steps 1 through 3 are completed.

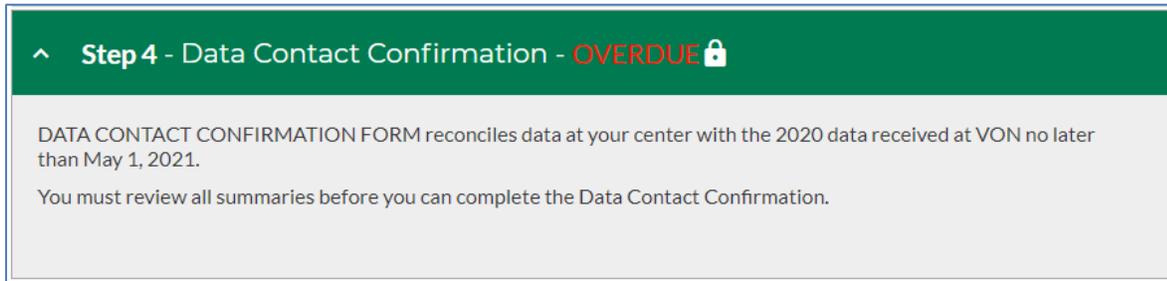


Figure 16: Data Contact Confirmation, locked

When the previous steps have been completed the “Go to Data Contact Finalization” button will be available for the Data Contact to click.

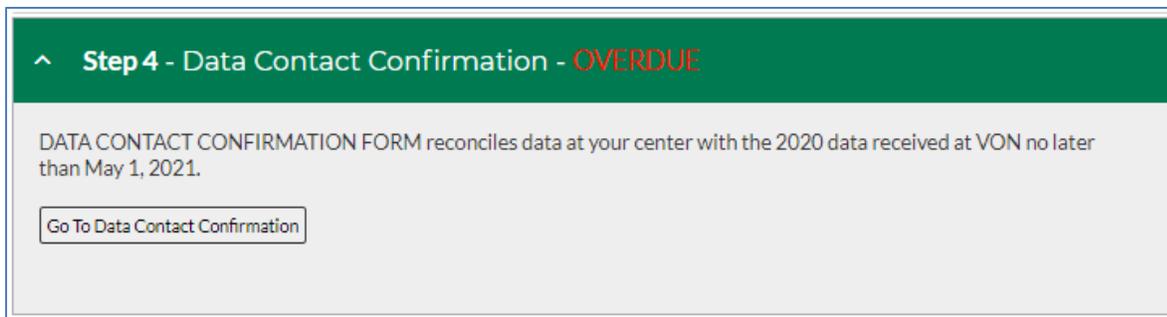
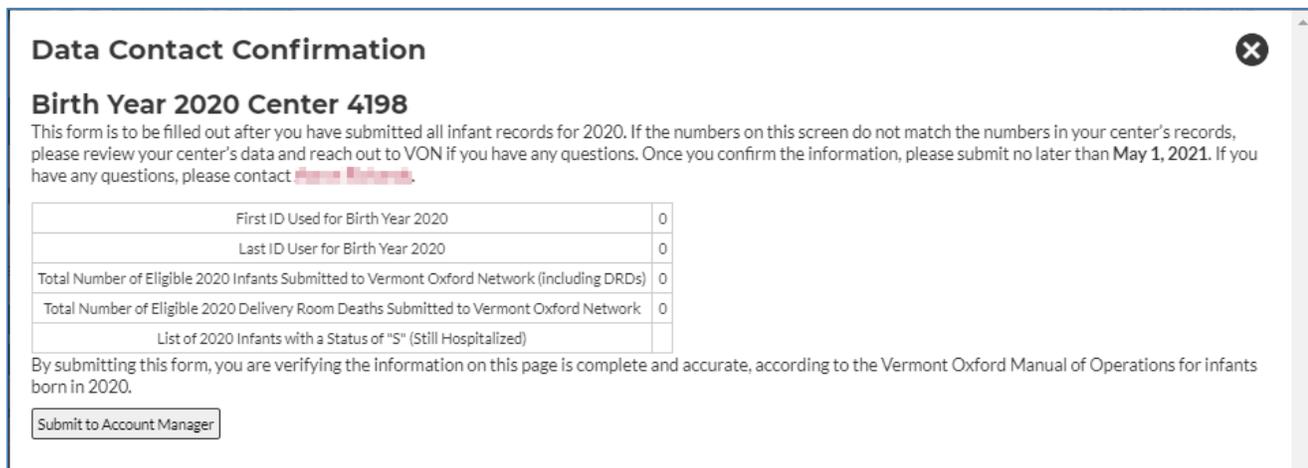


