Cleft Palate Custom Module: Data Entry Timeline

- The time points for data entry are shown below. Forms for Cleft Module will appear as an option for you to complete once the following criteria is met:
  
  o **Baseline evaluation**: To be completed at time of Cleft Palate Repair.
    - **Form Name**: *Initial Cleft Palate Repair*
    - **Form Name**: *Treatment-Cleft Palate*

  o **Fistula evaluation**: To be completed when fistula is recognized or at time of repair.
    - **Form Name**: *Fistula Management*

  o **Speech evaluation**: To be completed at age 3 years and annually thereafter.
    - **Form Name**: *Speech Evaluation*
    - **Form Name**: *Surgical Management of VPI*

  o **Maxillary development**: To be completed at age 8 years, age 12 years, and at >= age 16 years.
    - *Include cephalometric data when available, and at age ≥ 16 years.*
    - **Form Name**: *Maxillary Development*

**Fistula Entry**

- When a fistula is noted, click the “Add Follow Up” link under **CASE ACTION** column, enter the Follow Up Date and click “Submit” button. Click on “OK” to save as complete and go to Outcomes form.

- In the Patient Follow-Up Outcome form, select “Adverse Event” for Follow-up Outcome. Under Procedure Specific Occurrences, check either “Wound Disruption Superficial” or “Wound Disruption Deep/Fascia”. Make sure to select Related CPT code(s) and then click “Submit” button.

- Upon completion of this “Add Follow Up” step, you can now enter the **Fistula Management** form to provide more details on the nature and location of the fistula and fistula management.
Cleft Palate Custom Module: Baseline Tabs

- Custom procedure modules are triggered in TOPS when specific CPT Code(s) are entered. The Cleft Palate custom module will be triggered in TOPS when either CPT Codes 42200, 42205 or 42235 are added and saved in the Procedures tab:

  - From the Procedures tab, click Add New CPT Code link to begin adding your Cleft code(s).
  - After adding and saving your Cleft code(s), the Cleft Palate module Baseline tabs ("Initial Cleft Palate Repair" and "Treatment-Cleft Palate") will be triggered and will open underneath the Procedures tab. Click on the "Proceed to Initial Cleft Palate Repair" tab to proceed:

    Proceed to Initial Cleft Palate Repair tab

  - You will be brought to the Initial Cleft Palate Repair Baseline tab. Please complete all applicable data fields for your case. Once you have completed the Initial Cleft Palate Repair tab, click on "Proceed to Treatment-Cleft Palate" tab.

    Proceed to Treatment-Cleft Palate tab

  - You will be brought to the Treatment-Cleft Palate Baseline tab. Select either "One Stage Palate Repair" or "Two Stage Palate Repair" and complete all applicable data fields for your case for Soft and/or Hard palate repaired.

    One Stage Palate Repair
    Two Stage Palate Repair
    One Stage Palate Repair – Soft / Hard
    Component of palate repaired - Soft
    Component of palate repaired - Hard

  - Once you have completed entering all applicable data fields, click Save for case information to be successfully saved.

  - All case information saved for One Stage Palate Repair and Two Stage Palate Repair will appear underneath the Treatment Stage Details table below. Multiple Palate Repair forms can be added. You can delete, view or edit saved information by clicking on the garbage can icon or pencil icon located under the VIEW/EDIT and REMOVE columns:
Cleft Palate Custom Module: Follow-up Forms

- **Follow-up forms** for Cleft Palate cases are added from the TOPS patient grid ("My Case" page):

  - Dashboards > Plastic Surgery Registries Network > TOPS > My Cases

- Before **Cleft Palate Follow-up forms** can be added for a cleft case, you must finish entering the required data fields for the form status to be **Complete** for both the TOPS Intake and Outcome case forms. From the My Cases table, the **Intake Status** and **Outcome Status** columns show the status of the case form (either **Incomplete** (red text) or **Complete** (Green text)). If the form status is **Incomplete**, you can click directly on the **Incomplete** or **Outcome Form Overdue** link for the case and finish the necessary data fields required for the form status to change to be **Complete**.

  ![Table Example]

  (Note: From the case form, click the **Submit** button on the bottom of the page after you finish the necessary data fields):

- After your cleft case has been successfully completed, from the TOPS patient grid click on the **Add Follow Up** link underneath the column labeled **CASE ACTION** to enter a new follow-up visit beyond the 30-day Post Op.

  ![Table Example 2]

  (Note: **Add Follow Up** link becomes active only when both TOPS Intake and Outcome case forms have been completed)

- Click **"OK"** to add a follow up visit for your cleft case.

