

Vermont Oxford Network – Member Portal Documentation

ELBW Follow-Up User's Guide

Document Release 1.2
Published May, 2026

ELBW Follow-Up User's Guide

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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 includes 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 two periods:

- 3 months, 0 days – 6 months, 30 days correct age
- 18 months, 0 days - 24 months, 0 days' corrected age.

The ELBW Follow-Up it is located in the VON **Portal**. This guide provides instructions 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.

What's New in ELBW Follow-Up

In the spring of 2026, the **Finalization Checklist** was added to the ELBW Follow-Up section of Portal. There is a new chapter in this guide on how to use the Finalization Checklist.

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, contact your ELBW Follow-Up Account Manager by sending an email to elbwfup@vtoxford.org. Please include your VON Center number in the subject line.

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, Error Summary, or Finalization Checklist tab, they will receive an error message.

A user may only have one of the two roles.

Once you have either role, log in to the [Member Portal](#) on the VON website. Once logged in, open the Data menu and select **ELBW Follow-Up**.

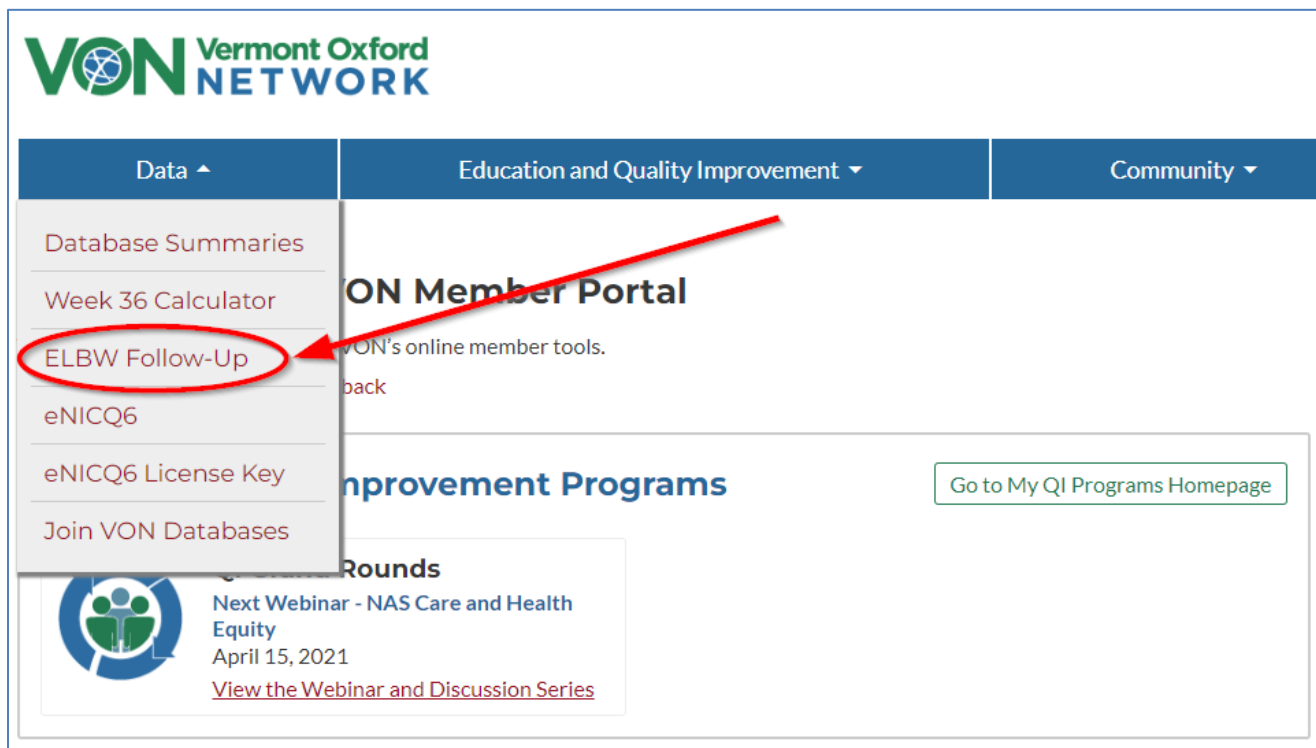


Figure 1: Navigating to ELBW Follow-Up

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 with 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.