Figure 17: Data Contact Confirmation, unlocked

When the button is clicked the confirmation form will pop up in a new window with the relevant information autopopulated. The Data Contact for your center needs to review and confirm the information on that form.

A screenshot of a popup window titled "Data Contact Confirmation" with a close button in the top right corner. The form is for "Birth Year 2020 Center 4198". It contains a table with the following data:

First ID Used for Birth Year 2020	0
Last ID User for Birth Year 2020	0
Total Number of Eligible 2020 Infants Submitted to Vermont Oxford Network (including DRDs)	0
Total Number of Eligible 2020 Delivery Room Deaths Submitted to Vermont Oxford Network	0
List of 2020 Infants with a Status of "S" (Still Hospitalized)	

Below the table, there is a paragraph of text: "By submitting this form, you are verifying the information on this page is complete and accurate, according to the Vermont Oxford Manual of Operations for infants born in 2020." At the bottom left, there is a button labeled "Submit to Account Manager".

Figure 18: Data Contact Confirmation popup

If any of the information is incorrect contact your VON Account Manager, and work with them to correct it. The name of the Account Manager for the center is at the top of this form, along with a hyperlink to their contact information. If the Data Contact and the Report Contact are the same person, completing this step will also complete Step 5.

## Step 5 – Report Contact Finalization

Once the Data Contact has confirmed the information in the previous step, the Report Contact can log into Data Management and complete the finalization of that birth year. Prior to Step 4 being completed this step will be locked. If the Report Contact is the same as the Data Contact then this will have already been completed with Step 4.

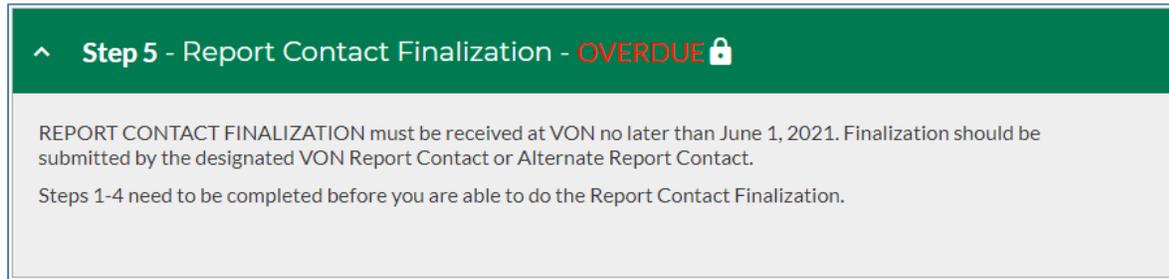


Figure 19: Report Contact Finalization, locked

To complete the finalization your Report Contact will click the Go to Report Contact Finalization button on this step.

