



End-Stage Renal Disease (ESRD) Quality Reporting System (EQRS) Data Management Guidelines

Document Control

©	Information
Sequence Number	0005
Document Type	Guidelines
Release Number	6.0
Release Date	August 22, 2022

Document Updates

Additions	<ul style="list-style-type: none"> • EQRS Security Measure: EQRS Role Deactivation after 60 Days without User Login • Vaccination Module • New/Modified Discharge Reasons for Admission in Support of Transplant • Network editor role for CMS-2728 and CMS-2746 Form modifications • Network editor role for reopening submitted CMS-2744 Surveys • CMS-2744 Survey Reports
Removals	Not applicable

Contributors

A special “thank you” goes to the following individuals and groups for their contribution to the development of the EQRS Data Management Guidelines:

Centers for Medicare & Medicaid Services (CMS)	Ahmar Wazir, EQRS Systems Lead
ESRD Outreach, Communication, and Training Contractor (EOCT)	Jane Chaine, Communications Director, HSAG
ESRD Networks, Programs, and Data Managers	

The work on this publication was performed under Contract Number 75FCMC18D0026, titled “Outpatient Quality Program Systems and Stakeholder Support,” and was funded by the Centers for Medicare & Medicaid Services, Department of Health and Human Services. The content of this publication does not necessarily reflect the views or policies of the Department of Health and Human Services, nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. government. The author assumes full responsibility for the accuracy and completeness of the ideas presented.

EQRS Data Management Guidelines

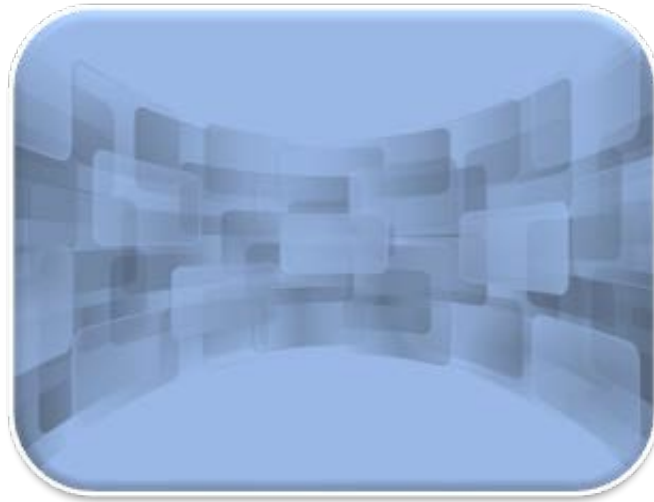
Table of Contents

Introduction and Background	
EQRS Overview	2
EQRS Introduction.....	2
Accessing Training Materials	3
Using EQRS.....	3
Account Maintenance.....	3
What is HARP?.....	3
End User Roles and Responsibilities	5
End User Roles.....	5
EQRS Data Manager.....	5
Chapter 1: Data Monitoring.....	7
Facility Dashboard.....	8
Monitor Facility Dashboard.....	8
Facilities	9
Monitor Facility In-Center Hemodialysis Consumer Assessment of Healthcare Providers and Systems (ICH CAHPS) Attestations.....	9
Monitor Facility Summary.....	10
Monitor Saved Facilities	11
Personnel.....	12
Review Personnel Information	12
Chapter 2: Data Measuring.....	154
EQRS Reports.....	15
Generate Patient Events Report	15
Generate Patient Roster Report.....	16
Chapter 3: Data Managing.....	198
Facilities	20
Add New Facility in EQRS.....	20
Submit Facility ICH CAHPS Attestations.....	21
Update Facility Details	22
Patients.....	23
Admit and Discharge Patients	23
Complete CMS-2728 and CMS-2746 Forms	24
Add Vaccination Information.....	25
Personnel.....	26
Add/Edit Key Personnel.....	26

EQRS Data Management Guidelines

Clinical	27
Manage Clinical	26
Report Clinical Depression Screening and Follow-Up Plan.....	28
Action List	29
Resolve Action List Accretions	29
Form 2744	30
Add New CMS-2744A Forms (Dialysis Facilities)	30
Add New CMS-2744B Forms (Kidney Transplantation Facilities)	31
Accept/Reject/Finalize CMS-2744 Forms.....	32
Add New CMS-2744A Forms for Closed Facilities.....	32
Chapter 4: Tier 3 Data Manager Role	343
Role Defined.....	34
Appendixes	35
Admit and Discharge Reasons	35
Patient Admit and Discharge Reason Rules.....	37
Tier 1 Data Manager Task List	40
Tier 2 Data Manager Task List	42
Tier 3 Data Manager Task List	43

Introduction and Background



EQRS Overview

The Centers for Medicare & Medicaid Services (CMS) provides ongoing support to the End-Stage Renal Disease (ESRD) community to foster accurate and timely data submission into the ESRD Quality Reporting System (EQRS). EQRS blends functionalities of three legacy ESRD systems into one global application. The following legacy ESRD systems are now consolidated under EQRS to support ESRD facilities and programs and are not operational:

- ESRD Quality Incentive Program (QIP): A quality measure value-based purchasing performance score review system
- Consolidated Renal Operations in a Web Enabled Network (CROWNWeb): An ESRD patient registry and quality measure reporting system
- Renal Management Information System (REMIS): Medicare coverage determination support system

EQRS Introduction

More than 15,000 people from 8,100+ renal dialysis facilities and select renal transplantation centers use EQRS. These users process and access information that include, but are not limited to, facility details, patient admissions/discharges, CMS forms, and patient clinical data. Additionally, other ESRD stakeholders, including ESRD Network representatives, use EQRS to support data accuracy activities, reinforce quality improvement steps, and provide technical assistance to dialysis facilities.

