

**VERMONT OXFORD NETWORK**

***DATA FINALIZATION GUIDELINES  
FOR INFANTS BORN IN 2011***



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## Table of Contents

<b>Introduction.....</b>	<b>2</b>
<b>Data Finalization Timeline for Infants Born in 2011 .....</b>	<b>3</b>
<b>Explanation of Data Finalization Timeline.....</b>	<b>4</b>
<b>Procedures for Submitting Data for Still Hospitalized Infants.....</b>	<b>6</b>
<b>Procedures Chart for Still Hospitalized Infants .....</b>	<b>7</b>
<b>VON Account Manager Directory.....</b>	<b>8</b>

## Introduction

The purpose of these guidelines is to assist member hospitals in meeting the Network goals for complete, accurate and timely submission of all records for infants born in 2011. These guidelines will be published annually to facilitate the finalization of each year's data.

If the Network Databases are to be of value for quality improvement and research, it is imperative that all data errors be corrected and that data for all eligible infants be included. Timely submission is important because the comparative statistics depend on the data received from all centers.

The increase in the total number of hospitals reporting and the total number of infants reported by these hospitals means that the Network requirements for managing accuracy, completeness and timeliness have grown dramatically. With this increase in volume, it is imperative that the Network have a dependable system for assuring data quality. These guidelines implement this system by establishing timeline requirements for data finalization.

Although the Data Finalization Timeline is tied to dates or periods of time, tasks may be completed before the indicated dates. The timeline shows when the Data Finalization tasks **must** be completed.

Please carefully review these guidelines and contact your VON Account Manager if you have questions. You may also access this information on our website at [www.vtoxford.org](http://www.vtoxford.org). More detailed information is on the Member's Area of the Data Management screen: <http://www.vtoxford.org/tools/DataFinalizationGuidelines.pdf>

If you do not have access to the Member's Area on our website please contact your Account Manager.

## Data Finalization Timeline for Infants Born in 2011

Date	Finalization Timeline
January 2012	<p>***Your Center's Eligibility Verification Plan must be on file at VON***</p> <ul style="list-style-type: none"> <li>The 2011 Membership Survey is available online in the Member's Area.</li> </ul>
March 2012	<ul style="list-style-type: none"> <li>All centers should have submitted their 2011 Membership Survey.</li> </ul>
April 1, 2012	<ul style="list-style-type: none"> <li>Deadline for submission of a minimum of items 1-44 for all eligible infants born in 2011.</li> </ul>
April 2012	<ul style="list-style-type: none"> <li>Review all of your 2011 Summaries in the Member's Area.</li> </ul>
May 1, 2012	<ul style="list-style-type: none"> <li>Data Contact Confirmation for infants born in 2011 is due.</li> </ul>
May 2012	<ul style="list-style-type: none"> <li>All outstanding corrections and updates must be completed.</li> <li>All 2011 records must have a Record Status of "C" or "S".</li> <li>All Records for years prior to 2011 must have a Record Status of "C".</li> <li>Unknown items have been verified.</li> <li>Transfer Summary should be reviewed for accuracy</li> </ul>
June 1, 2012	<ul style="list-style-type: none"> <li>2011 Report Contact Finalization is due.</li> </ul>

**Explanations on the following pages or in the Member's Area online at:**  
<http://www.vtoxford.org/tools/DataFinalizationGuidelines.pdf>

## Explanation of Data Finalization Timeline

1. **JANUARY 2012** – The survey will be online in the Member’s Area in January 2012. The 2011 Survey collects information on your hospital’s characteristics and capabilities. Summarized hospital data are tabulated in the annual report for 2011. Based on the characteristics of your center, the report provides data comparing the infant outcomes and interventions at your center to centers with similar characteristics. If you do not have access to the Member’s Area on our website please contact your Account Manager.

The Eligibility Verification Plan: A new Eligibility Verification Plan must be submitted at the beginning of each Birth Year. The Eligibility Verification Plan is a tool to help you identify all eligible infants admitted to your hospital. Identifying all eligible infants is necessary for assuring that your data are comparable to the data submitted by other Network centers.

2. **MARCH 2012** – All centers should have submitted their 2011 Membership Survey online. If you are unable to access the online version of the survey please contact your Account Manager.
3. **APRIL 1, 2012** – Your center must have submitted a minimum of data items 1 through 44 for each eligible infant born in 2011.
4. **APRIL 2012** - The 2011 data summaries are available on the Member’s Area of our website and should be screened carefully to identify what remains to be done for Data Finalization.
  - The 2011 Data Management Summary includes the first and last VON ID numbers, the number of infant records submitted, the number of Delivery Room Deaths, the number of records that are incomplete or have errors and the number of records of infants still hospitalized.
  - The Data Form Status Summaries will show, by VON ID Number, all Births including those infants with Incomplete Forms for 2011 or prior years.
  - The Error and Warning Summary will identify the specific errors and warnings on each record for infants born in 2011 or prior years.
  - Using the Infant ID Gaps Summary, you must confirm all unused ID numbers within the 2011 sequence.
  - The Unknown Items Summary identifies any data item for which more than 20% of the records have this item answered “unknown”. Unknown data items are acceptable only when the data are unknown and unobtainable. Every reasonable attempt to obtain this data should be made. Your Report Contact will be required to verify that any items which appear on this summary are unobtainable.
  - Review your Transfer Summary for accuracy.

