

# 6-STEP CHECKLIST for VON 2020 DATA FINALIZATION

VON FINALIZATION IS THE YEARLY RECONCILIATION OF EVERY 2020 ID NUMBER, ALL ELIGIBLE 2020 RECORDS SUBMITTED WITH A STATUS OF 'C' OR 'S', REQUIRED DOCUMENTATION SUBMITTED AND COMPLETED WITHIN THE FINALIZATION TIMEFRAME

Data Management Checklist		<a href="#">view finalization guidelines</a>
Steps for Birth Year:	2020	2021
<a href="#">Eligibility Verification Plan</a>	✓ Completed	Due 2/1/2021
<a href="#">Survey</a>	Due 4/1/2021	Due 4/1/2022
<a href="#">VON Data Contact Confirmation</a>	Due 5/1/2021	Due 5/1/2022
<a href="#">VON Report Contact Finalization</a>	Due 6/1/2021	Due 6/1/2022

**1. \_\_\_\_\_ Deadline-due February 1, 2021 or earlier: [EVP](#)**

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

**2. \_\_\_\_\_ Deadline-due April 1, 2021 or earlier: [Survey](#)**

The **2020 MEMBERSHIP SURVEY** is due no later than April 1, 2021. The Survey looks back over your 2020 data collection year, identifying your center's characteristics such as number of beds and admissions for 2020, 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

**3. \_\_\_\_\_ Deadline-due April 1, 2021 or earlier:**

**A RECORD FOR EVERY VON ELIGIBLE 2020 INFANT IS DUE no later than April 1, 2021.** Records for all 2020 VON-eligible infants, delivery room deaths, infants still in your hospital or at the 'transferred to' hospital are due no later than April 1, 2021

**4. \_\_\_\_\_ Review all data summaries carefully: [Data Management Summary](#)**

Located in the Member Portal/Data/Data Management/Data Management Summary/'Quick Links' on the upper right

- **DATA FORM STATUS SUMMARY:** Every VON record status must be '**C-correct**' or '**S- still hospitalized**'. All records prior to '20 should have a 'C' status
- **ERROR AND WARNING SUMMARY:** Every VON record must be error free and in a 'C' or 'S' status for Finalization
- **INFANT ID GAPS SUMMARY:** Every ID number within your '20 sequence must be accounted for by submitting a record or by marking the 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, # 2, # 3, # 4 above have been finished accurately, complete and submit the VON Data Contact Confirmation - #5, below. If your submitted Confirmation matches your completed 2020 data on file at VON, the Report Contact Finalization should be submitted - #6.

**5. \_\_\_\_\_ Deadline-due May 1, 2021 or earlier: [Data Contact Confirmation](#)**

**DATA CONTACT CONFIRMATION FORM** reconciles data at your center with the 2020 data received at VON no later than May 1, 2021.

**6. \_\_\_\_\_ Deadline-due June 1, 2021 or earlier: [Report Contact Finalization](#)**

**REPORT CONTACT FINALIZATION** must be received at VON no later than June 1, 2021. Finalization should be submitted by the designated VON Report Contact or 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, 2020 cannot be guaranteed inclusion in or receipt of an Annual Report

## VERMONT OXFORD NETWORK

### STILL HOSPITALIZED INSTRUCTIONS – BIRTH YEAR 2020

For Infants who are still hospitalized, use the following guidelines to achieve a record status code of S - Still Hospitalized

#### 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.

#### 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.
    - **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.

# EASILY CONFIRM YOUR DATA USING eNICQ6

The purpose of the Confirmation Form is to reconcile all 2020 data in your eNICQ6 program with your 2020 data in the VON infant database

Follow the steps below using your eNICQ6 program to find your center's 2020 final numbers to complete the Data Contact Confirmation form



+ Add New Record

▼ 2020 Clear Filters ▼ Center 4407



Filter Table by VON ID X

Show only exact matches when filtering  Use advanced filter

## Open the eNICQ6 Patient Log

- In eNICQ6 on the upper right click on 'Clear Filters', then set the birth year drop-down to '2020'
- 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'
- Once these parameters are set, scroll down, look on the bottom left, and you will see the total number of VON eligible infants you have entered in eNICQ for the 2020 birth year. Record the total number of 2020 eligible infants submitted to VON on your Confirmation form
- The first and last ID numbers listed in the far-left column should be the highest and lowest ID numbers used for the 2020 birth year. Record the first and last 2020 ID numbers on the Confirmation form
- Return to the teal blue box and choose 'Current Disposition' in the drop-down 'Filter Table by', then click on the column header to sort
- The Delivery Room Deaths would have 'Died in Delivery Room' in the Current Disposition column. Record the total number of delivery room deaths on your Confirmation form
- Again, in the teal blue box change the drop-down 'Filter Table by' to 'Status'. At the top of the last column click on the word 'Status' (once or twice) to sort the column
- Any round, dark green 'S' icons that appear will identify 'Still Hospitalized Infants'. The specific ID numbers of the Still Hospitalized infants should be entered in the last section of the Confirmation Form. Please only enter ID numbers and commas. Do not enter any text

Call your VON Account Manager if you have any questions

# VERMONT OXFORD NETWORK

## VON ACCOUNT MANAGER DIRECTORY

Phone: 802.865.4814 Fax: 802.865.9613

Annie Blanchette	ext: 218	<a href="mailto:ABlanchette@vtoxford.org">ABlanchette@vtoxford.org</a>
Amy Briody	ext: 252	<a href="mailto:ABriody@vtoxford.org">ABriody@vtoxford.org</a>
Clare LaFrance	ext: 247	<a href="mailto:CLafrance@vtoxford.org">CLafrance@vtoxford.org</a>
Marilyn Eick	ext: 227	<a href="mailto:Marilyn@vtoxford.org">Marilyn@vtoxford.org</a>
Joan Schillhammer	ext: 224	<a href="mailto:Joan@vtoxford.org">Joan@vtoxford.org</a>
Denise Schomody	ext. 260	<a href="mailto:DSchomdy@vtoxford.org">DSchomdy@vtoxford.org</a>
Ellen Wilhite	ext: 216	<a href="mailto:Ellen@vtoxford.org">Ellen@vtoxford.org</a>

## 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](mailto:Support@vtoxford.org)

Please include:

Your name

VON center number

Contact information

Brief description of the issue

**Vermont Oxford Network / 33 Kilburn Street / Burlington VT / 05401**

Ph: 802.865.4814 / Fax: 802.865.9613

[www.vtoxford.org](http://www.vtoxford.org)