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CROWNWeb Data Management Ideas

Currently, more than 20,000 authorized individuals at over 7,000 Medicare-Certified dialysis facilities and transplant centers use CROWNWeb to submit administrative and patients’ treatment information directly to the Centers for Medicare & Medicaid Services (CMS). These users follow instructions provided by the End-Stage Renal Disease (ESRD) Systems Data Management Guidelines and resources on the MyCROWNWeb.org website to get an understanding of when and how to submit CROWNWeb data.

With thousands of facility representatives using CROWNWeb, many have developed processes and use resources to support data submission requirements. An ESRD Community of Practice (CoP) series was developed by CMS and the ESRD Outreach, Communication, and Training (EOCT) Team in order to share and discuss these best practices. The October 2019 Town Hall event served as the first ever ESRD CoP meeting. It featured three facility representatives who shared their best practices for managing data submissions. The goal of the series is for attendees to capture new ideas that could be used to support their data management efforts. Below are the concepts shared on the October 2019 Town Hall:

Data Management Concepts
<ul style="list-style-type: none"> Implement a schedule with specific data being entered in CROWNWeb on specific days of the month.
<ul style="list-style-type: none"> Create a CROWNWeb-specific role at your facility. Appoint a person to be a CROWNWeb Specialist who oversees the submission of data. Consider having a designated individual at the facility-level who can oversee the completion of all manual entries or batch submissions.
<ul style="list-style-type: none"> Use the Admit Patient and CROWNWeb Initial 2728 Worksheets available via www.MyCROWNWeb.org. Include these worksheets as part of the new patient admit process. Print copies and work to complete these during a patient’s initial treatment.

Access the [October 2019 Town Hall](#) materials for a complete overview of the processes shared with meeting attendees.

Do you have a best practice that could be shared on a future ESRD Community of Practice? We would like to hear from you! Email us at CRAFT@MyCROWNWeb.org.

CROWNWeb Resources Available

Did you know that there are over 27 training modules, 11 training videos, seven quick start guides, an online Help System, and CROWNWeb worksheets available via the MyCROWNWeb.org website? This website serves as the official source to obtain all communication and training materials in support of CROWNWeb. Given that there are a lot of materials available via MyCROWNWeb.org, some users may not be familiar with all of the resources that can be used to support their data reporting needs. Here are two examples:

CROWNWeb Admit Patient and CROWNWeb Initial 2728 Worksheets:

These worksheets were designed to simplify the process users follow to admit patients and complete CMS-2728 forms in CROWNWeb. These worksheets inform users of the fields that are required and the ones that become active based on selections in CROWNWeb. They feature questions that follow the same format and order as CROWNWeb. Users can print copies of the worksheet to collect and enter necessary data in CROWNWeb.

Access the Admit Patient Worksheet here:

http://mycrownweb.org/assets/worksheets/Admit_Patient_Worksheet.pdf

Access the CROWNWeb Initial 2728 Worksheet here:

http://mycrownweb.org/assets/worksheets/Initial_2728_Worksheet.pdf

Additional resources and printouts can be found via:

<http://mycrownweb.org/crownweb-training-materials/>

Clinical Closures

Clinical closure dates apply to all Collection Types (Hemodialysis and Peritoneal Dialysis). Additionally, clinical data submissions apply to all submission methods.

Reporting Month	Clinical Closure Date
October 2019 Clinical Month	January 2, 2020 at 11:59 PM PT
November 2019 Clinical Month	January 31, 2020 at 11:59 PM PT
December 2019 Clinical Month	March 2, 2020 at 11:59 PM PT



For future newsletter suggestions or other questions, contact : craft@MyCROWNweb.org

The information included as part of this newsletter is current as of the date of release.

www.MyCROWNWeb.org