To help ensure that all data reported via EQRS accurately reflect the quality of patient care, it is vital that all EQRS users understand and follow standardized processes when completing specific tasks.

This document describes standardized data management processes created, reviewed, and approved by CMS. EQRS users should reference these guidelines when overseeing data entry and reporting efforts.

Tasks to be completed by EQRS users and submission timelines are identified in this EQRS Data Management Guidelines document. These tasks fall into three categories:

1. **Data Monitoring** consists of policies, processes, and practices that address the accuracy, validity, completeness, timeliness, and integrity of data (data quality).
2. **Data Quality Measuring** quantifies quality of care through comparison to a criterion. Quality measurements typically focus on structures or processes of care that have a demonstrated relationship to positive health outcomes.
3. **Data Quality Managing** consists of the business processes that ensure the integrity of an organization's data during collection, application (including aggregation), warehousing, and analysis.¹

¹ Source of definitions: <http://library.ahima.org/PB/DataQualityModel#.XBPCMhKhEY>

Accessing Training Materials

Step-by-step instructions regarding how to complete procedures highlighted in this document can be accessed via <https://mycrownweb.org/education/>.

Using EQRS

EQRS allows users to enter and manage data in the following areas:

- Patient information (including demographics and treatment and admission records)
- Facility information (including contact information, hours, and types of services)
- Personnel information (including current staff members and job titles)
- Clinical Data
- Clinical Depression and Follow-up
- Vaccinations

EQRS allows users to generate reports in the following areas:

- Patient Events Report
- Patient Roster Report
- View Facility Form 2744

Account Maintenance

Due to the sensitivity of the data stored in EQRS, all users must first complete CMS's Healthcare Quality Information System (HCQIS) Access Roles and Profile (HARP) account registration process to establish and maintain a user ID. Additionally, users must use EQRS to request and maintain roles, as well as access user interfaces within EQRS. Users' roles and scope are approved by their facility's assigned Security Official.

In 2021, CMS implemented a security measure which disables the EQRS user role(s) for users who have not logged into their EQRS account within 60 days from their last login. EQRS users who are getting close to the 60-day inactivity deadline receive EQRS login inactivity alerts via email notification at days 50, 53, 55, 57, and 59. Users must login to their EQRS account to reset this timer.

To reactive their EQRS user role(s), users must login to EQRS using their HCQIS HARP account credentials. Step-by-step instructions on how to re-request your EQRS user role(s) is covered on slides 36-45 of the HCQIS HARP Training, available on MyCROWNWeb:

https://mycrownweb.org/wp-content/uploads/2021/09/HCQIS-Access-Roles-and-Profile-HARP-Training_updated09012021.pdf

What is HARP?

HARP is a secure identity management portal provided by CMS. Creating an account via HARP provides users with a user ID and password that can be used to access many CMS applications.

HARP is also used to support the identity vetting process by requiring users to complete a Two-Factor Authentication (TFA) process that helps grant users access to CMS applications after they have successfully presented several pieces of identity verifying information to an authentication

EQRS Data Management Guidelines

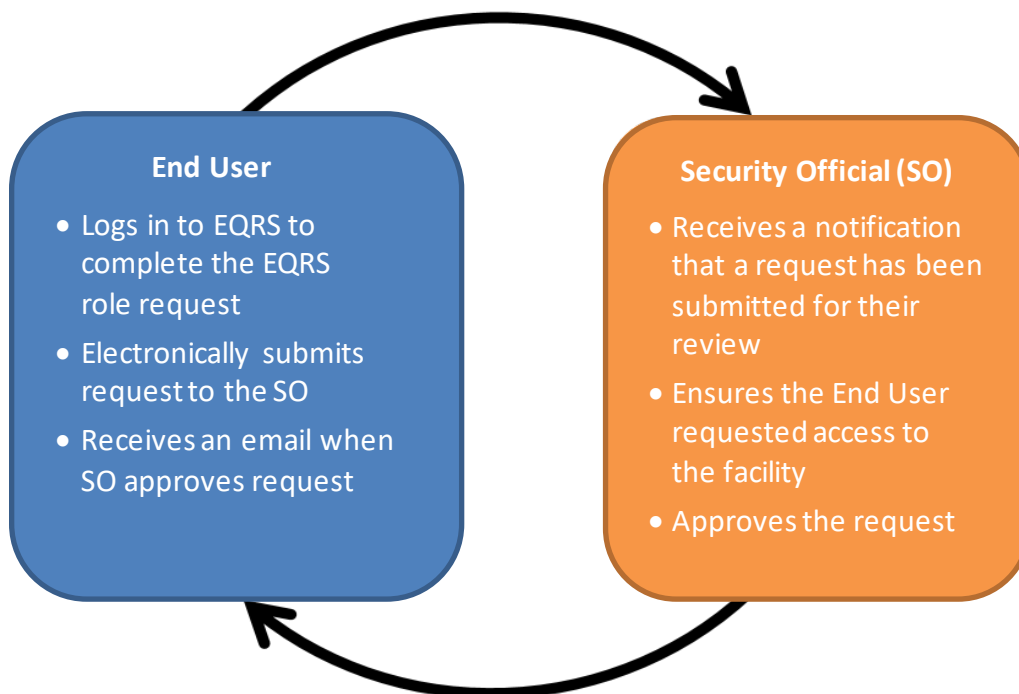
tool. During the account registration process, users must select a TFA code delivery method. Security Codes are submitted to designated devices to help authenticate users' access.

HARP provides a single location for users to:

- Modify their user profile
- Change their password
- Update their Challenge Question
- Add or remove TFA devices

After establishing a HARP account, a user must log in to EQRS to request access to the user interfaces within EQRS.