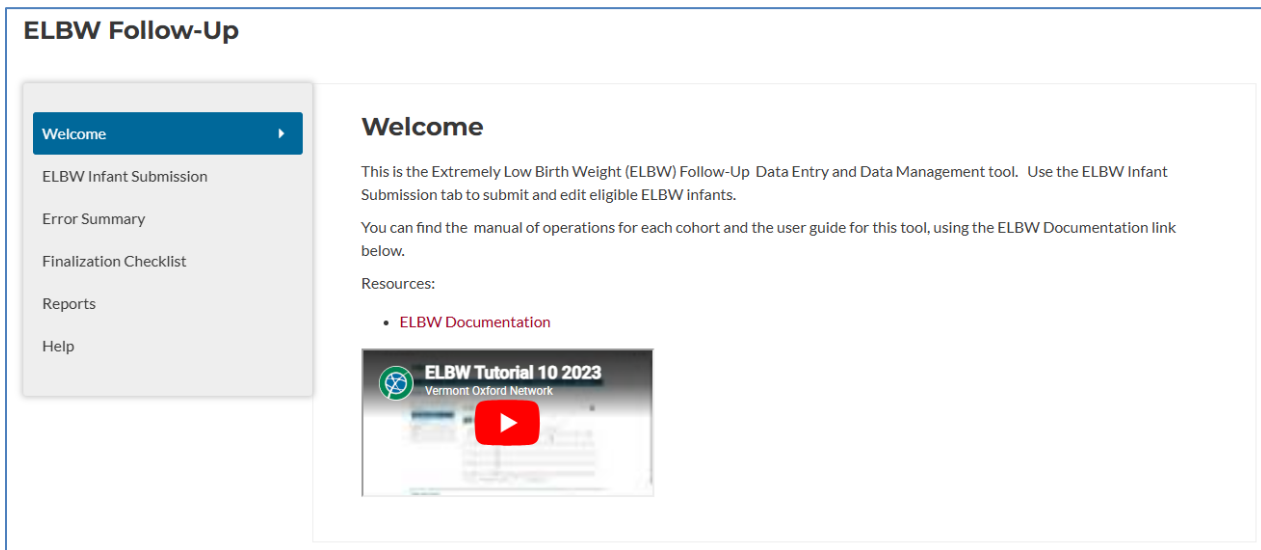


Figure 2: Welcome Tab

ELBW Infant Submission Tab

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

The screenshot shows the 'ELBW Follow-Up' dashboard. On the left is a sidebar menu with options: Welcome, ELBW Infant Submission (selected), Error Summary, Finalization Checklist, Reports, and Help. The main content area is titled 'ELBW Infant Submission 3-6 Months' and includes a sub-header: 'For information on updating records, please see the [user's guide](#).' Below this are two buttons: '3-6' (active) and '18-24'. A table displays two records with columns for Infant ID, Birth Year, Record Status, Birth Weight, GA Weeks, and GA Days. Both records have a warning icon in the Record Status column. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Go to page: 1'.

Infant ID	Birth Year	Record Status	Birth Weight	GA Weeks	GA Days
1	2025	⚠	1001	27	6
2	2025	⚠	1001	27	6

Figure 3: Infant Submission Tab

On this tab will be a list of all 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.

The image shows a close-up of the 'ELBW Infant Submission 18-24 Months' section. It features the title 'ELBW Infant Submission 18-24 Months' and the instruction 'For information on updating records, please see the [user's guide](#).' Below the text are two buttons: '3-6' and '18-24' (active).

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 number 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 that 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 the 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 complete, and without errors
-  for Incomplete – there are no errors, but there is missing information for this record
-  for Error – questions have been answered, but at least one is in error

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 that lets you display records with a specific status.

Updating Records

Clicking on any record in the table will open a pop-up 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. Answering certain questions will reveal others. For example, if the record's status is Blank, you will only see one question when the form opens, but, depending on how that question is answered, more questions may appear.

Infant 4895 ▲

Status at 16-26 months corrected age: *

Alive Expired Unknown

VON does not require parental consent for submitting data to the ELBW Follow-up Project. Does your Center require parent consent for data submission? *

Yes No

Do you have any data to provide between 16 and 26 months corrected age? *

Yes No

Health Status Report

Form completed:

In person visit: * Yes No

Video visit * Yes No

Health record * Yes No

Section A: Health Status

Corrected age calculator: <https://neonatal.rti.org/index.cfm?fuseaction=AdjustedAgeCalculator.main>

1. Corrected age at the follow-up visit: *

months

1. Corrected age at the follow-up visit: is required

Save Exit Print Top

Figure 6: Example of an Incomplete Record

If the record's status is Incomplete, Error, or Blank, the questions that 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.

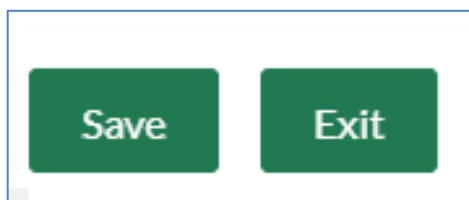


Figure 7: Save and Exit buttons

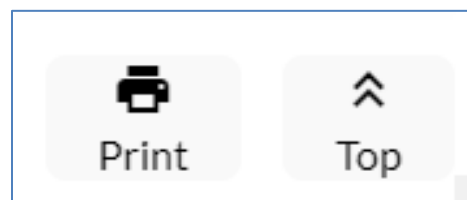


Figure 8: Print and Top buttons

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.