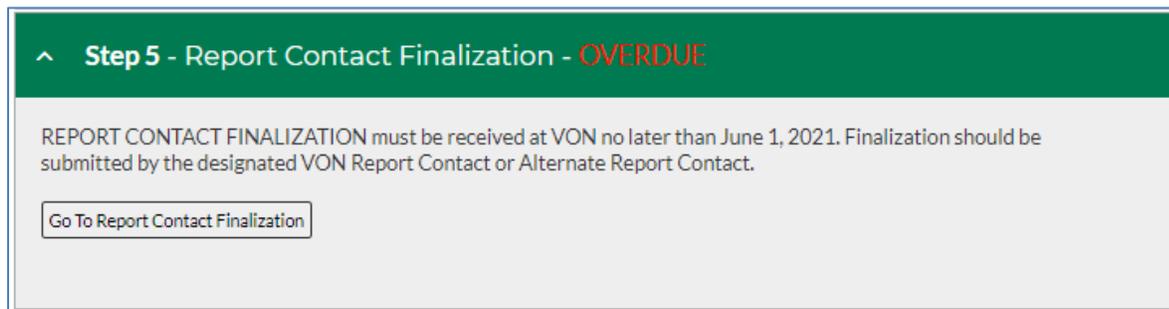


Figure 20: Report Contact Finalization, unlocked

When a Report Contact clicks the “Go To Report Contact Finalization” button a form will pop up in a new window. If the data is correct they would click the Submit button to complete the finalization of that birth year’s data.

The screenshot shows a popup window titled "Report Contact Finalization" with a close button (X) in the top right corner. The form is for "Birth Year 2020 Center 4198". The text reads: "Please review the information below with your data collection team for completeness and accuracy and submit this form by June 1, 2021. Contact [redacted] immediately if there are any discrepancies." Below the text is a table with the following data:

First ID Used for Birth Year 2020	0
Last ID User for Birth Year 2020	0
Total Number of Eligible 2020 Infants Submitted to Vermont Oxford Network (including DRDs)	0
Total Number of Eligible 2020 Delivery Room Deaths Submitted to Vermont Oxford Network	0
Number of infants born in 2020 and still hospitalized	0
List of 2020 Infants with a Status of "S" (Still Hospitalized)	

By submitting you are confirming the completeness and accuracy of all eligible infants born in 2020.

Submit

Figure 21: Report Contact Finalization popup

If any of the information is incorrect please contact your VON Account Manager and work with them to correct it. The name of the Account Manager for the center is at the top of this form, along with a hyperlink to their contact information.

# Summaries Tab

The **Summaries** tab is where you will find the reports to review your data, and correct issues with any patient records.

## Summaries

Click on a tab below to view the corresponding summary.

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



### Summary Overview

Births during 2018 - 2021  
Center 4409

Your latest file submission:

File #	File Type	Process Date	Program	Version	Status
		10/14/2021, 1:00:00 PM	eNICQ	6.1.1	OK

#### Data Summary

Birth Year	First ID	Last ID	Number of Infants	Delivery Room Deaths
2021	13	53	22	4
2020	14	49	46	12
2019	7	25	18	2
2018	4	6	4	0

#### Record Status Summary

Birth Year	Correct	Incomplete	Records with Errors	Still Hospitalized
2021	6	14	0	2
2020	2	32	6	6
2019	10	0	2	6
2018	4	0	0	0

#### Submission Certification

Start Year	End Year	Start ID	End ID	Database	Date Certified
2010	2030	1	999999	VLBW	10/13/2021
2010	2030	1	999999	Expanded	10/13/2021

Figure 22: Summaries Tab

## Print and Download CSV Buttons

In the top right of each report is a button to print the report you are viewing (we recommend switching to landscape view prior to printing). All summaries aside from the Overview have another button to the right of the Print button which will download the report as a CSV file.

