



END STAGE RENAL DISEASE NETWORK OF TEXAS

CMS-2744 Getting Started Guide

The CMS-2744 is an annual survey that summarizes dialysis and transplant unit activity for a calendar year, including admits, discharges, treatments, modalities, and staff number. This information is compiled by the Networks and submitted to CMS and reported to Congress and the Secretary of the Department of Health and Human Services in order to help determine things such as funding for the ESRD Program. In previous years, Network 14 has generated this report for the Texas units and mailed it out with patient rosters, event listings, and Vocational Rehabilitation paperwork. With the national launch of CROWNWeb, however, this report will now be generated by the units under the **Form 2744** module in CROWNWeb.

Prior to generating your unit's CMS-2744, you should complete the suggested preparation tasks below.

Verify your PART

You must verify every patient on the PART, not just your new admits from the previous month, and this includes transients. By verifying every patient every month, you are ensuring that your roster is up-to-date and that every patient's individual modality is accurate. For more information on the PART, please see the PART Verification Guide on the Network website.

Vocational Rehabilitation

Enter your Voc Rehab information for your patients aged 18-54. The Voc Rehab information is entered on the Patient Attributes Page in CROWNWeb. It is located in the **Misc Info** box at the bottom of the screen. Please be aware that a low Voc Rehab to patient population ratio may result in your unit participating in a Vocational Rehabilitation Improvement Plan. To enter the information, follow these steps:

- 1) Click on the **Patients** tab.
- 2) Click on the **PART** tab in the blue sub-menu.
- 3) Click on a patient's name in the **Patient Name** column.
- 4) Click on the **Edit Patient** tab in the gray sub-menu on the patient's attributes page.
- 5) Scroll down to the bottom of the screen and select the patient's **Current Employment Status** from the drop-down menu.

Misc Info ²		
	Current Status	Effective Date
Citizenship	<input type="text"/>	<input type="text"/>
Medicare Enrollment	Currently enrolled in Medicare Coverage	02/08/2012
Employment	<input type="text"/>	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Vocational Rehabilitation	<input type="text"/>	<input type="text"/>
Medical Info	<input type="text"/>	<input type="text"/>

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- 6) Enter the **Effective Date** of the patient's current employment status. (This date should be the actual date the employment status went into effect; if the status has been the same since the patient was admitted to your unit, you may put the patient's admit date.)
- 7) Select the patient's **Current School Status**.

Misc Info ²		
	Current Status	Effective Date
Citizenship	<input type="text"/>	<input type="text"/>
Medicare Enrollment	Currently enrolled in Medicare Coverage	02/08/2012
Employment	<input type="text"/>	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Vocational Rehabilitation	<input type="text"/> <ul style="list-style-type: none"> School Full Time School Part Time Not In School 	<input type="text"/>

- 8) Enter the **Effective Date** of the patient's current school status. (This date should be the actual date the school status went into effect; if the status has been the same since the patient was admitted to your unit, you may put the patient's admit date.)
- 9) Select the patient's **Current Vocational Rehabilitation Status**.

Misc Info ²		
	Current Status	Effective Date
Citizenship	<input type="text"/>	<input type="text"/>
Medicare Enrollment	Currently enrolled in Medicare Coverage	02/08/2012
Employment	<input type="text"/>	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Vocational Rehabilitation	<input type="text"/> <ul style="list-style-type: none"> Referred to VR Currently in VR Completed VR Not Eligible for VR Declines VR 	<input type="text"/>

Medical Info	
<input type="text"/>	<input type="text"/>

- 10) Enter the **Effective Date** of the patient's current Voc Rehab status. (This date should be the actual date the Voc Rehab status went into effect; if the status has been the same since the patient was admitted to your unit, you may put the patient's admit date.)
- 11) Make sure the patient's Medicare Enrollment Status is correct; if not, select the patient's **Current Medicare Enrollment Status**.

Misc Info ²		
	Current Status	Effective Date
Citizenship	<input type="text"/>	<input type="text"/>
Medicare Enrollment	Currently enrolled in Medicare Coverage	02/08/2012
Employment	<input type="text"/> <ul style="list-style-type: none"> Currently enrolled in Medicare Coverage Medicare Application Pending No Medicare Coverage 	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Vocational Rehabilitation	<input type="text"/>	<input type="text"/>



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- 12) **Medicare Enrollment Status is needed for the CMS-2744.** Make sure that the **Effective Date** accurately reflects when these changes took effect (the date **Medicare Part B** was entitled); if the patient is only entitled to **Medicare Part A**, put that entitlement date; if the patient is not currently enrolled in Medicare, put the patient's admit date to your unit as the **Effective Date**.
- 13) Click **Submit** at the bottom of the screen.
- 14) Click the **PART Verification** hyperlink in the breadcrumb trail located beneath the gray sub-menu.
- 15) Repeat these steps for all of your permanent patients aged 18-54.