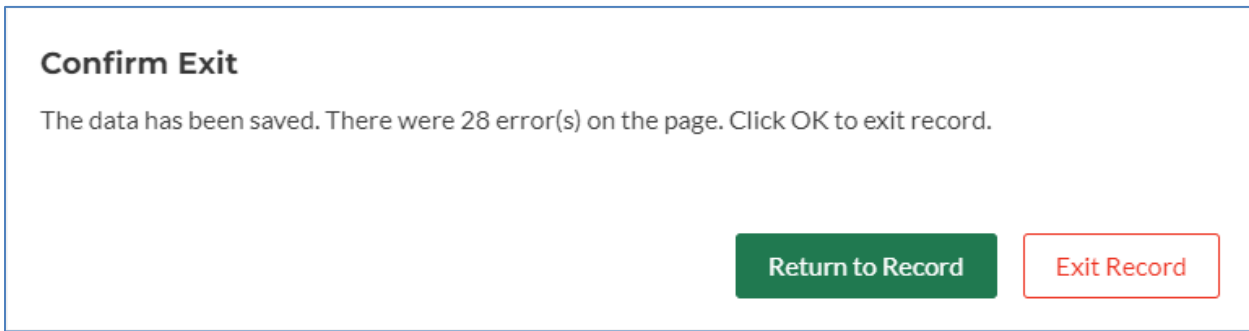


Figure 9: Confirm Exit message after saving

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.

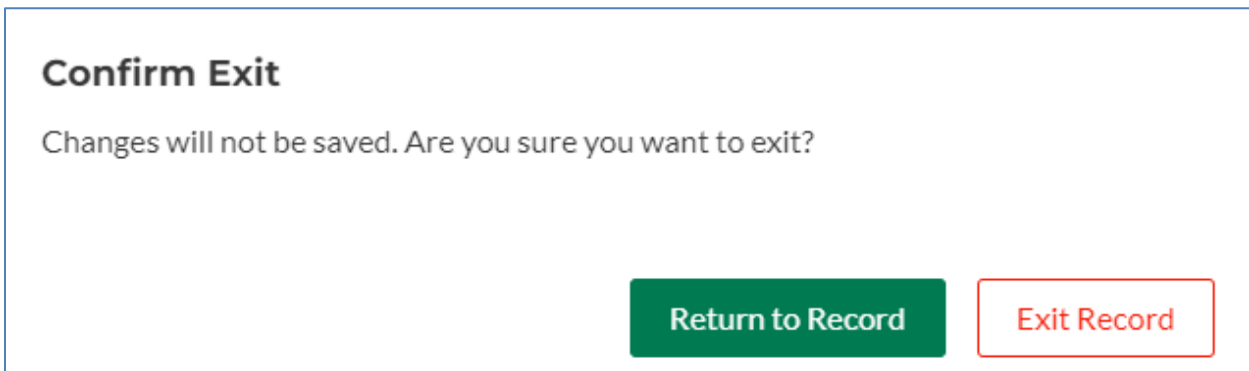


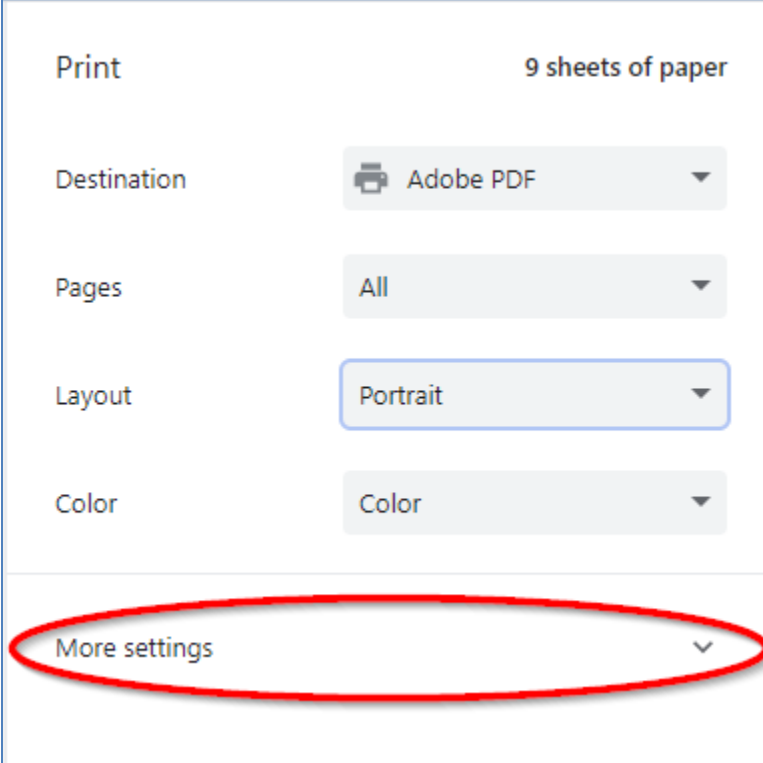
Figure 10: Confirm Exit message when exiting without saving

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.



The image shows a print settings interface. At the top left is the word "Print" and at the top right is "9 sheets of paper". Below this are five settings, each with a label on the left and a dropdown menu on the right: "Destination" set to "Adobe PDF", "Pages" set to "All", "Layout" set to "Portrait", and "Color" set to "Color". At the bottom of the settings list is a "More settings" option with a downward arrow, which is circled in red.

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.