The following image outlines the process required to request a role in EQRS:



Overview of EQRS Roles

- **End User:**
 - Performs tasks within CMS applications, such as EQRS
 - May have a user role and scope over multiple organizations
- **Security Official:**
 - Can serve as the Security Official (SO) over multiple organizations
 - Approves or denies additional SO and End User role requests for a specific organization
 - Must have an End User role to perform tasks in the EQRS application
 - Cannot approve their own End User role request

All EQRS users must complete a HARP account setup. Below are resources to assist with registering for a HARP account:

EQRS Data Management Guidelines

- Register for a HARP account via <https://harp.cms.gov/register/profile-info>.
- Access EQRS via <https://eqrs.cms.gov/globalapp/>.
- Access step-by-step HARP account registration and EQRS role request instructions via <https://mycrownweb.org/harp-training/>.

End User Roles and Responsibilities

End User Roles

There are three types of roles for an End User. An End User can have more than one role.

- **Viewer** – Views previously submitted data
- **Editor** – Enters data into EQRS
- **Batch** – Electronically uploads data into EQRS on behalf of facilities within the user's scope

EQRS Data Manager

EQRS Data Managers oversee data entries. A Data Manager is defined as any authorized user who **monitors** data quality, **measures** data effectiveness, and **manages** data reliability, accuracy, and timeliness.

There are three tiers of Data Managers who complete monitoring, measuring, and managing activities to support successful reporting of data via EQRS:

- **Tier 1 Data Managers include facility-level users and Electronic Data Interface (EDI) submitters.** Tier 1 Data Managers are individuals or groups that manually enter patient and facility details directly into EQRS. Tier 1 Data Managers can also be affiliated with an organization that electronically uploads information on behalf of a facility.
- **Tier 2 Data Managers include ESRD Network-level users.** Tier 2 Data Managers are individuals or groups that provide technical data reporting assistance. Tier 2 Data Managers primarily monitor data reporting efforts to foster accurate and timely submissions by Tier 1 users. Additionally, Tier 2 Data Managers input data directly into EQRS to support data reporting requirements. Tier 2 users analyze reported data to determine appropriate support activities for improving quality of both data and healthcare outcomes.
- **Tier 3 Data Managers include data support contractors such as those responsible for the Center for Clinical Standards and Quality (CCSQ) Service Center and the Application Development Organization (ADO).** Tier 3 Data Managers are individuals or groups that support CMS data reporting needs, as well as monitor and analyze EQRS data entry. Additionally, individuals or groups in this classification support Tier 1 and Tier 2 Data Managers.

In their respective roles, Data Managers:

- Foster timely and accurate reporting by analyzing data submission and quality, using EQRS reports.
- Assist with or oversee data entry for dialysis facilities, kidney transplantation centers, and Veterans Health Administration (VHA) facilities.

EQRS Data Management Guidelines

- Work to resolve Action List discrepancies.
- Generate, review, and finalize CMS-2744 ESRD Facility Survey submissions.
- Monitor compliance with ESRD QIP reporting and performance measures.
- Assist CMS and other ESRD stakeholders described in this document with **monitoring**, **measuring**, and **managing** all EQRS data.

Visit the following link for additional guidance regarding utilization of ESRD QIP:

https://mycrownweb.org/wp-content/uploads/2022/01/PY-2022-ESRD-QIP-UI-Quick-Start-Guide_CMS_Approved508_c-1.pdf

Tasks authorized to be performed by specific Data Managers are identified in the following sections of these EQRS Data Management Guidelines.

Chapter 1

Data Monitoring



Data Monitoring

EQRS has five tasks that support efforts to promote data quality through data monitoring. EQRS also offers multiple reports and search capabilities to allow users to monitor and audit data entry efforts.

Section	Task	Authorized Tier
Facility Dashboard	Monitor Facility Dashboard	Tier 1 and Tier 2
Facilities	Monitor Facility ICH CAHPS Attestations	Tier 1, Tier 2, and Tier 3
	Monitor Facility Summary	Tier 1 and Tier 2
	Monitor Saved Facilities	Tier 2
Personnel	Review Personnel Information	Tier 1

This chapter provides further details about data monitoring and the timeframes for performing required tasks to support data validity.