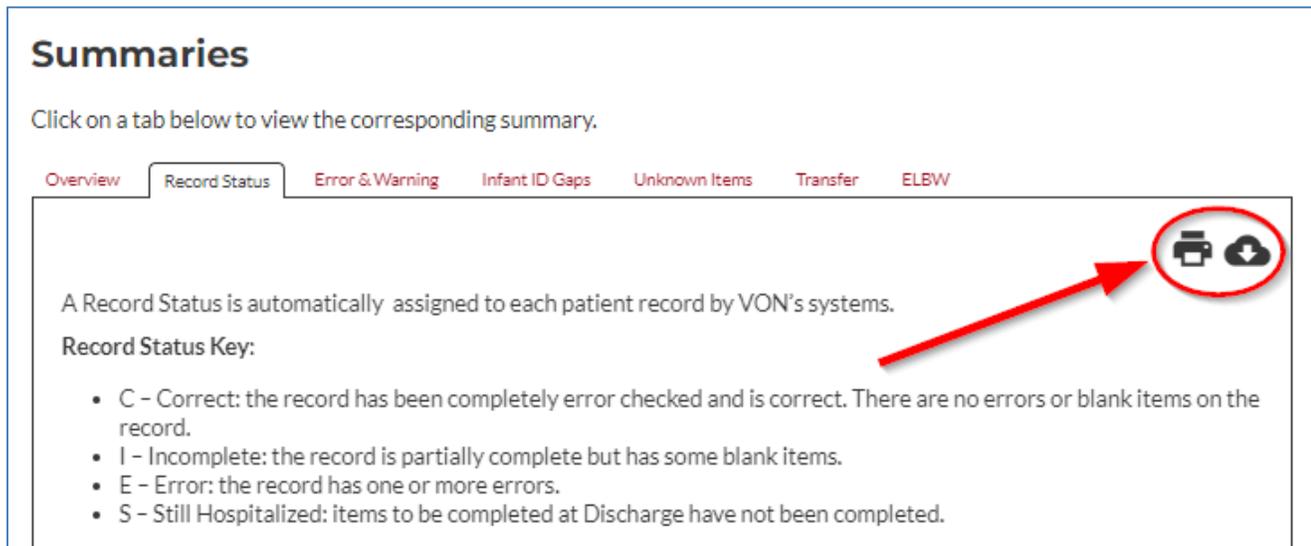


Figure 23 - Print and Download buttons

## Overview

The **Overview** will display when you first go to the Summaries tab.

### Summaries

Click on a tab below to view the corresponding summary.

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



## Summary Overview

Births during 2018 - 2021  
Center 4409

Your latest file submission:

File #	File Type	Process Date	Program	Version	Status
		10/14/2021, 1:00:00 PM	eNICQ	6.1.1	OK

### Data Summary

Birth Year	First ID	Last ID	Number of Infants	Delivery Room Deaths
2021	13	53	22	4
2020	14	49	46	12
2019	7	25	18	2
2018	4	6	4	0

### Record Status Summary

Birth Year	Correct	Incomplete	Records with Errors	Still Hospitalized
2021	6	14	0	2
2020	2	32	6	6
2019	10	0	2	6
2018	4	0	0	0

### Submission Certification

Start Year	End Year	Start ID	End ID	Database	Date Certified
2010	2030	1	999999	VLBW	10/13/2021
2010	2030	1	999999	Expanded	10/13/2021

Figure 24: Overview

In the Overview you will find your latest file submission information, Data Summary, Record Status Summary, and Submission Certification table.

**Your latest file submission** will display information about the last submission submitted to VON regardless of how the data was submitted.

**The Data Summary box** shows the number of infant records submitted by your center during the last four years, the number of delivery room deaths, and the first and last Network ID numbers submitted in each year. When determining whether data for all eligible infants have been submitted to VON, verify whether the record totals for each year are reasonable and consistent with logs and other records maintained by your center.

**The Record Status Summary** provides information on the status of each infant record submitted to VON and shows the numbers of incomplete records, records with errors, and records for still hospitalized infants.

To resolve issues in the Record Status Summary:

- Update incomplete records when data become available
- Correct records that have errors
- Finalize data for infants still hospitalized as of first birthday

**Submission Certification** shows a history of the submission certification ranges used by your center to submit data and your center's data submission option (Very Low Birth Weight data submission or Expanded data submission).

## Record Status Summary

The **Record Status Summary** or **Data Form Status Summary** allows you to view the status of each record submitted to VON for one or more years within the past four years. Each row of the summary shows the VON ID number, birth year, birth weight, whether the infant died in the delivery room, the infant's initial and total length of stay, and the overall status of the record. To view records that are not complete and correct, click on the check box labeled "Hide Complete Records" on the Data Form Status Summary page. This will limit the list to records that are incomplete, have errors, or which indicate that the infant is still hospitalized.

The Start Year and End Year drop down boxes at the top of the Data Form Status Summary page allow you to limit the list to be viewed to any birth year(s) during the last four years.

