Vermont Oxford Network – Member Portal Documentation

ELBW Follow-Up User's Guide

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ELBW Follow-Up User's Guide

Contents

Introduction

The **ELBW Follow-Up** application is a tool located in the VON Portal. Centers enrolled in either the ELBW Follow-Up Project or the New England Follow-Up Network can use this for data entry and data management.

The purpose of the **ELBW Follow-up Project** is to determine the health and neurodevelopmental outcomes of infants at 2 years of age. Follow-up for extremely low birth weight infants is inclusive of surviving infants with birth weights of 1000 grams or less OR with gestational ages 27 weeks, 6 days or less. Follow-up for these infants occurs at 18 months, 0 days - 24 months, 0 days' corrected age.

New England Follow-Up Network centers are also elibible to follow infants at 3 months, 0 days - 6 months, 30 days corrected age.

Prior to October 2023 the ELBW Follow-Up was included in Data Management on the Summaries. It now has its own section in the VON **Portal**. This guide provides instruction for navigation to and use of the application.

Related Links and Resources

There is a section in our Knowledge Base specifically for ELBW Follow-Up projects. You can find the **Manual of Operations** and the **Infant Data Forms** at https://vtoxford.zendesk.com/hc/en-us/categories/18848735085331-Extremely-Low-Birth-Weight-Infant-Follow-Up.

To be granted access to the ELBW Follow-Up section of Portal a change form will need to be filled out and returned to us. The form can be downloaded from https://vtoxford.zendesk.com/hc/en-us/articles/360035550074-Change-Forms.

After the change form has been completed it should be emailed to your ELBW Follow-Up Account Manager. Your ELBW Follow-Up Account Manager's contact information can be found on the Help tab.

System Requirements

ELBW Follow-up will work on all current versions of the most popular browsers on PCs, Macs, and mobile devices. This includes Edge, Chrome, Firefox, and Safari.

Contacting VON Support

If you have any issues with your account or with entering data please contact the VON Support Department by emailing **support@vtoxford.org**. Our business hours are 9:00 am – 5:00 pm Eastern Standard Time in the United States (UTC-5:00). You can also reach us by phone at (802) 865-4814 x240.

If you are looking for general assistance or have any clinical questions please email or call your ELBW Follow-Up Account Manager. Your ELBW Follow-Up Account Manager's contact information can be found on the Help tab.

Data Privacy

Vermont Oxford Network strictly maintains the confidentiality of the data in its databases. Center data are available only to individuals authorized by the center. Although data at Network or group levels are summarized for comparative purposes, individual center data are reported only to the submitting center.

Vermont Oxford Network does not generally accept protected health care information from member centers. Vermont Oxford Network does accept protected health care information, as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), from members who have both voluntarily elected to send this information in addition to the standard Vermont Oxford Network dataset and who have signed an appropriate Business Associate Agreement.

Your hospital must take appropriate measures to ensure that patient data stored at your hospital are protected and secure from unauthorized access.

Logging into ELBW Follow-Up

To access Data Management, a VON Services Administrator from your center will need to create an account for you in the Member Portal. The instructions for this are found in the **VON Services Administrator's Guide**. After that a change form will need to be filled out and sent to your ELBW Follow-Up Account Manager so we can grant the appropriate roles.

There are two roles to provide users access and permissions to ELBW Follow-Up. They are:

- **ELBW Data User**: Users with this role have full access to the ELBW pages.
- **ELBW Report Viewer**: Users with this role will have access to the **Welcome**, **Reports**, and **Help** tabs. If this user selects the ELBW Infant Submission or Error Summary tab they will receive an error message.

A user may only have one of the two roles.