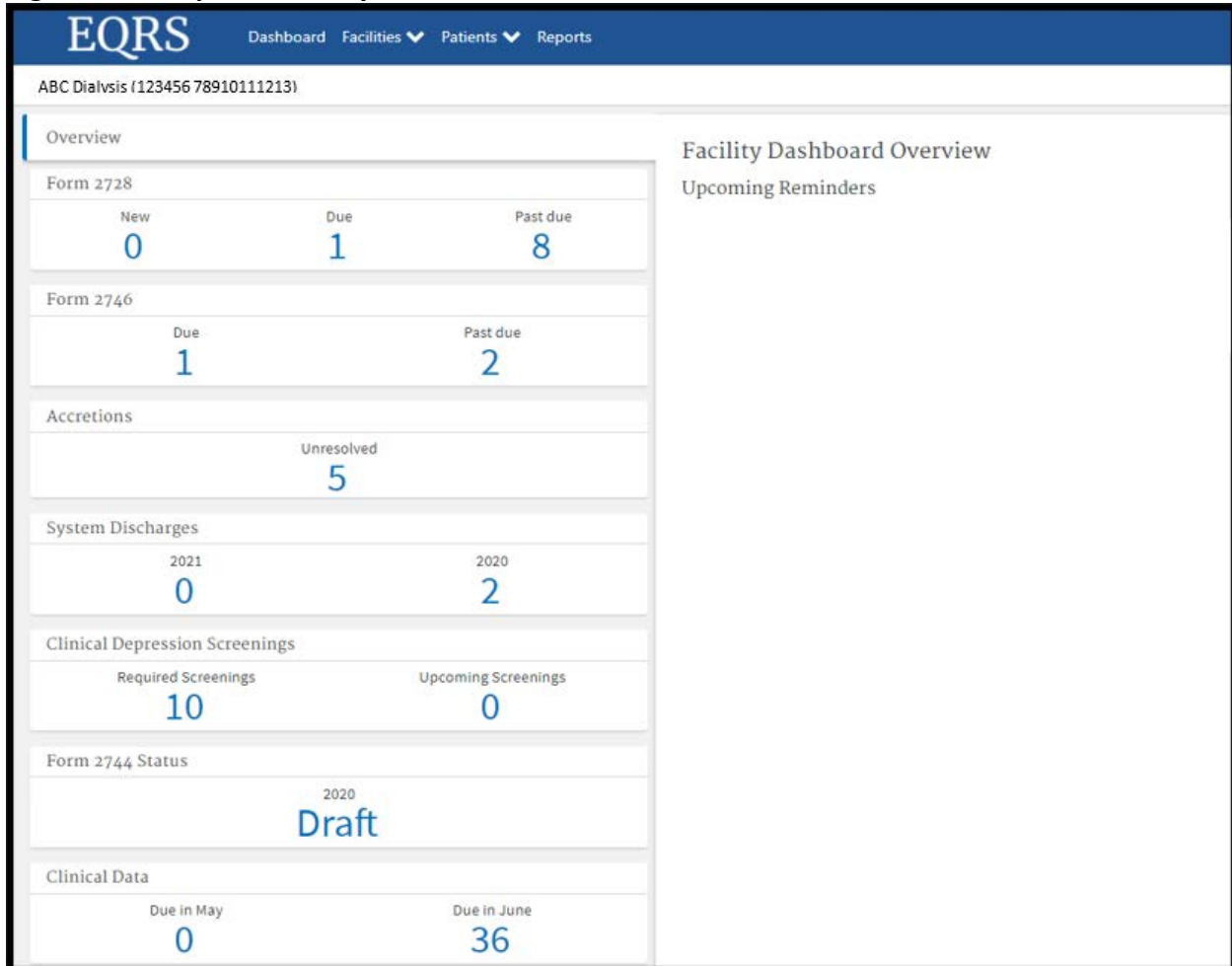
Note: An overview of the tiers is in the EQRS Data Manager section on Page 5.

Facility Dashboard

Monitor Facility Dashboard

Key Points	<ul style="list-style-type: none"> The Facility Dashboard provides users with upcoming data submission reminders in EQRS. The Facility Dashboard presents users with a list of outstanding deliverables for the facilities within their scope. The Facility Dashboard lets users click on the number of outstanding items to view more detail on required submissions.
Frequency	Tier 1 Data Managers monitor Facility Dashboard data at least weekly to help ensure that required data are completed within a timely manner.

Figure 1: Example of Facility Dashboard

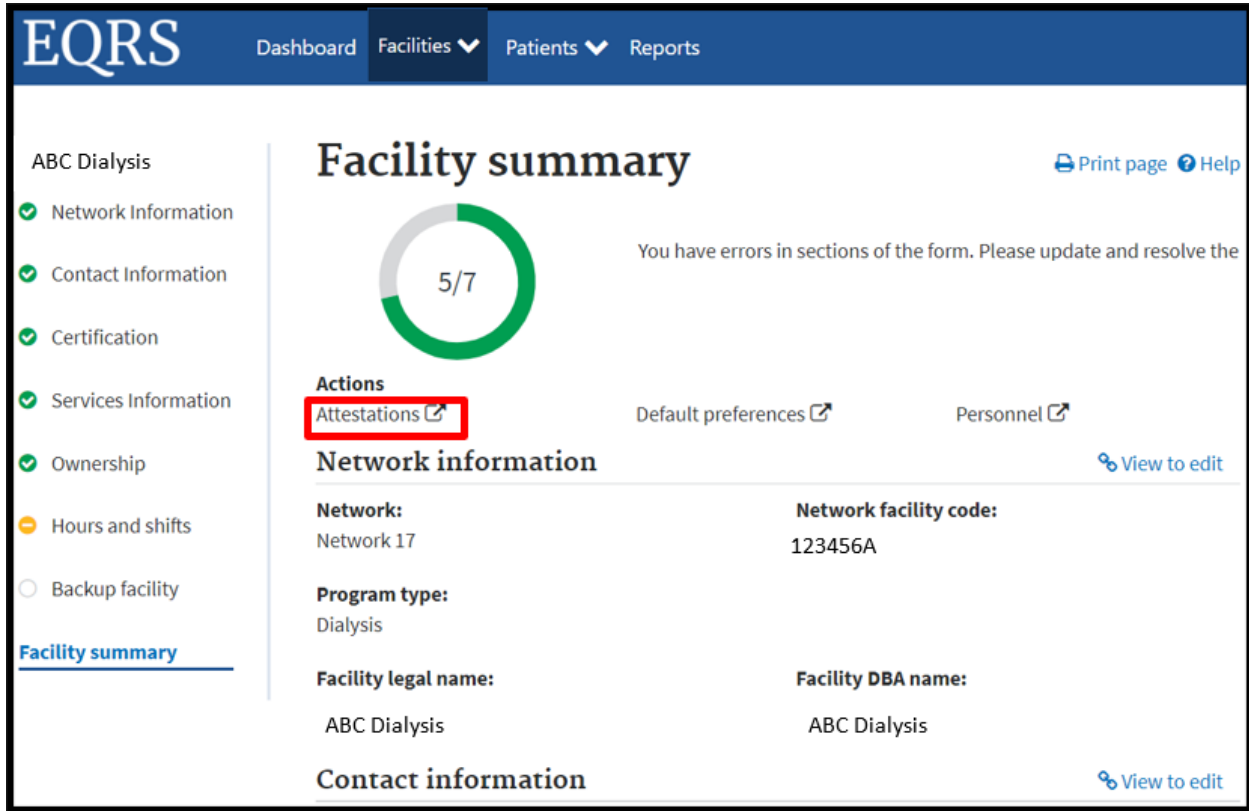


Facilities

Monitor Facility In-Center Hemodialysis Consumer Assessment of Healthcare Providers and Systems (ICH CAHPS) Attestations