An explanation of the record and form status codes is provided at the bottom of the Data Form Status Summary.

**C – Correct:** The record has been completely error checked and is correct. There are no errors or blank items on the record.

**I – Incomplete:** The record is partially complete but has some blanks that should be completed when data are available and prior to finalization.

**E – Error:** The record has one or more errors and requires correction.

**S – Still Hospitalized:** "S" status records should be completed when the infant is discharged home, dies, or reaches his/her first birthday, whichever is first. A record with "S" status at the time of data finalization must be updated to "C" status upon the infant's first birthday, or by finalization of the following birth year at the latest. Completing records as soon as possible after an infant is discharged is recommended

## Errors & Warnings Summary

When data is submitted to VON, the infant records are processed using software that does extensive error checking to identify Data Items that are missing, out of range, inconsistent, or which have an unusual value. The results of this process are reflected in the **Error and Warning Summary**, which documents all records that require correction or verification.

When submitted records are incomplete, have errors, or include data values that require attention, the Error and Warning Summary shows the VON ID number and birth year, the date of last error check, the message, and whether the message has been reviewed by the center.

Three kinds of messages appear on the Error and Warning Summary. Messages that begin with the word “ERROR” indicate that the record requires correction, and the error message describes the problem with the Data Item. If the word “BLANK” appears in the beginning of the message, this means that an incomplete record was submitted, and some items were left blank. A message that begins with the word “WARNING” means that an unusual value was recorded and should be checked to be sure no mistake was made during data entry.

At the top of the Error and Warning Summary page there are drop-down boxes to select a range of years to be displayed. Records submitted during any of the past four years can be shown. There is also a check box to hide messages about items that are blank, as well as a filter to show all warnings, hide warnings, or display only warnings identified in the last 30 days.

Finally, to the right of each message, you can indicate that an item on the summary has been reviewed, and to suppress the reviewed items by clicking the “Hide Reviewed” box at the top right of the summary. By clicking the “Reviewed” check box after checking the warning messages, you can keep track of which warnings you have reviewed. Checking the “Reviewed” check box for an error will not remove the error. All errors must be corrected.

## Infant ID Gaps Report

Assigning sequential VON ID numbers to infants born in your center has the advantage of making it easy to identify when ID numbers are skipped. Gaps in the ID number sequence may indicate that one or more eligible infants were not reported. During data finalization, your Account Manager will ask you to determine the reasons for any gaps in the ID number sequence. When gaps are determined not to be a problem with reporting all eligible infants, check the “Confirmed” box within the ID Gaps Summary to indicate that the ID will not be used for the selected birth year. The Infant ID Gaps Summary provides feedback on any gaps that exist and whether the gaps have been confirmed.

The **Infant ID Gaps Summary** includes drop-down boxes that allow you to select the birth year and whether you want to view all infant ID numbers submitted during the year, only unused ID numbers, only IDs that are unused but not confirmed, or only records that have been deleted by your center.

## Unknown Items Report

When data items submitted by your center are coded as “Unknown,” VON reports may be incomplete and the value of the reports for quality improvement is diminished. Items should be coded as unknown only when the data is unobtainable. When more than 20% of any item values are unknown for the previous birth year, your center’s **Report Contact** will be requested to verify that the data cannot be obtained.

For each item with unknown values, the **Unknown Items Summary** shows the item number, item name, item description, number of infant records that the item applies to (Number Applicable), number of records where the value of the item is unknown, and the percent unknown. At the top of the Unknown Items Summary there is a drop-down box to control the birth year for which you would like to view items with unknown values. There is also a check box to show VON ID number(s) for records that have an unknown value for the item. You can also click in the link “View Unknown Items by Infant ID” to reorganize the display by VON ID number.

## Transfers Report

**The Transfer Summary** provides a list of all records your center has submitted for infants who transferred into or out of your center.

**End of Document**

# Electronic File Submission Tab

The Electronic File Submission Tab is where users who are not using eNICQ 6 will upload CSV or XML file to submit data to VON. It shows the last file submitted using EDS. There is also a log of the files submitted, when they were submitted, and whether the submission was successful.