  ![Confirmation Pop-up]

- Complete the **Follow Up Date** field and click the **Submit** button at the bottom of the page. (Note: Case information from the Intake form will prepopulate the Follow Up form. Only a follow up date is required.)

- Click **"OK"** to save follow up as complete and go to the **Follow-Up Outcome form**.
• You will be brought to the Follow-Up Outcome form for the case follow-up. Please enter the following data field for your cleft case. If “Adverse Event” is selected, choose the specific event that occurred from the list provided:

<table>
<thead>
<tr>
<th>CPT Codes of the Case</th>
<th>Outcome 30 days Post Op</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

- No Adverse Events
- Adverse Events
- Outcome Unknown

• After entering the above data field, click on Submit for the case Follow-up to be successfully saved.

Submit

• After successfully saving the Follow Up for your cleft case, corresponding links to enter data for Cleft Palate Follow-Up forms will be displayed in the TOPS patient grid underneath the column labeled “Case Action”.

(Note: Links for Cleft Palate Follow Up forms will reoccur each time you add a new follow-up “Add Follow Up” for a cleft case.)

<table>
<thead>
<tr>
<th>INTAKE STATUS</th>
<th>OUTCOMES POST OP</th>
<th>OUTCOME STATUS</th>
<th>CASE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>30-day Post op</td>
<td>No Adverse Events</td>
<td>Add Follow Up</td>
</tr>
<tr>
<td>Complete</td>
<td>4 Month Post op</td>
<td>Adverse Events</td>
<td>Fistula Management</td>
</tr>
<tr>
<td>Complete</td>
<td>5 Month Post op</td>
<td>No Adverse Events</td>
<td>Speech Evaluation Overdue</td>
</tr>
</tbody>
</table>

Color Definitions for Follow-Up forms:

<table>
<thead>
<tr>
<th>Link Color</th>
<th>Form action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Form is blank. No information entered</td>
</tr>
<tr>
<td></td>
<td>Form is overdue. Please complete</td>
</tr>
<tr>
<td></td>
<td>Form is completed. Information has been saved</td>
</tr>
</tbody>
</table>

• To enter a Cleft Palate Follow-Up form, click on any of the links displayed and select Add New Form:

Add New Form

• From the form, click the Save button on the bottom of the form after you finish entering required data fields.

✓ Save
Cleft Registry User Manual - Measurements Guide

The Veau Classification System:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Soft palate only</td>
</tr>
<tr>
<td>II</td>
<td>Hard &amp; soft palate up to or behind the incisive foramen</td>
</tr>
<tr>
<td>III</td>
<td>Complete unilateral of soft, hard, lip, &amp; alveolar ridge</td>
</tr>
<tr>
<td>IV</td>
<td>Complete bilateral of soft, hard, and/or lip and alveolar ridge</td>
</tr>
</tbody>
</table>

The following measurements should be completed in Baseline – Initial Cleft Palate Repair form for all patients

A. CLEFT ANTHROPOMETRY (to nearest 0.5 mm):

1. **CLEFT WIDTH – HARD PALATE**: posterior edge of hard palate shelves using a Castroviejo caliper _____ mm (Will not be completed if Veau I – Soft palate only is selected)

2. **CLEFT WIDTH – POSTERIOR ALVEOLUS**: posterior-medial edge of alveolus on left side of palate to posterior-medial edge of alveolus on the right side of palate_____ mm

3. **PALATE LENGTH – RANDALL CLASSIFICATION**: MEASUREMENT will be carried out at the time of palate repair and classified according to Randall, LaRossa, McWilliams, Cohen, Solot, & Jawad (2000).

   Posterior reach of the uvulae on the shortest side with minimal tension:

   - I  – Easily reaches posterior/inferior pharyngeal wall below the adenoid pad
   - II – Reaches the inferior half of the adenoids
   - III – Reaches only to the superior half of the adenoids
   - IV – Fails to reach the adenoids
Complete the following measurements for patients with Pierre Robin Sequence or Treacher Collins Syndrome

B. POSITIVE OVERJET (measured at anterior aspect of alveolar ridge):

1. DURING FIRST MONTH OF LIFE: _____ mm (to the nearest 0.5mm)
2. AT TIME OF CLEFT PALATE REPAIR: _____ mm (to the nearest 0.5mm)

Fig. 1. Maxillary-mandibular discrepancy measurement. The mandible is brought into passive occlusion with the patient in an upright position.