<p>Key Points</p>	<ul style="list-style-type: none"> Facility ICH CAHPS Attestation supports the ESRD QIP Program. The Facility ICH CAHPS Attestation submission period is typically the first two months of each year. Tier 1 and Tier 2 Data Managers use EQRS to monitor the ICH CAHPS Attestation statuses of facilities within their scope.
<p>Frequency</p>	<p>Tier 1 Data Managers monitor Facility ICH CAHPS Attestations in EQRS to help ensure that required data are completed between January 1 and the end of the Attestation submission period for each year.</p>

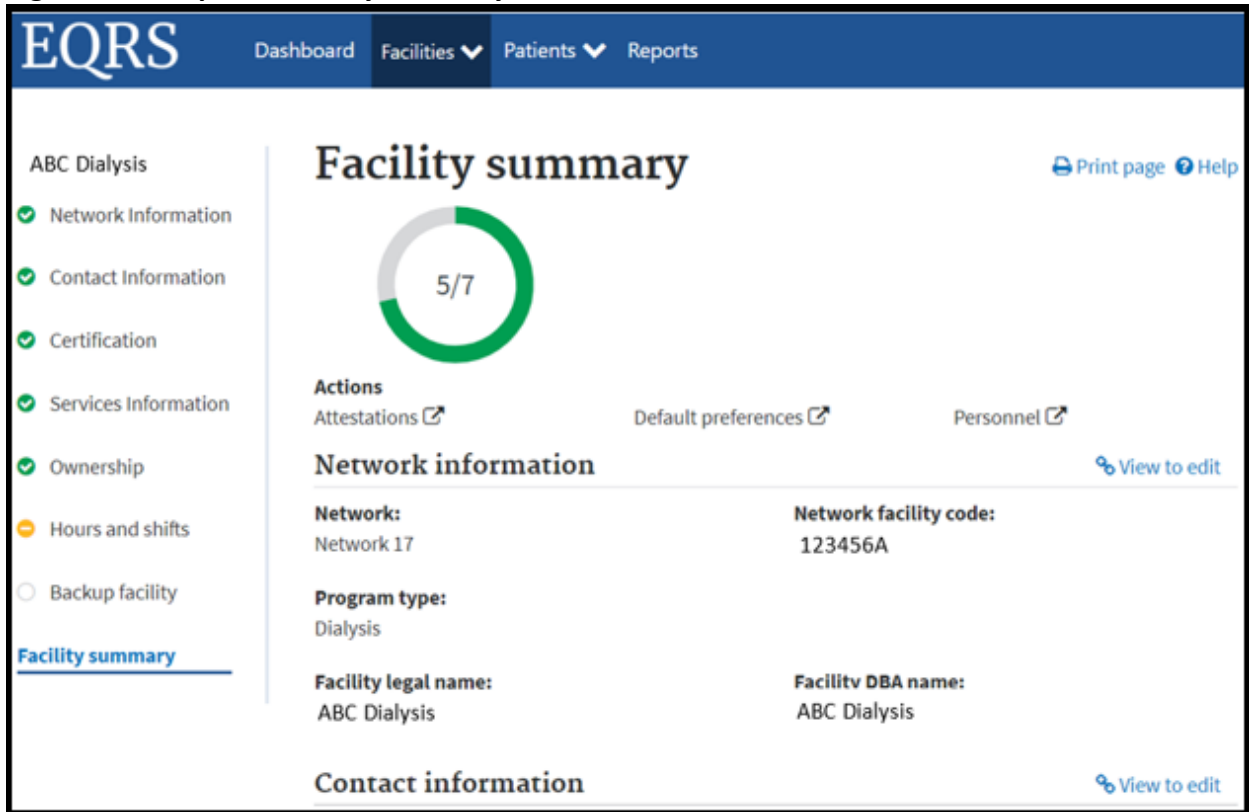
Figure 2: Example of Facility Attestations Link



Monitor Facility Summary

Key Points	<ul style="list-style-type: none"> EQRS contains details related to facilities’ ownership details and history, services, certifications, and number of Medicare-certified stations. Information entered on the <i>Facility Summary</i> screen supports the ESRD QIP Program, Dialysis Facility Reports, Care Compare, and the CMS-2744 ESRD Facility Survey. Tier 1 and Tier 2 Data Managers assist with promoting data accuracy by using EQRS to monitor facility details to ensure that EQRS contains up-to-date information.
Frequency	Tier 1 and Tier 2 Data Managers ensure that all necessary facility updates are applied annually by December 31 in support of the CMS-2744 ESRD Facility Survey.
Additional Guidance	The following link has guidance on how to <i>View a Facility</i> in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7685

Figure 3: Example of Facility Summary



Monitor Saved Facilities

<p>Key Points</p>	<ul style="list-style-type: none"> • Tier 2 Data Managers are authorized to Add and Save new facilities and facility details in EQRS. • Tier 2 Data Managers monitor facility status to ensure that Saved facilities are updated with required information. • Users at facilities that are in a Saved status cannot submit either patient or facility data.
<p>Frequency</p>	<p>Tier 2 Data Managers monitor facility data entry to ensure that all Saved facilities are submitted (fully processed) in EQRS within 30 days.</p>

Figure 4: Example of Add/Save New Facility

The screenshot shows the EQRS interface for editing facility contact information. The left sidebar lists various facility details like Network Information, Contact Information, Certification, etc. The main content area is titled 'Contact information' and shows the 'Physical address of facility' section. The form includes radio buttons for 'Moving to a new address' and 'Edit to this address record'. The address fields are filled with: Street address line 1: 123 Lombard Street; Street address line 2 (optional): (empty); City: San Francisco; State: CA; Zip code: 94517; Zip ext. (optional): (empty); County: San Francisco; Address effective start date: Month 11, Day 06, Year 2000. There are 'Cancel' and 'Update' buttons at the bottom.