## File Upload – Testing and Submission

### Electronic File Submission

For VON centers which do not use the eNICQ data entry tool, this tab is used to upload infant data directly to the VON VLBW and Expanded databases. VON centers which do use eNICQ should not upload infant data through this tab.

Details on creating properly formatted data files are at [this link](#), in the *EDS Instructions* document in the current year's *Data Definitions, Forms, and Materials* section of the *Manuals and Forms* page of the VON Website. Or, contact VON Tech Support at [support@vtoxford.org](mailto:support@vtoxford.org) or 802.865.4814 ext240 for assistance.

#### File Upload - Testing and Submission

This tool is for centers who do not use eNICQ for their data submission

What do you want to do with this file?

Submit Data to VON ▼

Choose File No file chosen

No Records Match the Criteria - Electronic File Submission

Figure 25: Electronic File Submission

It's the same process to upload or test a file, but we have combined the two into a single tool. Select either "Submit the data to VON" or one of the two test formats from the menu. For more information on the file formats or EDS in general please see the [VON Knowledge Base](#).

### File Upload - Testing and Submission

This tool is for centers who do not use eNICQ for their data submission

Please indicate whether you would like to submit to VON or test for formatting?

Submit Data to VON ▼

- Submit Data to VON
- Test Birth Year 2021 file format
- Test Birth Year 2022 file format

Clear

Figure 26: Electronic File Submission, dropdown options

After one of those two options has been selected click "Choose File" to browse to the file you would like to submit or test. Once the file has been selected you then click "Upload File" to either test it or submit it to VON depending on what you had selected from the menu. It will then give you the results of the test or the upload.

## Data Submission Log

The Data Submission Log is where you can check the file upload submissions to VON and whether or not they were successfully submitted or if there were any errors which need to be corrected.

File #	All Records	File Type	Process Date	Program	Version	Status	
[Redacted]	No	VON	6/2/2021, 9:02:23 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 10:46:37 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 9:40:43 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 9:29:36 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 8:56:37 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 8:01:41 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 5:38:40 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 5:27:34 AM	[Redacted]	3.0.3	Rejected	<a href="#">View Detail</a>
[Redacted]	No	VON	5/28/2021, 5:05:34 AM	[Redacted]	3.0.3	Rejected	<a href="#">View Detail</a>
[Redacted]	No	VON	4/29/2021, 7:11:58 AM	[Redacted]	3.0.3	OK	<a href="#">View Detail</a>

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### Data File Details

Center Number	[Redacted]
File Number	[Redacted]
File Type	VON
Process Date	5/28/2021, 5:27:34 AM
Total Records	0
New Records	0
Updated Records	0
Deleted Records	0
Static Records	0
Rejected Records	0
Reject Reason	Incorrect FILEDATE Format
Reject Details	FileDate is not in the correct format. FileDate must follow MM/DD/YYYY format. - Sample from file: 28/05/2021
Notes	Rejection message automatically sent to contact by EDP.

Figure 27: Data Submission Log and Data File Details

There is a View Details link to the right of every file submission. When the link is clicked the Data File Details will appear below the Log. If the file was rejected the Data File Details will give the reason why the file was rejected. For more on how these files need to be formatted please see the [Electronic Data Submissions \(EDS\) Guide](#).

# Help Tab

The Help Tab has links to tutorials and other resources. It also shows the contact information for your center's Account Manager with VON, and a link to a Feedback Survey for users to submit suggestions on how we could improve Data Management.