Once you have either role, log into the **Member Portal** on the VON website. Once logged in, open the Data menu, and select **ELBW Follow-Up**.
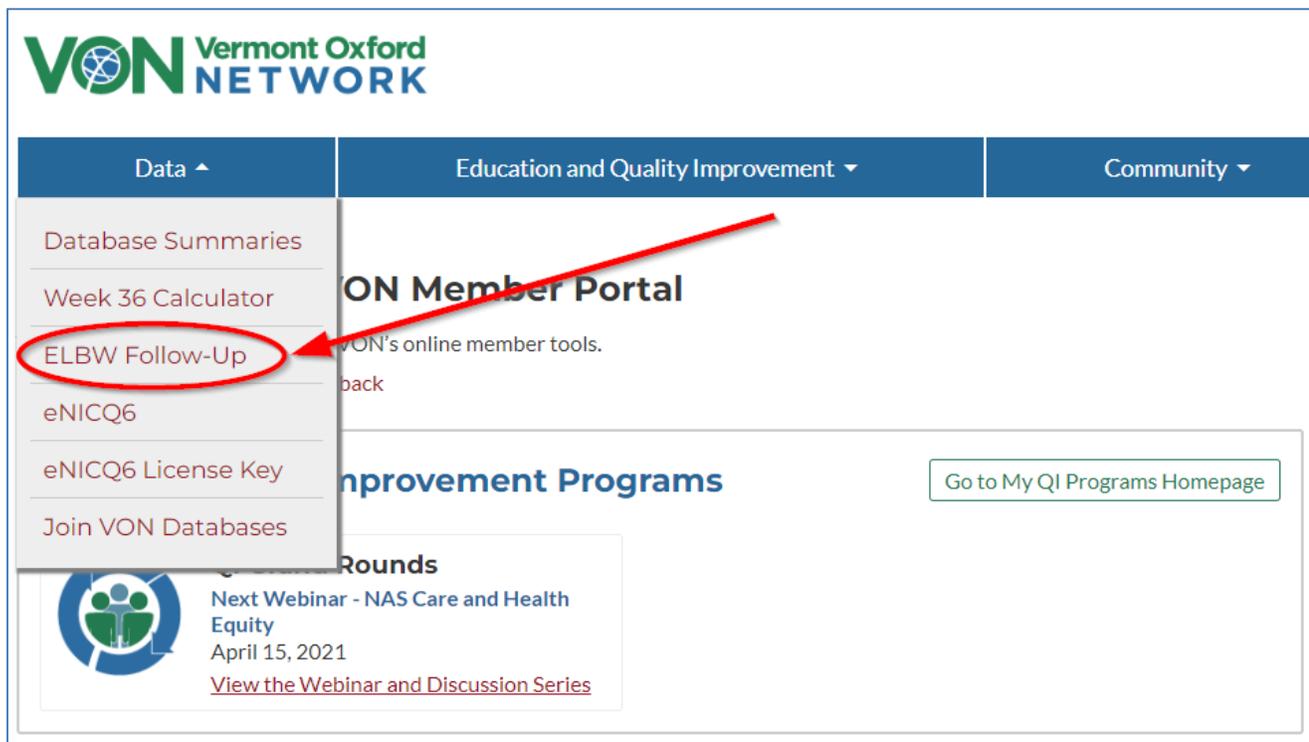
ELBW Follow-Up

ELBW Follow-Up is an application where you can review records identified by VON as eligible for ELBW projects, see the status of each record, and enter data. You can review errors and fields missing data under the Error Summary tab. The annual summaries are available for download as PDFs under the Reports tab.