Personnel


Review Personnel Information

Key Points	<ul style="list-style-type: none"> EQRS allows Tier 1 and Tier 2 Data Managers to list key personnel at facilities within their scope. Personnel entered will display on other screens, such as: <ul style="list-style-type: none"> Facility ICH CAHPS Attestation Treatment Summary CMS-2728 CMS-2746 ESRD stakeholders utilize personnel data for various communication efforts. Tier 1 Data Managers review Personnel Details to ensure staff information is current.
Frequency	Tier 1 Data Managers review the <i>Personnel Information</i> section at least quarterly.
Additional Guidance	The following link has guidance on how to <i>Add Facility Personnel</i> in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7685

Figure 5: Example of Personnel Details

View existing personnel

View the personnel record and make changes if needed

 Help

 **Personnel information added successfully**
Please review your information below.

Personnel Information

Salutation: Dr.	Personnel NPI: 7234567890
First Name: Meredith	Credentials: UPIN:
Middle Initial:	Organizational Unique Personnel Identifier:
Last Name: Grey	
Suffix:	

Chapter 2

Data Measuring



Data Measuring

CMS works to ensure that EQRS contains reports that promote data relevancy through data measuring. The November 2020 EQRS release feature two reports and search capabilities that allow users to measure the length of time since last data entry and determine if specific submission requirements were met.

Report Type	Task	Authorized Tier
Patient Events Report	Monitor all patient events in EQRS.	Tier 1, Tier 2, and Tier 3
Patient Roster Report	Monitor and review patients admitted to the facility or facilities.	Tier 1, Tier 2, and Tier 3

This chapter provides additional details about how to generate reports to monitor patient events, including admissions and discharges, treatment information, and patient census.

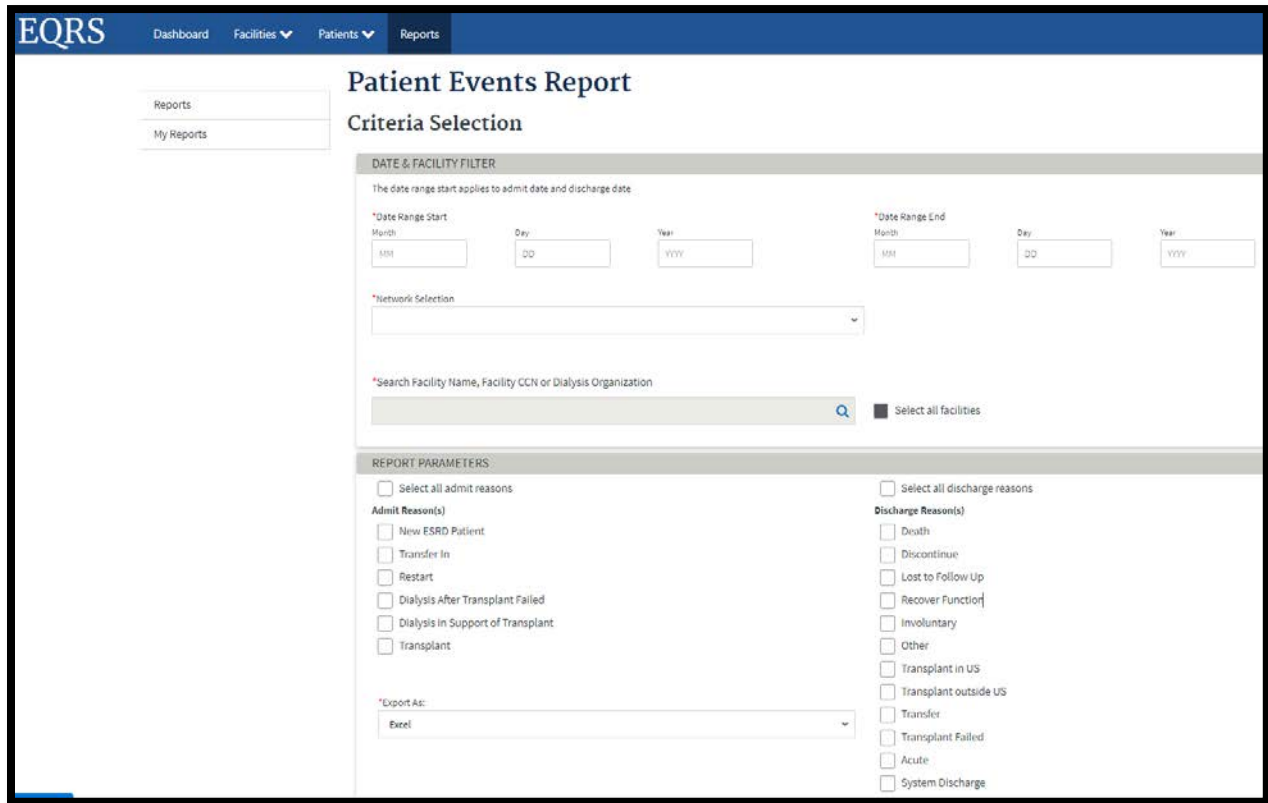
Note: An overview of the Tiers is in the EQRS Data Manager section on Page 5.