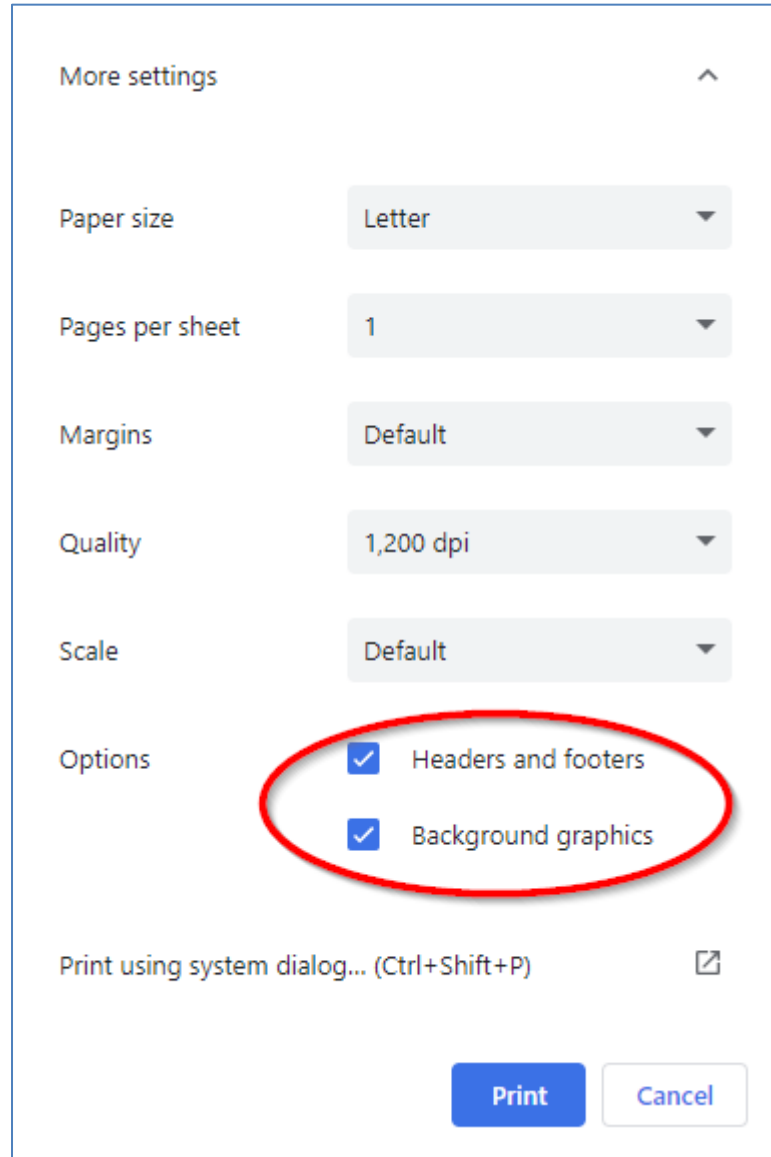


Figure 12: "Headers and footers" and "Background graphics" options selected

Error Summary Tab

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

ELBW Follow-Up

Welcome

ELBW Infant Submission

Error Summary

Finalization Checklist

Reports

Help

Error Summary 3-6 Months

Any data errors for your records will appear here. Please see the [user's guide](#) for more information.

3-6 18-24

Infant ID	Birth Year	Error Date	Question	Error Message
1	2025	4/21/2026	Form Completed - In ...	Data required for this...
1	2025	4/21/2026	Form Completed - He...	Data required for this...
1	2025	4/21/2026	Form Completed - Vir...	Data required for this...
1	2025	4/21/2026	Weight (kg)	Data required for this...
1	2025	4/21/2026	Head circumference (...)	Data required for this...

<< < > >> Page 1 of 11 | Go to page: 1 | Show 5

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 button that allows you to download a log of all infants and associated errors in the table as a CSV.

Finalization Checklist

The Finalization Checklist tab is where you will finalize your data annually. Most users will see the 18-24 cohort here, but if you are part of both the 3-6 month and the 18-24 month cohort you will have two buttons over the steps. The birth year and due dates will reflect which cohort you have selected.

ELBW Follow-Up

Welcome

ELBW Infant Submission

Error Summary

Finalization Checklist

Reports

Help

Finalization Checklist 3-6 Months

Birth Year: 2025
Due: October 31, 2026

3-6 18-24

- Step 1 - Survey - **Not Started**
- Step 2 - Review Errors, Incompletes, & Blanks - **INCOMPLETE**
- Step 3 - Finalization Confirmation -

Figure 14: Finalization Checklist

There are only three steps to finalize your data, which are **Step 1 – Survey**, **Step 2 – Review Errors, Incompletes, & Blanks**, and **Step 3 – Finalization Confirmation**.

Step 1 – Survey

To complete the survey, click on Step 1- Survey to expand it, and click the “Launch Survey” button.

