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Resource Documents on the CHNC Secure Site for Users

Folder (Tab) 1

- Key CHNC website addresses and contacts
- CHND Portal Troubleshooting: cache clearing, first steps to address technical issues
- Table of Contents: Resource Documents for Data Coordinators (*eg, this document*)

Folder 2: Main DC Resources

- *Manual of procedures (MOP) v 2020.07.01 : *detailed info for data fields, updated every 6 months*
- *MOP Companion Guide: *Cliff notes for MOP*
- *Appendix resource guide: *in a searchable spreadsheet format, contains all CHND diagnoses, surgeries, bacterial/viral pathogens, medications in the database + useful formulae*
- Do not free text list: *list of data items that have a specific field or dropdown in the CHND and should not be "written in"*

Folder 3: Additional DC Reference Resources:

- Data collection forms: *paper copies of data fields as they exist in the CHND Portal*
- Final answer log: *recent list of answers to DC questions re data fields*
- Historical Final Answer Log: *historical list of answers to DC questions*
- Admission Log Template with Sample Case Scenario: *Detailed log to be completed on admission with Discharge Date added on Discharge - Sample baby from Case Scenario added NO PHI (as reference to use if wish to develop your own site-specific log; alternatively some sites obtain this log from EMR directly)*
- Admission log template: *Alternate Admission Log – Instructions on Sheet #3*
- Sample site sponsor log: *A spreadsheet to use to document issues that you want to review with your site sponsor*
- CHND Database Content/ Data Fields: *shows screen shots of various forms and fields in the CHND Portal*
- CHND Abstracting Roadmap+Tips: *shows tips for specific data fields, Sample abstracting "Road Map"*
- Training Video # 1: *New CHNC Abstractor Training*
- Training Video # 2: *Entering Data in CHND*

Folder 4: Presentations

- DC Call Recordings: *Audio-videos of monthly DC Calls*
- CHNC ad hoc Query Tool Webinar: *video on how to do manual ad hoc queries from your site's data in the **CHND Portal** (however many "Data Packages" have been built since this video, which automate common queries)*
- CHND ad hoc Reporting Webinar: *slides to accompany above ad hoc query video*
- CHND Reporting Town Hall Webinar: *Fall 2018 video addressing the **CHND Compare Reports** in the Tableau environment*

Folder 5: IRB

- CHNC Institution Review Board Templates: *documents for submission to your site's IRB*

**Starred resources are used daily by Data Coordinators and often are kept open on desktops during abstraction.*