EQRS Reports

Generate Patient Events Report

Key Points	<ul style="list-style-type: none"> EQRS allows Tier 1, Tier 2, and Tier 3 Data Managers to generate <i>Patient Events Reports</i> to verify and monitor patient admissions and discharges. Tier 1, Tier 2, and Tier 3 Data Managers cross-reference <i>Patient Events Reports</i> to troubleshoot admit and discharge related errors in EQRS.
Frequency	Tier 1 Data Managers review the <i>Patient Events Report</i> , monthly to ensure all patient admissions and discharges are accounted for in the facility in EQRS.
Additional Guidance	To access the <i>Patient Events Report</i> , log into EQRS and click on the Reports tab in the menu at the top of the screen.

Figure 6: Example of Patient Event Report



Generate Patient Roster Report

Key Point	EQRS allows Tier 1, Tier 2 and Tier 3 Data Managers to generate <i>Patient Roster Reports</i> to verify patient census, patient treatment, and admission information based on a specific date.
Frequency	Tier 1 Data Managers review the <i>Patient Roster Report</i> monthly to ensure patient admission and treatment information is correct in EQRS.
Additional Guidance	To access the <i>Patient Roster Report</i> , log into EQRS and click on the Reports tab in the menu at the top of the screen.

Figure 7: Example of Patient Roster Report

The screenshot shows the EQRS web application interface for generating a Patient Roster Report. The top navigation bar includes 'EQRS', 'Dashboard', 'Facilities', 'Patients', and 'Reports'. A sidebar on the left contains 'Reports' and 'My Reports'. The main content area is titled 'Patient Roster Report' and 'Criteria Selection'. A help icon is in the top right. The form includes a title: 'The Patient Roster Report will report a list of the patients admitted to the selected facility(ies), as of the date specified.' Below this are input fields for 'Patient Roster as of *' with sub-fields for 'Month' (MM), 'Day' (DD), and 'Year' (YYY). There is a 'Network Selection' dropdown menu. A search bar is labeled '*Search Facility Name, Facility CCN or Dialysis Organization' with a magnifying glass icon and a 'Select all facilities' checkbox. Under 'Sort Order', there are radio buttons for 'Patient Name', 'EQRS Patient ID', 'Admit Date', 'Treatment Setting', and 'Treatment Type'. A note says 'Specify the order for your report in the Sort Order list'. At the bottom, there is an 'Export As:' dropdown menu. Two buttons, 'Cancel' and 'Generate Report', are at the bottom of the form.

Chapter 3

Data Managing



EQRS Data Management Guidelines

Data Managing

The following user tasks support efforts to promote accurate and timely data submissions through data managing.

Section	Task	Authorized Tier
Facilities	Add New Facility	Tier 2
	Submit Facility ICH CAHPS Attestations	Tier 1
	Update Facility Summary	Tier 1 and Tier 2
Patients	Admit and Discharge Patients	Tier 1 and Tier 2*
	Delete and modify CMS-2728 Forms and delete CMS-2746 Forms	Tier 3
	Complete CMS-2728 and CMS-2746 Forms	Tier 1, Tier 2*
	Modify CMS-2728 and CMS-2746 Forms	Tier 2*
	Add Vaccination Data	Tier 1
Personnel	Add Key Personnel	Tier 1 and Tier 2
Clinical	Manage Clinical Data and Clinical Depression Screening and Follow-up	Tier 1
Action List	Resolve Action List Accretions	Tier 1, Tier 2, and Tier 3
Form 2744	Add New CMS-2744A and CMS-2744B Forms	Tier 1 and Tier 2**
	Accept/Reject/Finalize CMS-2744 Forms	Tier 2
	Add New CMS-2744A Form for Closed Facilities	Tier 1 and Tier 2**
	Re-open finalized CMS-2744 Forms for modifications	Tier 2

*Tier 2 Data Managers are authorized to complete patient admissions/discharges, update records, and submit CMS Forms for kidney transplantation and VHA centers.

**Tier 2 Data Managers can provide assistance with CMS-2744A Forms, including re-opening finalized CMS-2744 Forms for Tier 1 and Tier 2 Data Managers for form modifications.

EQRS Data Management Guidelines

This chapter provides further details about data managing and the timeframes for performing required tasks to support accurate and timely data submissions.