Welcome Tab

When you navigate to ELBW Follow-Up the Welcome tab will display. Here you can watch a video on what you will find in the ELBW Follow-Up and how to use this tool. There is also a link to the **Extremely Low Birth Weight Infant Follow Up** section of our knowledge base which is where you can find the Manual of Operations for the active ELBW Follow-Up projects.
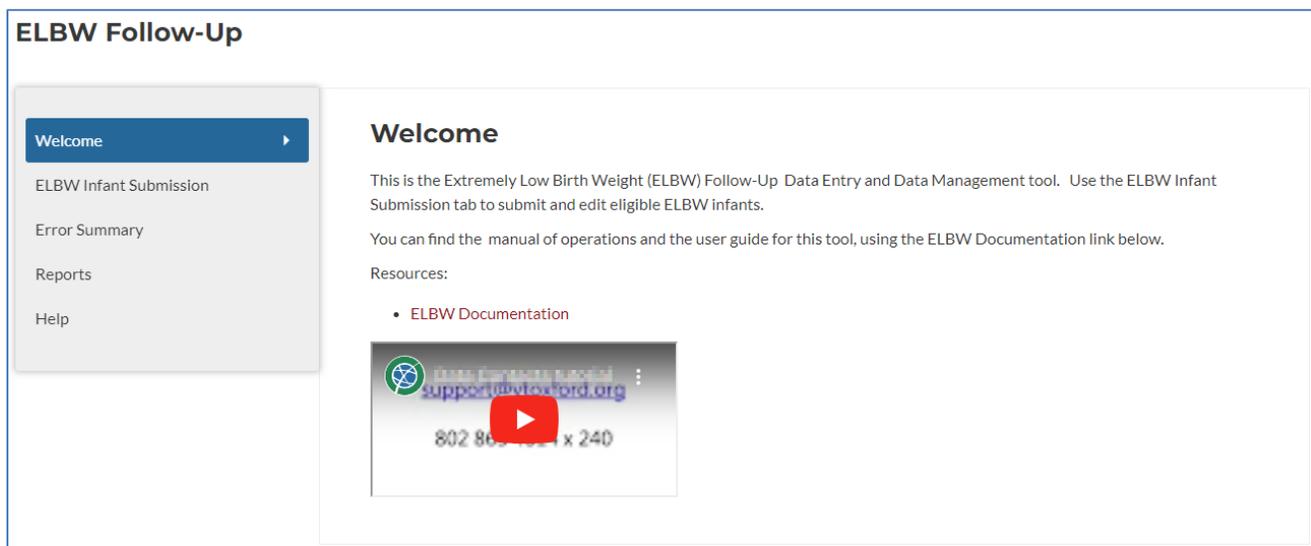
Figure 2: Welcome Tab

ELBW Infant Submission Tab

The **ELBW Infant Submission** tab is where the eligible records are reviewed and edits are done.

On this tab will be a list of all the potentially eligible patients. If your center is participating in more than one ELBW Follow-Up project, you will see a button for each project. Click on the button for the project you would like to work with.

Figure 4 – Buttons for ELBW projects

At the top of each table, you can filter the patients to narrow down which records are displayed. The filters are either dropdown menus (e.g. Record Status) or numbers fields (e.g. Infant ID or Birth Weight). With the number fields, you can type a partial number and get a set of records. For example, if you type the first two digits of a record's ID, all the records which start with that ID will be shown.

In the top right is an **Export Report Log as CSV** button. Clicking this button will download a CSV file of the log of your eligible submissions. This can make it easier to look through all the records. It is not affected by any filters selected in the submission table. All eligible records are included in this log.

Figure 5: Export Report Log as CSV button

To help make the table easier to view, the column widths are adjustable by clicking and dragging the border of the columns.

At the bottom of the table are arrows for you to view more records or type in what page you want to jump to. There's also a dropdown menu allowing you to select how many records are displayed per page.

You can sort the table by any of the columns by clicking the headers. If you click the header a second time it will reverse the order of the sort.

Record Status

There are four possible statuses. ELBW Follow-Up uses different symbols to show three of the statuses a record can have. The symbols are:

- ✅ for Complete – the form is completely filled out without errors
- ⚠️ for Incomplete – there are no errors but there is missing information for this record
- ❗ for Error – questions on the form have been answered but at least one has incorrect data

The fourth status is **Blank**. This indicates we have the ID for this record and no other information. There is no symbol for records of this status. The field will just be empty.

Directly beneath the Record Status header is a dropdown menu you can use to display records with a specific status.

