

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:

- **Baseline evaluation:** To be completed at time of Cleft Palate Repair.
 - Form Name: **Initial Cleft Palate Repair**
 - Form Name: **Treatment-Cleft Palate**

- **Fistula evaluation:** To be completed when fistula is recognized or at time of repair.
 - Form Name: **Fistula Management**
- **Speech evaluation:** To be completed at age 3 years and annually thereafter.
 - Form Name: **Speech Evaluation**
 - Form Name: **Surgical Management of VPI**
- ***Maxillary development:** To be completed at age 8 years, age 12 years, and at \geq age 16 years.
 - *Include cephalometric data when available, and at age \geq 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:

- ✓ Procedures
- ✓ Initial Cleft Palate Repair
- ✓ Treatment-Cleft Palate
- ✓ ICD-10 Code

CPT Code Details

CPT CODE(S)	DESCRIPTION
42205	Palatoplasty for cleft palate, with closure of alveolar ridge; soft tissue only
42200	Palatoplasty for cleft palate, soft and/or hard palate only

- 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

One Stage Palate Repair – Soft / Hard

Two Stage Palate Repair

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.

✓ Save

- 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:

One Stage Palate Repair
Two Stage Palate Repair

Treatment Stage Details

STAGE	READMISSION RELATED TO CLEFT PALATE REPAIR	DATE OF TREATMENT	VIEW/EDIT	REMOVE
One Stage Palate Repair	Yes	07-23-2018	✎	🗑
One Stage Palate Repair	Yes	07-23-2018	✎	🗑
Two Stage Palate Repair	Yes	08-29-2018	✎	🗑

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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**.

VISIT/PROCEDURE DATE	INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS
3/19/2019 - 42200	Complete	30-day Post op	Enter Outcome Form
1/9/2019 - 19318	Incomplete	N/A	Outcome Form Overdue
1/15/2019 - Multiple Codes ⓘ	Complete	30-day Post op	No Adverse Events

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

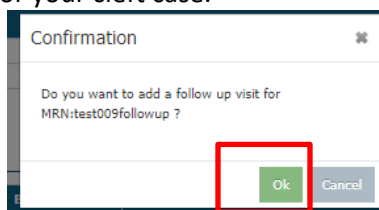
Submit

- 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.

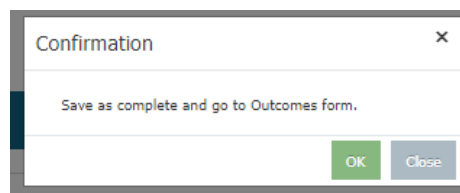
INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS	CASE ACTION
Complete ⓘ	30-day Post op ⓘ	No Adverse Events	Add Follow Up ⓘ Add New Case ⓘ

(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.



- 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**.



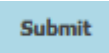
- You will be brought to the **Follow-Up Outcome form** for the case follow-up. Please enter the following data field for your cleft case. If “Adverse Event” is selected, choose the specific event that occurred from the list provided:

CPT Codes of this Case 42200 ⓘ

Outcome 30 days Post Op* ⓘ

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.



- 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**”.

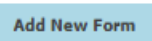
(Note: Links for Cleft Palate Follow Up forms will reoccur each time you add a new follow-up “**Add Follow Up**” for a cleft case.)

INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS	CASE ACTION
Complete ⓘ	30-day Post op ⓘ	No Adverse Events	Add Follow Up ⓘ Add New Case ⓘ
Complete	4 Month Post op	Adverse Events Reported 🚩	Fistula Management ⓘ Speech Evaluation Overdue ⓘ Surgical Management of VPI ⓘ Maxillary Development Overdue ⓘ
Complete	5 Month Post op	No Adverse Events	Fistula Management ⓘ Speech Evaluation Overdue ⓘ Surgical Management of VPI ⓘ Maxillary Development ⓘ

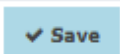
Color Definitions for Follow-Up forms:

Link Color	Form action
	Form is blank. No information entered
	Form is overdue. Please complete
	Form is completed. Information has been saved

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



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



Cleft Registry User Manual - Measurements Guide

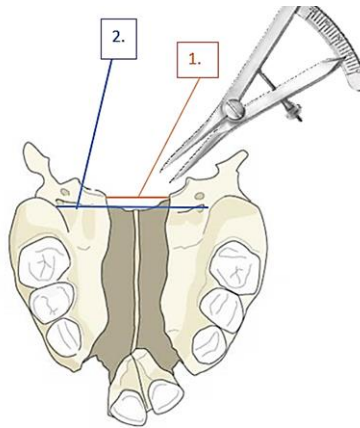
The Veau Classification System:

Class	Description
I	Soft palate only
II	Hard & soft palate up to or behind the incisive foramen
III	Complete unilateral of soft, hard, lip, & alveolar ridge
IV	Complete bilateral of soft, hard, and/or lip and alveolar ridge

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

A. CLEFT ANTHROPOMETRY (to nearest 0.5 mm):

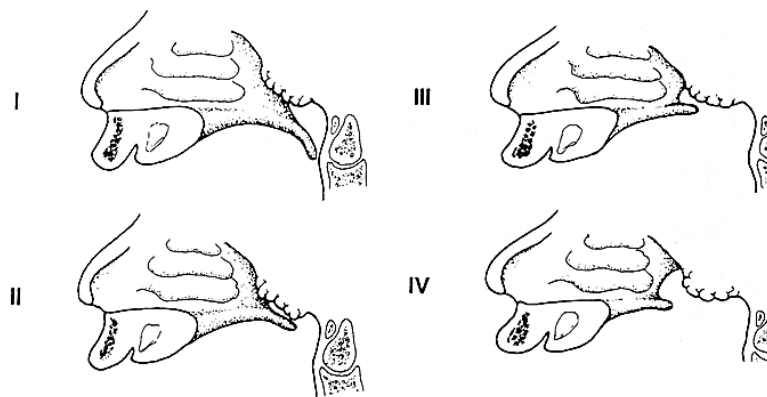
1. **CLEFT WIDTH – HARD PALATE:** posterior edge of hard palate shelves using a Castroviejo caliper _____ mm (Will not be completed if Veau I – Soft palate only is selected)
2. **CLEFT WIDTH – POSTERIOR ALVEOLUS:** posterior-medial edge of alveolus on left side of palate to posterior-medial edge of alveolus 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)

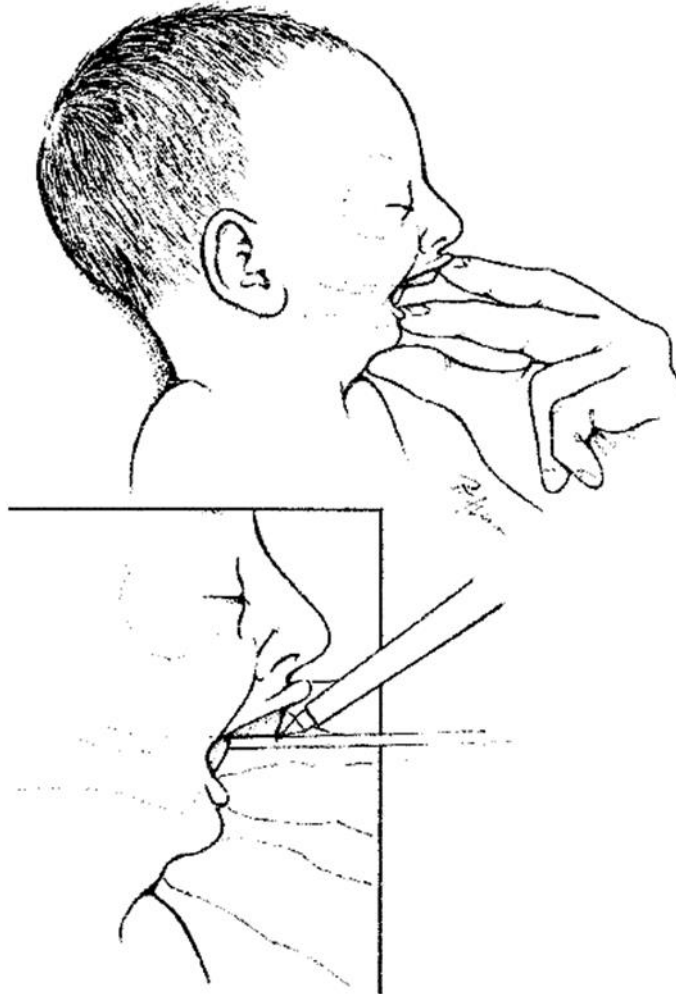


FIG. 1. Maxillary-mandibular discrepancy measurement. The mandible is brought into passive occlusion with the patient in an upright position.