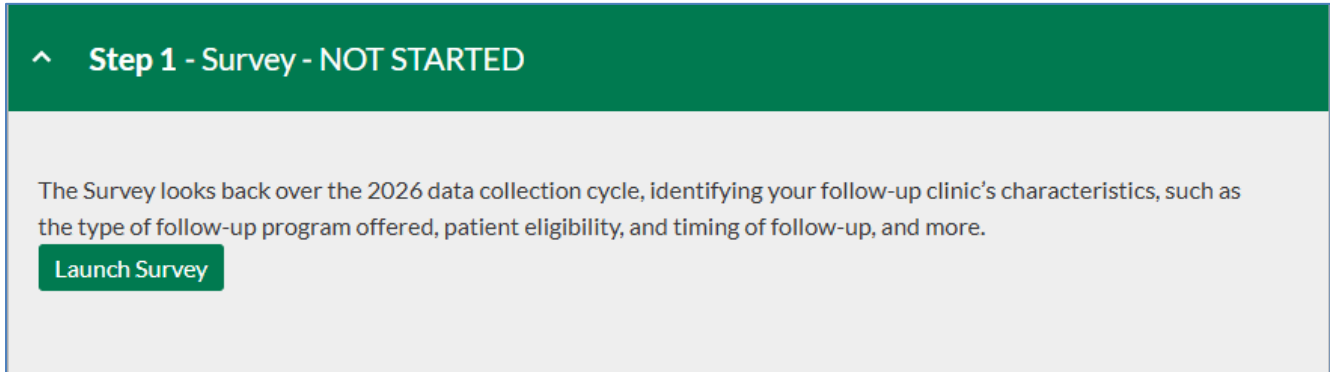


Figure 15: Step 1 - Survey

A new window will open with questions about your **NICU Follow-up Program Characteristics**, which is divided into different sections. This survey needs to be filled out annually. If you are in both the 3-6 month cohort and the 18-24 month cohort, you only need to complete the survey once a year. Unlike the other steps, you don't have to complete this for each cohort.

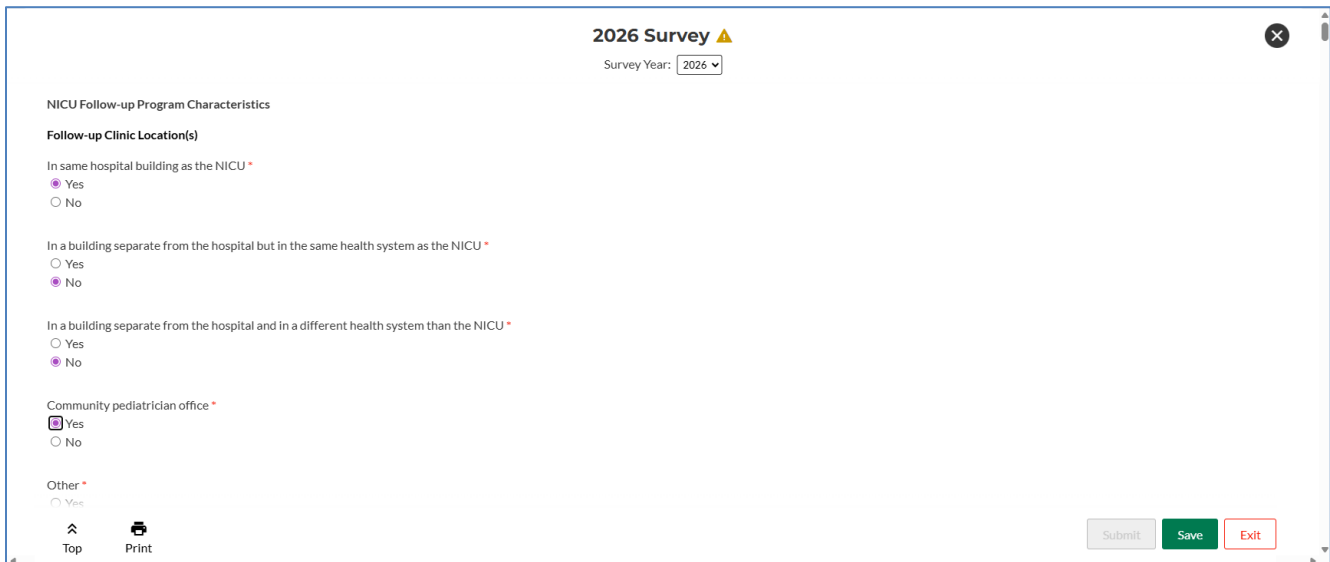


Figure 16: Survey questions

If you have started the survey, you can save it and return later to complete it by clicking the Save button in the bottom right. When the survey is complete, click the Submit button, and it will be submitted to VON. Surveys are not editable after they have been submitted.

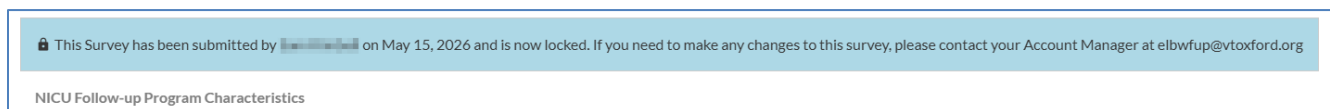


Figure 17: Banner across the top of a locked survey

If you click Exit without saving any updates, a pop-up will appear asking you to confirm you wish to exit without saving, but you can also click the Return to Survey to continue filling out the survey.