Updating Records

Clicking on any record in the table will open a popup window to reveal the form. The form header has the Infant ID and the Record Status symbol. The Record Status symbol will update as you update the form. The ELBW Follow-Up forms are dynamic so answering certain questions will reveal others. For example, if the record's status is Blank you will only see one question when the forms opens, but, depending on how that question is answered, more questions may appear.

Figure 6: Example of an Incomplete Record

If the record's status is Incomplete, Error, or Blank, the questions which need to be answered or corrected will be highlighted (see the bottom of Figure 6).

In the bottom corners of the form are the Save, Exit, Print, and Top buttons. These buttons "float" meaning they will remain in place even when you scroll up or down the record.
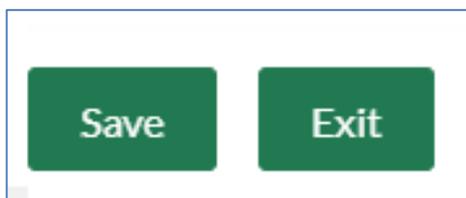
Figure 7: Save and Exit buttons
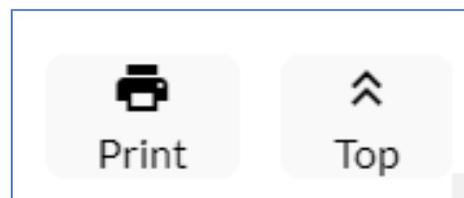
Figure 8: Print and Top buttons

When you save the record, you will be asked if you would like to return to the record to continue working or exit the record.

Confirm Exit

The data has been saved. There were 28 error(s) on the page. Click OK to exit record.
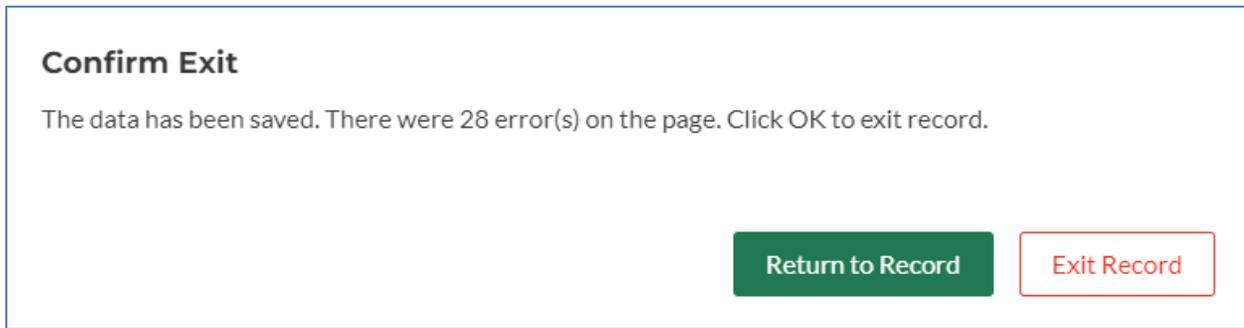
Return to Record   Exit Record

