

VERMONT OXFORD NETWORK
DATA FINALIZATION CHECKLIST for 2009

➤ **Administrative items due prior to Finalization:**

- The 2009 Annual Membership Fee must be paid
- The 2009 Membership Survey must be on file with Vermont Oxford Network
- The 2010 Eligibility Verification Plan must be on file with Vermont Oxford Network

APRIL 1, 2010: COMPLETE

➤ **COMPLETE and submit 2009 data on or before April 1, 2010**

- Complete and submit data items [minimum: # 1-Birth Weight through # 44-Birth Defect] for every Network ID Number used in 2009

MAY 15, 2010: CONFIRM

➤ **CONFIRM the following items with your VON Account Manager using the “Data Contact Confirmation” form on or before May 15, 2010**

The form will be sent to you. DO NOT submit the sample form from the Finalization Guidelines

All confirmed items must agree with the numbers on file at Vermont Oxford Network

- The first and last Patient Network ID Numbers used for the entire 2009 year
- The total number of eligible 2009 infants submitted to Vermont Oxford Network for the entire year, including Delivery Room Deaths
- The total number of eligible 2009 Delivery Room Deaths submitted for the entire year
- Any unused ID numbers for the entire 2009 year (i.e. gaps)
- The ID Numbers of any 2009 infants that are still in your hospital or at the ‘transferred to’ hospital. If any 2009 infants are classified as ‘Still Hospitalized’ at finalization, we will continue to track them until final discharge, death or their first birthday, whichever comes first. Please submit final discharge data as soon as it becomes available
- The ‘Unknown Items Summary’ has been reviewed and verified if applicable

~ GOAL ~

All ‘Record Status’ codes must be: ‘C’ - Correct or ‘S’ - Still Hospitalized for Finalization

**Please review the complete Finalization Guidelines posted on our Member’s Area
or on the ‘download’ section of our website:**

www.vtoxford.org

Contact your Account Manager if you have questions

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JUNE 1, 2010: CORRECT

➤ **CORRECT all 2009 data**

Records must be complete, confirmed and correct on or before JUNE 1, 2010

- All 'Record Status' codes must be C (Correct) or S (Still Hospitalized) at Finalization
- Records cannot be finalized with a 'Record Status' code of E (Error) or I (Incomplete)
- Your Report Contact receives the "Report Contact Finalization" and final 'Data Form Status Summary-Births for 2009' to review, sign and return

JUNE 15, 2010: CLOSE

➤ **CLOSE your 2009 data on or before June 15, 2010**

Verify, sign, and return the Report Contact Finalization document by June 15th to finalize your 2009 data

- If your Data Collection Team is in agreement with all items, please have the Report Contact sign and return the Finalization for 2009 to Vermont Oxford Network on or before JUNE 15, 2010.
- Please Note: All Quality Management Reports (QMR) will be in 'CD' format. A paper copy is available for \$250.00.
- Signing the "2009 Report Contact Finalization" confirms the complete and accurate reporting of your data according to the Vermont Oxford Network 2009 Manual of Operations, Release 13.2
- If all of the items on this list are COMPLETE, CONFIRMED, CORRECT and CLOSED on or before June 15, 2010, you will receive your 2009 NICU Quality Management Report (QMR) in September 2010
- If all items are not finished by June 15, 2010, inclusion in the 2009 QMR is not guaranteed

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Although the DATA FINALIZATION TIMELINE is tied to dates,
tasks may be accomplished before the dates indicated.

Do not return this checklist to Vermont Oxford Network.

It is for your internal use only.

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