Patient Data Collection and Submission

Data is an essential component of quality improvement and we will use its insight to guide the Homeward Bound (HB) initiative. Please review and implement the data collection tools described below and note the data submission guidelines.

Data Submission:

- HB patient-level data collection starts on January 1st, 2024 (it needs to be submitted by February 15^{th,} 2024).
- Submit monthly data by the 15th of the following month until the end of the initiative (June 2025).
- Once your DUA is executed, FPQC will email your HB data and project lead a link to submit your data. Please bookmark the link and use it throughout the initiative.

Aggregate data:

Submit monthly the total number of:

1. Number of infants discharged home
2. Number of patients discharged home with documented HRSN Screening

HB sample data:

- Abstract the medical record of the first 5 infants discharged home for each of the following criteria:
- --- 2500 grams and above with a Minimum 2 day stay
- --- 1500-2499 grams with a Minimum 2 day stay
- --- 750 – 1499 grams with a Minimum 2 day stay
- --- less than 750 grams with a Minimum 2 day stay
- ***Only abstract as many infants are in each criterion, with a maximum of 20 infants medical records abstracted each month***
- Abstract SDOH data for each selected chart using the HB Patient Level Data Collection Form
- Assign a "Study ID #" to each case abstracted starting with 001 and continue sequentially until the end of the initiative.
- Please keep a log of the patients whose data is submitted to FPQC. Include the patient's medical record number, the assigned study ID, and the return code that you will get when submitting the patient's data to FPQC. This will allow for data confirmation and corrections. This log is intended for your hospital use only, please never send it to FPQC.

Questions? Email us: erubio1@usf.edu

Complete for each patient submitted to the Homeward Bound data portal

Use this log to keep track of the patients whose data is submitted to the Homeward Bound database. Please keep it for your records only. Never submit the patient's medical record to FPQC.

Please assign a Study ID # to each case abstracted starting with 001 and continue sequentially until the end of the initiative. If data need to be verified, we will send you the "Study ID #" for the case.

Once you submit your cases in the MFC portal, the system will provide a "Survey Return Code" which can be used to access and correct the data submitted if needed. You will get one return code for all patients submitted each month.

Hospital Name: _____

Medical Record #	Study ID #	Survey Return Code	Data lead name

Medical Record #	Study ID #	Survey Return Code	Data lead name