Figure 9: Confirm Exit message after saving

If you exit the record after making changes but without saving you will be asked to confirm you wish to exit or if you'd like to return to the record to save your work.
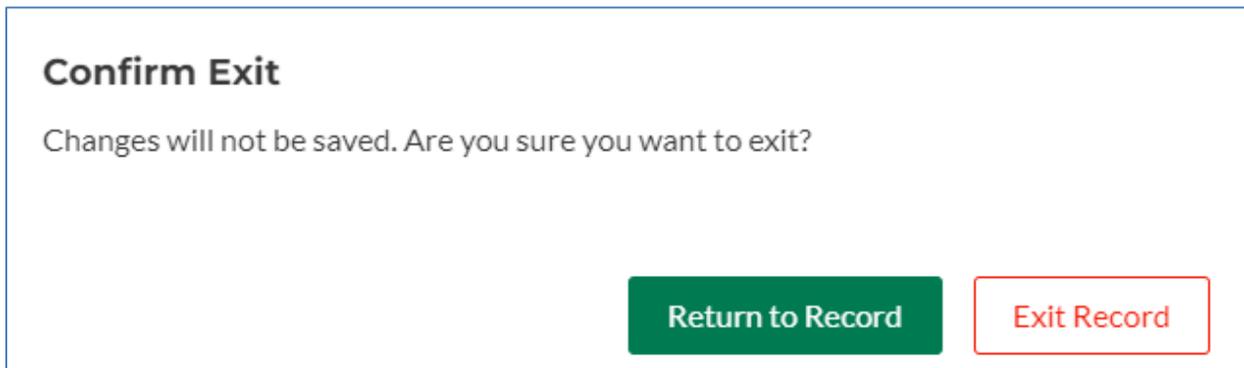
Confirm Exit

Changes will not be saved. Are you sure you want to exit?

Return to Record   Exit Record

Figure 10: Confirm Exit message when exiting without saving

Printing Records

When printing a record, the Patient ID and your VON Center Number will be in the header of the form, while the page number will be in the footer. You may need to go to the print settings to make sure **Headers and footers** is selected.

The highlights showing which fields are blank or have errors are in the background graphics. You will need to make sure **Background graphics** is also selected in the print settings.

To enable both, click the Print button. When the print preview opens, click on **More settings** to expand that section.
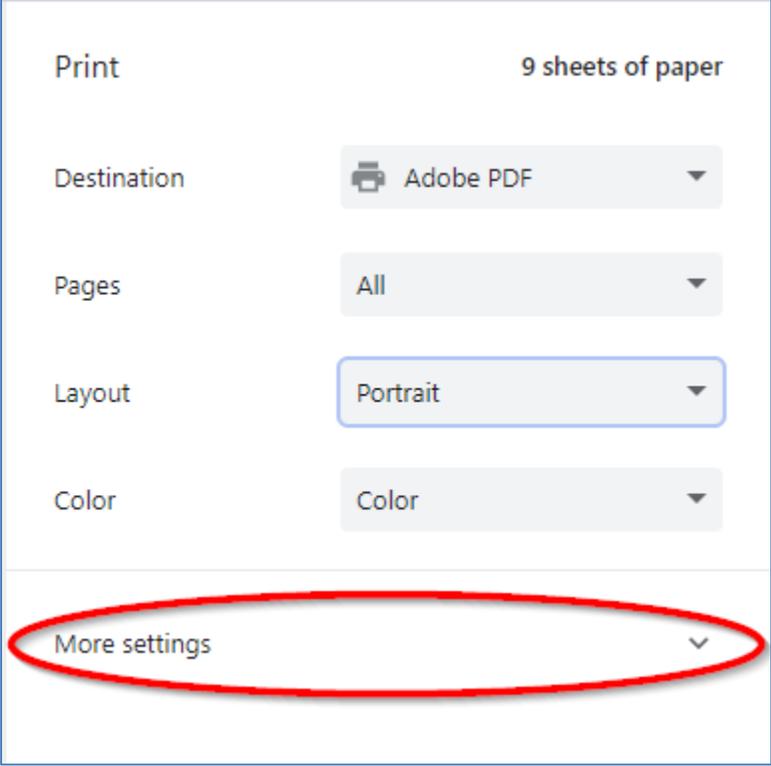
Figure 11: More setting on the print preview