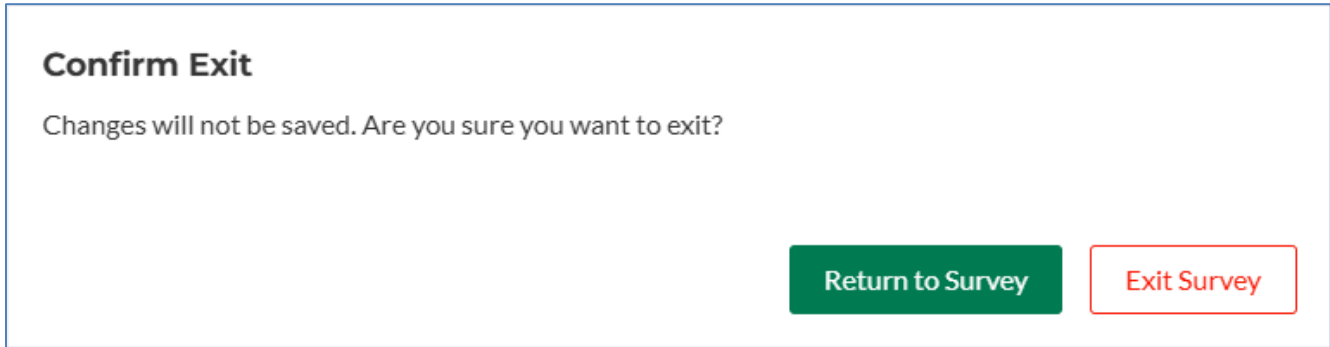


Figure 18: Confirm Exit window

On the bottom left of the survey is a **Top** button, which will bring you to the top of the survey. A **Print** button is also available.

Step 2 – Review Errors, Incompletes, & Blanks

Step 2 shows the total records that have errors or are incomplete, and how many records are still blank. If there are no records with errors or are incomplete, you will see a checkmark in that circle. Likewise, if there are no blank records that circle will also have checkmark.

If there are records that require attention, you can click the **Download Error, Incomplete, and Blank Summary** button to download a spreadsheet of all records in need of updates and what their record status is.

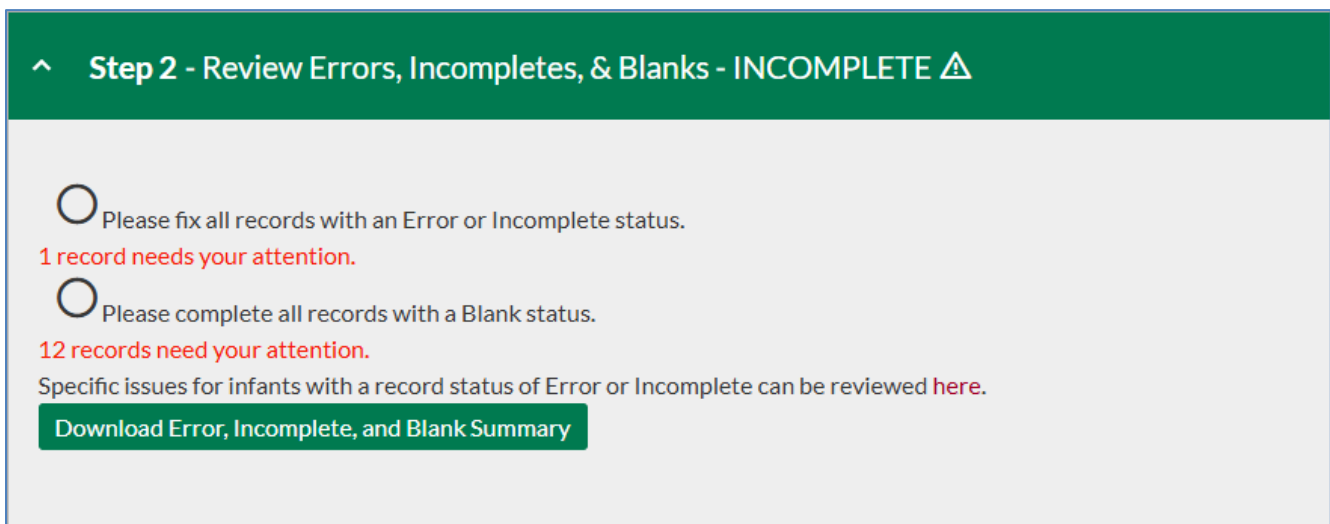


Figure 19: Step 2 - Review Errors, Incompletes, & Blanks with records requiring attention

To fix these records, you will need to return to the **ELBW Infant Submission**. Edit each record whose status is not Complete. Once that is done, you should see checkmarks in each circle, and you can move on to Step 3 to complete the finalization.

Step 3 – Finalization Confirmation

If the **Survey** has been completed, and all your records are in the correct status, you can finalize your data. If the previous two steps have not been completed, this step will be locked, and the **Submit** button will be grayed out. If they have been completed, click the Submit button to complete the finalization.