The screenshot shows the VON Vermont Oxford Network interface. At the top left is the logo. At the top right, it says "Welcome, Joe Grabon" and includes a dropdown menu for "Select Center/Group" with "4409" selected, and links for "Portal Home" and "Log out". Below this is a navigation bar with four tabs: "Data", "Education and Quality Improvement", "Community", and "Help Center". The "Data" tab is active. Underneath, the "Data Management" section is displayed. On the left is a sidebar menu with items: "Welcome", "Finalization Checklist", "Summaries", "Electronic File Submission", "Help" (highlighted with a right-pointing arrow), "Center Contacts", and "Contact Another Data Contact". The main content area under "Data Management" has a "Help" heading, followed by "Tutorials & Other Help Resources" with a bulleted list of links: "Getting started as a VON Data Contact", "Data Forms & Manuals", "Still Hospitalized Instructions", "Calendar for Data Management", "Overview of electronic data submission", "eNICQ 6 Installation", and "Data Contact Tutorials". Below this is the "VON Account Manager" section, listing "Aaron Richards" with email "arichards@vionet.org" and phone "(802)267-4814 x200". The final section is "Suggestions for improvement", with a message: "We're striving to make Data Management as intuitive as possible. Please share any ideas you have for how we can improve in the form below" and a link to "Feedback Survey".

Figure 28: Help Tab and Feedback Survey

# Center Contacts Tab

The Center Contacts tab is where you will find the names and contact information of your VON Account Manager, VON Services Administrators, as well as the Data Contact, Financial Contact, Neonatologist, Report Contact, and Team Leader. An explanation of each role can be found by clicking the link at the bottom of this page, in the [Manual of Operations: Part 1](#), and in [this article from our knowledge base](#).

Many of these roles are granted through a contractual agreement with VON. When one of those contacts must be changed, paperwork will need to be filled out and sent to the Account Manager for the center. At the bottom of the Center Contacts tab is a link to download the Change Forms necessary to update these contacts.

The screenshot displays the VON Vermont Oxford Network interface. At the top left is the VON logo. The top right shows a user greeting 'Welcome, Joe Grabon', a dropdown menu for 'Select Center/Group' with '4409' selected, and links for 'Portal Home' and 'Log out'. Below the header is a navigation bar with four tabs: 'Data', 'Education and Quality Improvement', 'Community', and 'Help Center'. The 'Data' tab is selected, leading to the 'Data Management' section. On the left is a sidebar with navigation options: 'Welcome', 'Finalization Checklist', 'Summaries', 'Electronic File Submission', 'Help', 'Center Contacts' (highlighted with a right-pointing arrow), and 'Contact Another Data Contact'. The main content area is titled 'Center Contacts' and lists several roles, each with 'None Assigned' below it: 'VON Account Manager', 'VON Services Administrator', 'Data Contact', 'Financial Contact', 'Neonatologist', 'Report Contact', and 'Team Leader'. At the bottom of this section, there are two links: 'Click here for descriptions of the roles above.' and 'To submit changes to the contacts above, click here for change forms.'

Figure 29: Center Contacts

# Contact Another Data Contact Tab

The final tab in the new Data Management is the Contact a Data Contact at Another Center tool. This is mostly used to obtain information about patients who have been transferred to or from your center. **Do not include PHI in any of the messages you send with this tool. This will send an email with your message, and email is not a secure method to send PHI.**

This tool includes dropdown menus to narrow down which center you are trying to contact. All active VON members can be reached using this method provided they have a Data Contact selected.

The screenshot shows a web interface with a top navigation bar containing 'Data', 'Education and Quality Improvement', 'Community', and 'Help Center'. Below this is a 'Data Management' sidebar with a list of options: 'Welcome', 'Finalization Checklist', 'Summaries', 'Electronic File Submission', 'Help', 'Center Contacts', and 'Contact Another Data Contact' (which is highlighted). The main content area is titled 'Contact a Data Contact at Another Center' and contains the following text and form fields:

**Contact a Data Contact at Another Center**

Do you need to communicate with a Data Contact at another Vermont Oxford Network Center?

This tool can send them a contact request including a brief message from you. Contact requests are sent via email and **must not include PHI**.

If you cannot find the center you wish to contact below, please reach out to your VON Account Manager for assistance.

Please choose the center you would like to contact:

Country:

State: (optional)

Center Name:

Please enter your contact information and a brief message:

Name:

Hospital Name:

Phone: (optional)

Email Address:

Brief message to be sent:

Figure 30: Contact a Data Contact at Another Center