

5-STEP CHECKLIST for VON 2021 DATA FINALIZATION

VON FINALIZATION IS THE YEARLY RECONCILIATION OF EVERY 2021 ID NUMBER, ALL ELIGIBLE 2021 RECORDS SUBMITTED WITH A STATUS OF 'C' OR 'S', REQUIRED DOCUMENTATION SUBMITTED AND COMPLETED WITHIN THE FINALIZATION TIMEFRAME

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Finalization Checklist - Birth Year 2021

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 **4/1/2022** to ensure you center is able to finalize on time.

Follow this checklist to complete finalization for Birth Year 2021.

- Step 1 - Eligibility Verification Plan- Due February 1, 2022
- Step 2 - Survey- Due April 1, 2022
- Step 3 - Address Errors, Incompletes & ID Gaps in your data- Due May 1, 2022
- Step 4 - Data Contact Confirmation- Due May 1, 2022
- Step 5 - Report Contact Finalization- Due June 1, 2022

1. _____ Deadline-due February 1, 2022 or earlier: [EVP](#)

The **2022 ELIGIBILITY VERIFICATION PLAN (EVP)** is due no later than February 1, 2022. The EVP looks forward toward 2022 and records all locations you will monitor to make sure all eligible infants are identified and reported

2A. _____ Deadline-due April 1, 2022 or earlier: [Survey](#)

The **2021 MEMBERSHIP SURVEY** is due no later than 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.

2B. _____ Deadline-due April 1, 2022 or earlier: Ensure records for all eligible infants are entered

A RECORD FOR EVERY VON-ELIGIBLE 2021 INFANT IS DUE no later than April 1, 2022. Records for all 2021 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, 2022

3. _____ Review all data summaries carefully in Step 3 of the Finalization Checklist: [Data Management Summary](#)

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 '21 must be in a 'C' status

INFANT ID GAPS SUMMARY: Every ID number within your '21 sequence must be accounted for by submitting a record for each unused ID 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, submit Data Contact Confirmation - #4, below.

4. _____ Deadline-due May 1, 2022 or earlier: [Data Contact Confirmation](#)

DATA CONTACT CONFIRMATION FORM reconciles data at your center with the **2021 data received at VON** no later than May 1, 2022. Confirmation must be submitted by the designated VON Data Contact or an Alternate Data Contact.

5. _____ Deadline-due June 1, 2022 or earlier: [Report Contact Finalization](#)

REPORT CONTACT FINALIZATION must be received at VON no later than June 1, 2022. 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, 2022 cannot be guaranteed inclusion in or receipt of an Annual Report

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STILL HOSPITALIZED INSTRUCTIONS for BIRTH YEAR 2021 FINALIZATION

For 2020 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 applicable data items for the infant record and complete all non-applicable data items with N/A values or leave blank.

For 2021 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.

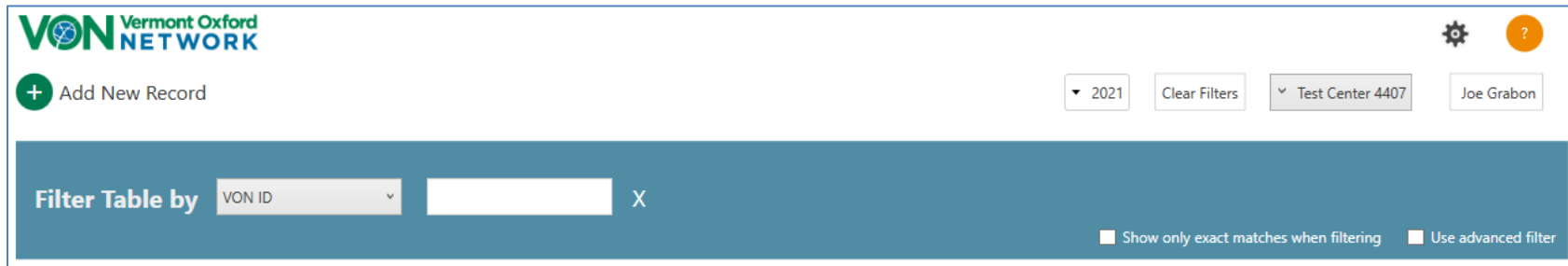
Centers using non-eNICQ EDS:

- **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.
- **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 Data Contact Confirmation Form and Report Contact Finalization Form in the VON Finalization Checklist is to reconcile all 2021 data in your eNICQ6 program with your 2021 data submitted to VON

Follow the steps below using your eNICQ6 program to find your center's 2021 final numbers to compare against the numbers in the Data Contact Confirmation and Report Contact Finalization Forms in the VON Finalization Checklist



The screenshot shows the VON Vermont Oxford Network eNICQ6 interface. At the top left is the VON logo and 'Add New Record' button. On the right, there are filters for '2021', 'Clear Filters', 'Test Center 4407', and 'Joe Grabon'. Below this is a teal blue bar with a 'Filter Table by' dropdown set to 'VON ID' and a search input field. At the bottom right of the bar are checkboxes for 'Show only exact matches when filtering' and 'Use advanced filter'.

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 '2021'
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 2021 birth year. **Make note of the first and last 2021 ID numbers shown in eNICQ.**
5. Look on the bottom left, and you will see the [total number of VON eligible infants](#) you have entered in eNICQ for the 2021 birth year. **Make note of the total number of 2021 eligible infants submitted to VON shown in eNICQ.**
6. Return to the teal blue box and in the drop-down 'Filter Table by' choose '[Current Disposition](#)', then click on the Current Disposition column header to sort the column.
7. The Delivery Room Deaths will have '[Died in Delivery Room](#)' 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 [Finalization Checklist](#) on the VON Data Management website.
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 Finalization Checklist Step 4.
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' Finalization Checklist Step 5.
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

VON ACCOUNT MANAGER DIRECTORY

Phone: 802.865.4814 Fax: 802.865.9613

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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

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

Ph: 802.865.4814 / Fax: 802.865.9613

www.vtoxford.org