5. **MAY 1, 2012** - The Data Contact Confirmation requires you to provide key information about all 2011 records submitted. This form also verifies if your center's survey and verification plan have been submitted. The Data Contact Confirmation must be completed and submitted no later than May 1, 2012. Contact your VON Account Manager if there are any discrepancies.
6. **MAY 2012** - After submitting data (minimum of items 1 through 44) for all eligible infants, your center will have to verify data completeness and accuracy and submit any applicable data or corrections.
- Data for all eligible infants born in 2011 must be submitted by your center.
  - Record Status=E (Error) on the Data Form Status Summary - All errors must be corrected.
  - Record Status=I (Incomplete) on the Data Form Status Summary - All incomplete records must be updated. All records must have a C or S status code.
  - Record Status=S (Still Hospitalized) on the Data Form Status Summary - Items 1 through 44 must be completed for infants who are still hospitalized and have not been discharged home or reached their first birthday. (**Note: See Procedures for Submitting Data For Infants Still Hospitalized at <http://www.vtoxford.org/tools/2011StillHospitalizedInstructions.pdf>**)
  - All records from years prior to 2011 must have a "C" status.
  - Any Unknown Items should be reviewed.
  - The Transfer Summary should be reviewed on the Member's Area.
7. **JUNE 1, 2012** - The Report Contact Finalization is due from your center's Report Contact on or before June 1, 2012. Your Report Contact should review the finalization information with the other members of the data collection team to assure its accuracy. If there are discrepancies, any changes must be made immediately. Your Report Contact must sign and submit the Finalization by June 1<sup>st</sup> for your center to be included in the annual report for 2011.

**ONLY CENTERS WHICH HAVE COMPLETED THE DATA FINALIZATION REQUIREMENTS WILL BE INCLUDED IN THE ANNUAL REPORT.**

# Procedures for Submitting Data for Still Hospitalized Infants

## Birth Year 2011

For Birth Year 2011 infants who are still hospitalized, use the following guidelines to achieve a Record Status Code of S (Still Hospitalized):

- **If the infant is still in your center and has not been transferred:**  
Complete Items 1 through 44 on the 28 Day and Discharge Forms.  
Leave Items 45 through 57 on the Discharge Form and Transfer and Readmission Form blank.
- **If the infant transferred from your center to another hospital and is still in the “transferred-to” hospital:**  
Complete Items 1 through 52 on the 28 Day, Discharge and Transfer and Readmission Forms.  
Leave Items 53 through 57 on the Transfer and Readmission Form blank.
- **If the infant transferred to another hospital and was transferred again to a third hospital (no readmission):**  
Complete Items 1 through 53 on the 28 Day, Discharge and Transfer and Readmission Forms.  
Centers submitting electronic data should code Items 54 and 55 on the Transfer and Readmission Form as not applicable and leave Items 56 and 57 blank. Centers submitting paper forms should leave Items 54 through 57 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 1 through 53 on the 28 Day, Discharge and Transfer and Readmission Forms.  
Leave Items 54 through 57 on the Transfer and Readmission Form blank.
- **If the infant transfers again following initial transfer from and readmission to your center:**  
Complete Items 1 through 55 on the 28 Day, Discharge and Transfer and Readmission Forms.  
Leave Items 56 and 57 on the Transfer and Readmission Form blank.

**\* Note: 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.**

# VON Procedures for Submitting Data for Infants Still Hospitalized Birth Year 2011

For Birth Year 2011 Infants who are still hospitalized, use the following guidelines to achieve a VON Record Status Code of Still Hospitalized "S"	<i>Infant is still in your Center and has not been transferred:</i>	<i>Infant transferred from your Center to another hospital and is still at the 'transferred - to' hospital:</i>	<i>Infant transferred to another hospital and was transferred again to a third hospital with no readmission to your hospital:</i>	<i>Infant transferred from your Center to another hospital, was readmitted to your Center and is still hospitalized at your Center:</i>	<i>Infant transferred again following initial transfer from and readmission to your Center and is still hospitalized:</i>
<i>Data items # 1 through # 44 must be answered</i>	↓	↓	↓	↓	↓
45. Enteral Feeding at Discharge	Must be BLANK	Submit response	Submit response	Submit response	Submit response
46. Oxygen and Monitor at Discharge	Must be BLANK	Submit response	Submit response	Submit response	Submit response
<b>47. Initial Disposition from Your Hosp</b>	Must be BLANK	Transferred to another hosp	Transferred to another hosp	Transferred to another hosp	Transferred to another hosp
48. Weight at Initial Disposition	Must be BLANK	Submit response	Submit response	Submit response	Submit response
49. Head Circumference at Initial Disposition	Must be BLANK	Submit response	Submit response	Submit response	Submit response
50. Initial Length of Stay	Must be BLANK	Submit response	Submit response	Submit response	Submit response
51. Reason for Transfer	Must be BLANK	Submit response	Submit response	Submit response	Submit response
52. Transfer Code of Center Infant Transferred To	Must be BLANK	Submit response	Submit response	Submit response	Submit response
<b>53. Post Transfer Disposition</b>	Must be BLANK	Must be BLANK	Transferred again to another	Readmitted to your hosp	Readmitted to your hosp
<b>54. Disposition After Readmission</b>	Must be BLANK	Must be BLANK	Must be BLANK (N/A for EDS)	Must be BLANK	Transferred again to another hosp
55. Weight at Disposition After Readmission	Must be BLANK	Must be BLANK	Must be BLANK (N/A for EDS)	Must be BLANK	Submit response
<b>56. Ultimate Disposition</b>	Must be BLANK	Must be BLANK	Must be BLANK	Must be BLANK	Must be BLANK
57. Total Length of Stay	Must be BLANK	Must be BLANK	Must be BLANK	Must be BLANK	Must be BLANK

Do not use "Unknown" or "Not Applicable" as placeholders for items that must remain blank. "S" is a temporary status.

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 the First Birthday, whichever comes first.

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