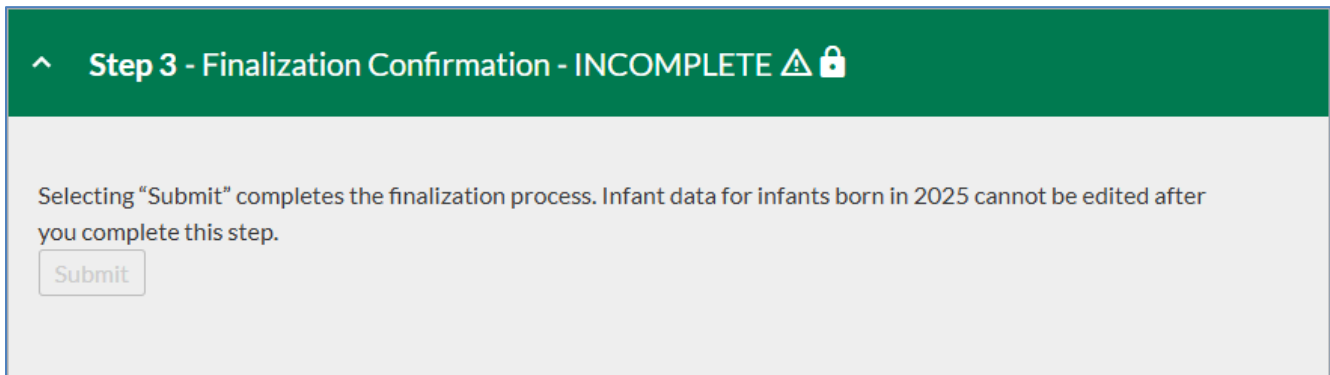


Figure 20: Step 3 - Finalization Confirmation Incomplete with the submit button grayed out

Once Step 1 and Step 2 have been completed, the **Submit** button will no longer be grayed out. To complete Step 3, click the Submit button.

After clicking Submit, you will see a pop-up asking you to confirm you wish to finalize. Click **OK** to complete the finalization.

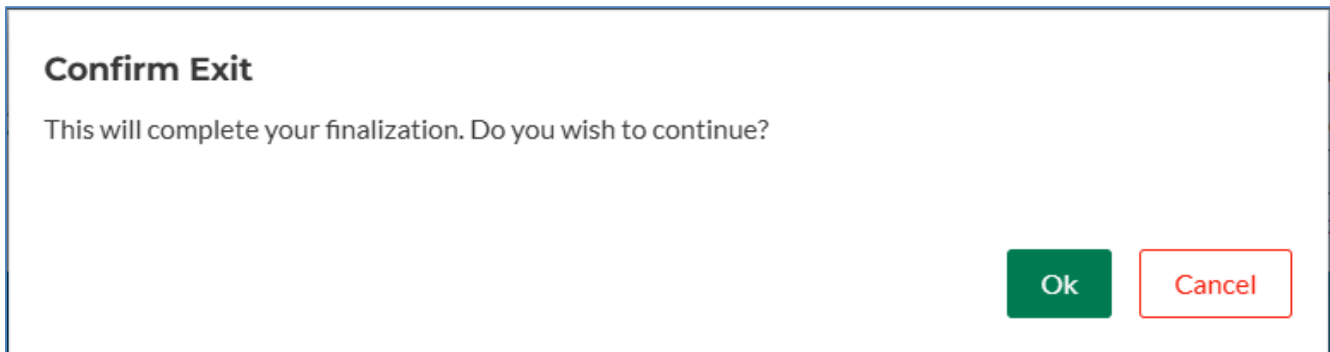


Figure 21: Confirm Finalization

After you click **OK**, the screen will refresh, and the **Submit** button will again be grayed out.

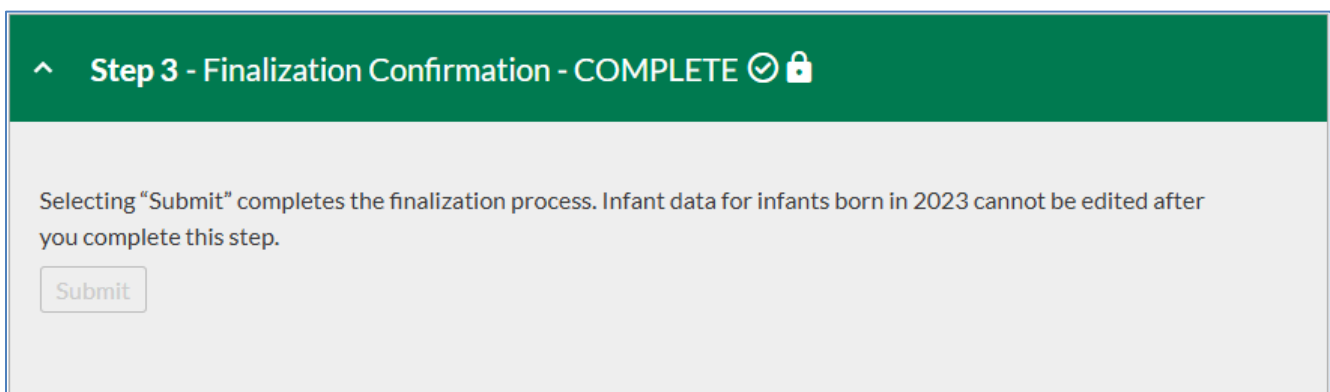


Figure 22: Step 3 – Finalization Confirmation Complete

Once the finalization has been completed, the patient records for that year will be locked. If you try to edit any records from that birth year, there will be a message across the top notifying you that this record is locked.