After expanding the More settings section, there will be an Options section with two items to select: **Headers and footers** and **Background Graphics**. Make sure the desired options are selected before printing.
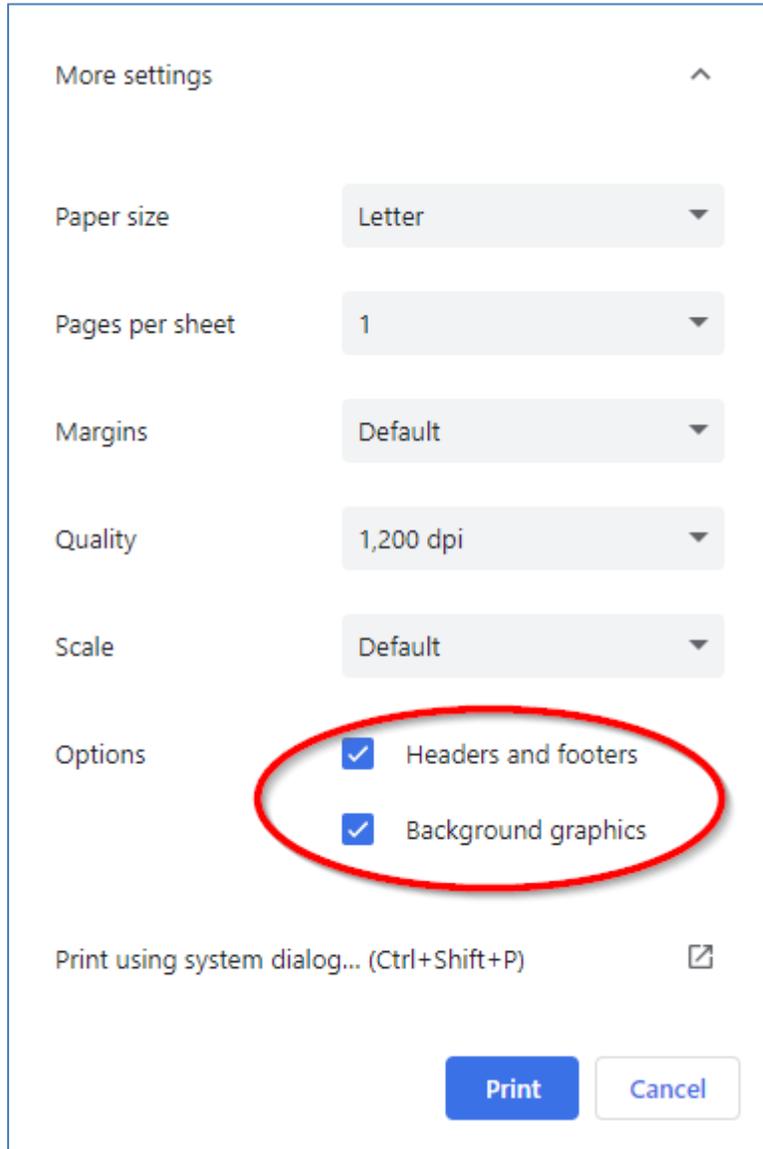
Figure 12: "Headers and footers" and "Background graphics" options selected

Error Summary Tab

The **Error Summary** tab identifies blank fields or errors to be corrected on the ELBW Infant Submissions tab.

Figure 13: Error Summary

There are five columns in this summary: Infant ID, Birth Year, Error Date, Question, and Error Message. The width of these columns is adjustable by clicking and dragging the borders. There is an Export Report Log as CSV button that allows you to download a log of all eligible infants and associated data.

Reports Tab

Reports is where you may download ELBW Project reports, for your center and all centers, as PDF files.

Figure 14: Reports Tab

Help Tab

On the Help tab you will find contact information for VON Support and your VON ELBW Follow-Up Account Manager, as well as your center's ELBW Leaders, Data Contact, and Alternate Data Contacts.

ELBW Follow-Up

Welcome

ELBW Infant Submission

Error Summary

Reports

Help ▸

Help

For general assistance or clinical questions, please contact your ELBW Follow-Up Account Manager.

For issues with entering data or your account, please email: support@vtoxford.org

For the user's guide, **click here**.

ELBW Follow-Up Account Manager
Amy Briody
abriody@vtoxford.org
(802) 865-4814 x252

ELBW Leader

Data Contact

Figure 15: Help Tab

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