Network 14 also strongly urges you to enter the other values in the **Misc Info** box:

- 1) **Citizenship** (This info is needed should your patient receive a transplant in the US.)

Misc Info ²		
	Current Status	Effective Date
Citizenship	<input type="text"/>	<input type="text"/>
Medicare Enrollment	US Citizen <input type="text"/> coverage <input type="text"/>	02/08/2012 <input type="text"/>
Employment	Non US Citizen <input type="text"/>	<input type="text"/>
School	Foreign National US Resident <input type="text"/>	<input type="text"/>
Vocational Rehabilitation	US Resident <input type="text"/>	<input type="text"/>

Note: If inaccurate effective dates have already been entered in these fields on the patient's attributes page, navigate to the patient's Attributes History page by clicking the **View Patient Attribute History** tab in the gray sub-menu and make your corrections to the effective dates by clicking **Edit Patient Attribute History** in the gray sub-menu. Make your changes to the dates and click **Submit**.

These preparation tasks should be done by all Network 14 facilities, whether they are part of a Batch Submitting Organization (BSO) or not (Non-BSO). BSOs are: DaVita, FMC, DCI, and NRAA.

Once these preparation tasks are completed, you should **generate your CMS-2744**. To generate the form, follow these steps:

- 1) Click the **Form 2744** tab.
- 2) Click the **Add New 2744** tab in the blue sub-menu.
- 3) Enter all mandatory facility information
 - a. If your **Facility DBA Name** isn't already populated, or if there are no DBA Names to choose from on the drop-down list, enter your **Facility CCN (CMS Certification Number)** or **NPI** and click **Go**.
 - b. Year: **You will enter the year that just ended, not the current year** (e.g., in 2015, you will enter survey year 2014).
- 4) Click **Add**.
- 5) Enter the **Treatment and Staffing Information** in the fields.
- 6) Click **Generate**.
- 7) Scroll to the bottom of the screen and click **Save**.

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Now that the CMS-2744 has been generated and saved, you have access to reports that you should generate prior to submitting a final CMS-2744 for Network acceptance. These reports include:

- Patients Receiving Care at End of Survey Period Report
- Additions During Survey Period Report
- Patients Hemodialyzing More Than 4 Times Per Week Report
- Patient Eligibility Status Report
- Vocational Rehabilitation Report

You should generate all of these reports and check them for accuracy. If anything is inaccurate, you should navigate to the patient records of those patients in question and check the **Attributes Page, Admit/Discharge Summary, and Treatment Summary** for accuracy. Make any changes as needed and generate the reports again. To generate the reports, follow these steps:

If you are already in the saved CMS-2744 screen:

- 1) Click on the desired report tab in the gray sub-menu.
- 2) A “File Download” dialog box will display; click **Open** or **Save**.

If you are not already in the saved CMS-2744:

- 1) Click the **Form 2744** tab.
- 2) Enter your search criteria to find the appropriate form for your unit.
- 3) Click the hyperlinked **ID** of the appropriate form.
- 4) Click a report tab in the gray sub-menu.
- 5) A “File Download” dialog box will display; click **Open** or **Save**.

If all of your data is accurate, there are no resolvable errors or warnings on your form, and your numbers balance, you can submit your CMS-2744 to the Network for acceptance by following these steps:

- 1) Click the **Form 2744** tab.
- 2) Click **Status Change Updates** in the blue sub-menu.
- 3) Click the hyperlinked **ID** for the CMS-2744 under the appropriate status section.
- 4) Click **Submit for Acceptance** at the bottom of the page.
- 5) Click **Yes** in the “Are you sure you want to submit this 2744 for acceptance?” dialog box.

NOTE: BSO facilities must verify that all data from the survey year has been submitted prior to submitting the CMS-2744 to the Network 14 office.

Just because you have submitted the form does not mean it has been accepted. You should check the status of your CMS-2744 often to ensure that the Network does accept it. If the Network rejects your CMS-2744, it will appear under the **Form 2744 Rejected Status** section of the **Status Change Updates** tab with comments on why it has been rejected. Make the necessary changes and submit it again.

When the Network accepts your form, it will appear under the **Form 2744 Accepted Status** section of the **Status Change Updates** tab. When the Network has finalized the form, it will appear in the **Form 2744 Finalized Status** section of the **Status Change Updates** tab. The CMS-2744 has not been completed unless it has been finalized.