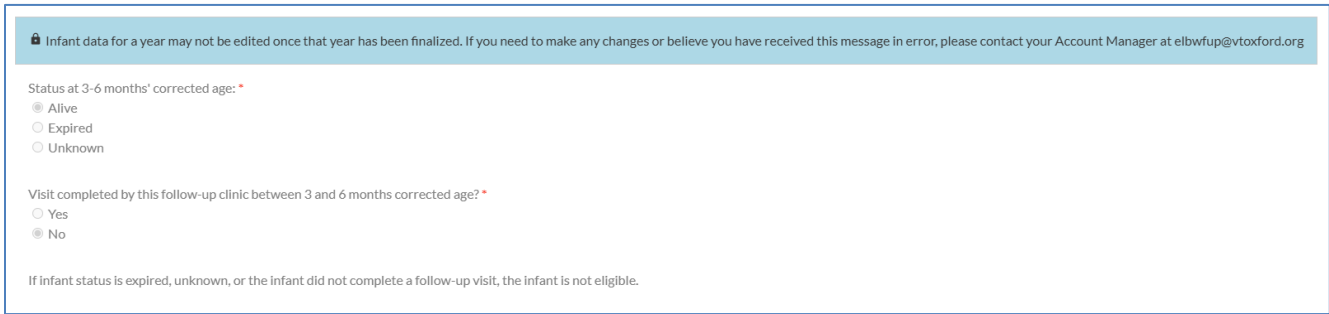


Figure 23: Message if you try to edit a record from a finalized year

If you do need to edit a record from a finalized year, you will need to contact your ELBW Account Manager at elbwfup@vtoxford.org and request that the finalization be undone. Please include your VON Center Number in the subject line.

Reports Tab

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

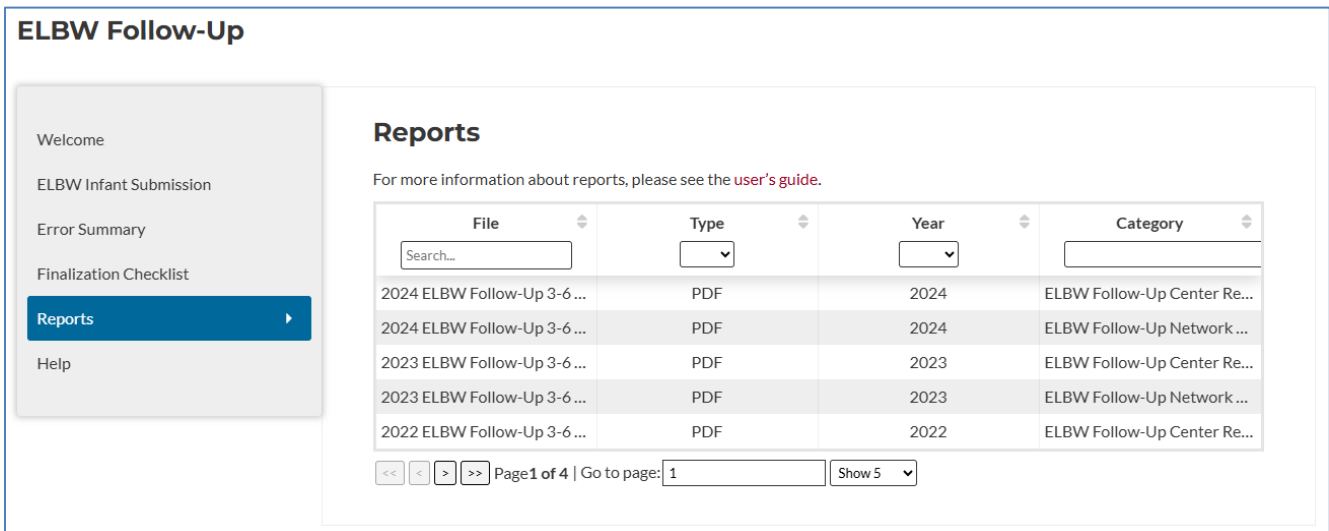


Figure 24: Reports Tab

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.

The screenshot shows the 'ELBW Follow-Up' interface. On the left is a navigation menu with items: Welcome, ELBW Infant Submission, Error Summary, Finalization Checklist, Reports, and Help (highlighted in blue). The main content area is titled 'Help' and contains the following text: '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', and 'For the user's guide, [click here](#).' Below this, there are sections for 'ELBW Follow-Up Account Manager' (with name Amy Brindley, email abrindley@vtoxford.org, and phone 802-245-4844 x252), 'ELBW Leader' (None Assigned), and 'Data Contact' (None Assigned).

Figure 25: Help Tab

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