

Data recording flow chart

Data source	Process	Registry	Tasks	Responsible
Delivery room log	Record Perinatal Data	MNDS B35	Check log and record details on all live-births	MNDS, B35 Representative
Patient History	Child died in Deliery room? Yes No Record / Update Primary Hospitalization Child trans- ferred to other hospital?	MNDS B35 ASP	Upon discharge planning, dataset can be recorded in SwissNeoNet	MNDS, B35, ASP Representative
Patient History Patient History	Record 1st Discharge Data Record Final Discharge or Death Data	MNDS B35 MNDS B35 ASP	If child discharged to another hospital before discharge home, both discharge to other hospital and discharge home need to be filled in. Be sure to notify discharge hospital of own data requirement.	MNDS, B35, ASP Representative
	Child eligible for 2-year FU?		Check FU2 Missing List regularly to see if child: - is on list - needs to be recruited - assistance by MD is needed for recruitment	Secretary FU center

Data source	Process	Registry	Tasks	Responsible
Routine 2-year Follow-up Report	Ves Record FU2	MNDS ASP	Fill in report	MD, Psychologist FU center
	Child eligible for 5-6-year FU?		Check FU5 Missing List regularly to see if child: - is on list - needs to be recruited - assistance by MD is needed for recruitment	Secretary FU center
Routine 5-6-year Follow-up Report	Yes Record FU5	MNDS ASP	Fill in report	MD, Psychologist FU center
	Parents refuse FU5?		If parents refuse FU5, consider asking them if they would answer a few simple questions and go through parent questionnaire (FUP) with them.	Secretary FU center
Phone conversation with parents (if consent given)	Record FUP	MNDS ASP		