**Neonatal Antibiotic Stewardship
Self-Reported Data Best Practices**

After reviewing the self-reported neonatal data this quarter, we realized that there is still a lot of data clean-up that is needed. This mainly happens when hospitals are reporting data in different ways and omitting important information. Based on some of the issues seen in the data, we've provided some pointers or data collection "best practices" to help avoid manual work in the future:

1. **Use the most recent version of the neonatal data collection template.** I've attached the newest version to this email. If there is another version that I'm not aware of, let me know.
2. **Use the specified naming convention for the filename of each data submission.** The blank version of the template that is attached to this email spells out the naming convention we would like you to use: "*[Facility Name] - [Reporting MonthYear] - MDPQC Neonatal Data Submission*" where [Facility Name] can be replaced with your hospital name or abbreviation and [Reporting MonthYear] can be replaced with the month and year that the data represents (e.g. June 2022).
3. **Provide a unique identifier (ID) for your hospital in every month's submission.** We have included the "CCN" field in the most recent neonatal data collection template, but if you do not know your CCN and you prefer using a different ID, that is fine. Please make sure that all previous data files have the same exact ID.
4. **Include both the month AND year in the "Reporting Month/Year (MM/YYYY)" field on the "Outcomes" tab.** We have seen several submissions with only the month (e.g. "July"), but since we've been collecting data for more than 12 months, we need to differentiate between data reported for July 2021 and July 2022, for example.
5. **Do not include text in fields that require an integer value.** We have seen several submissions with text to accompany the count data that was requested (e.g. "7 internally, 1 externally"). This requires manual computation on our end to clean up the data and align it with the measures we aimed to capture. The newest version of the template should force an integer entry, but it is a best practice, all the same.
6. **Do not alter the column or row headings, add/delete rows, or change the name of the worksheets in the file.** Again, the newest version of the template should prohibit these alterations, but it helps keep our data files consistent across each reporting month and across hospitals.