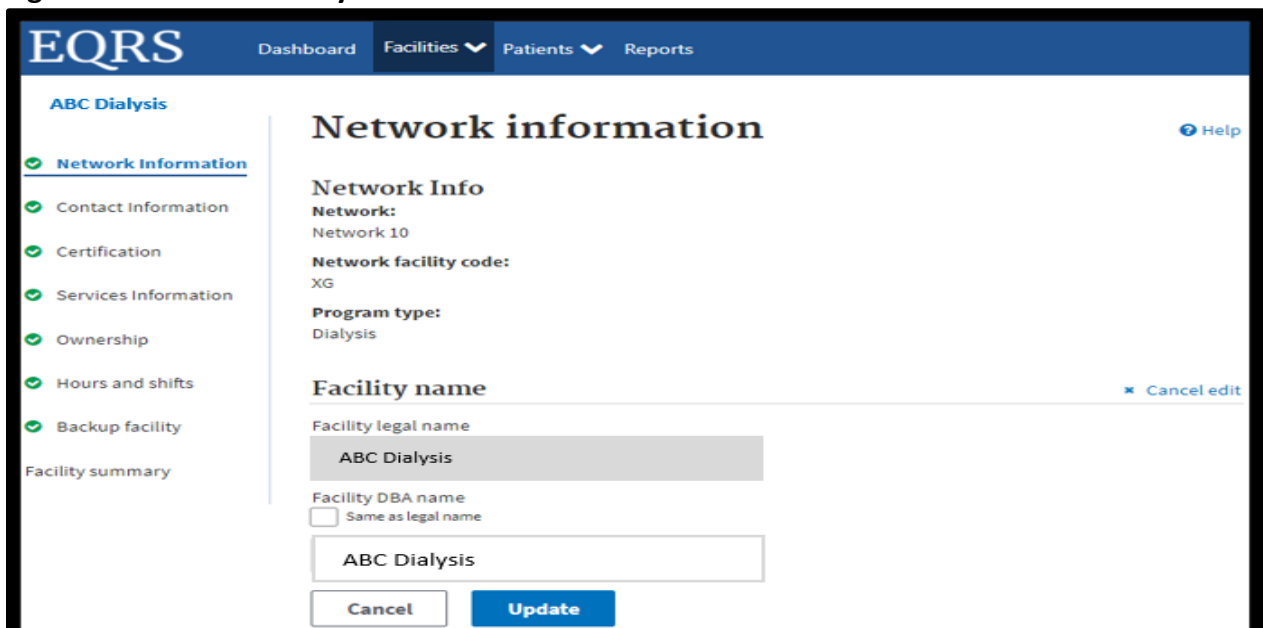
Note: An overview of the Tiers is in the EQRS Data Manager section on Page 5.

Facilities

Add New Facility in EQRS

Key Points	<ul style="list-style-type: none">• The Facility Summary section in EQRS contains details regarding a facility's demographics, ownership, services, certifications, hours, and shifts.• EQRS allows Tier 2 Data Managers to add new dialysis and kidney transplantation facilities.• Pending CMS Certification Number (CCN):<ul style="list-style-type: none">▪ EQRS can receive data from facilities with a pending certification status.▪ Tier 2 Data Managers shall enter pending facilities into EQRS.▪ Tier 2 Data Managers shall complete the required fields and select the Provider Use Type as Pending Cert in EQRS.▪ Tier 2 Data Managers shall leave the CCN blank in EQRS until the Division of Survey and Certification provides a CCN to the facility.▪ Tier 2 Data Managers shall enter the assigned CCN and change the Provider Use Type to the appropriate facility type as indicated in the certification letter.• Tier 1 and Tier 2 Data Managers must work together to ensure that all necessary documents are obtained to add a new facility in EQRS.
Frequency	Tier 2 Data Managers add dialysis and kidney transplantation facilities within 1 business day of receiving notification from a new facility.

Figure 8: Add New Facility



The screenshot shows the EQRS web interface for adding a new facility. The top navigation bar includes 'EQRS', 'Dashboard', 'Facilities', 'Patients', and 'Reports'. The main content area is titled 'ABC Dialysis' and 'Network information'. A sidebar on the left lists various sections: Network Information, Contact Information, Certification, Services Information, Ownership, Hours and shifts, Backup facility, and Facility summary. The 'Network information' section contains the following fields:

- Network Info**
 - Network:** Network 10
 - Network facility code:** XG
 - Program type:** Dialysis
- Facility name** (with a 'Cancel edit' link)
 - Facility legal name:** ABC Dialysis
 - Facility DBA name:** Same as legal name, ABC Dialysis

At the bottom of the form are 'Cancel' and 'Update' buttons.

EQRS Data Management Guidelines

Submit Facility ICH CAHPS Attestations

Key Points	<ul style="list-style-type: none">• Facility ICH CAHPS Attestations are used to support the ESRD QIP Program.• Tier 1 Data Managers manually enter or electronically upload data to the Facility Attestation screen.• Tier 1 Data Managers support the ESRD QIP Program by working to ensure that accurate Facility Attestation data are reported by CMS-designated submission deadlines.
Frequency	Tier 1 Data Managers use EQRS to manage and support Facility ICH CAHPS Attestation submission requirements between January 1 and the end of the attestation submission period for each year (as directed by the ESRD QIP Program Final Rule per payment year). The ICH CAHPS Attestation submission period typically occurs in the first two months of the year.

Figure 9: Facility ICH CAHPS Attestation

Facility Attestation

FACILITY

ICH CAHPS ATTESTATION FOR ABC DIALYSIS
123456 1234567890

Last updated by n/a
Submission period: Open (closes on 09/01/2021)
Performance Year: 2020

More info about excluded patients

Confirm below if your facility treated fewer than 30 eligible patients for the ICH CAHPS clinical measure during the Calendar Year 2019.

I attest that my facility is **not eligible** for the ICH CAHPS clinical measure because it treated fewer than 30 eligible patients over the course of the entire eligibility period (i.e., Calendar Year 2019).

I, attest on behalf of *

Meredith Grey

Submit

EQRS Data Management Guidelines

Update Facility Details

Key Points	<ul style="list-style-type: none"> • After facilities are added in EQRS, the system allows Tier 1 and Tier 2 Data Managers the ability to update details for facilities that are within their scope. • Tier 1 Data Managers can update most fields; however, they must work with Tier 2 users to edit disabled fields. • Changes made to the Facility Summary section appear immediately in EQRS.
Frequency	Tier 1 Data Managers review facility details for accuracy at least annually and apply necessary updates.

Figure 10: Facility Summary

The screenshot displays the EQRS interface for a facility summary. The top navigation bar includes 'EQRS', 'Dashboard', 'Facilities', 'Patients', and 'Reports'. The left sidebar lists various facility details with green checkmarks, including 'Facility summary' which is currently selected. The main content area is titled 'Facility summary' and features a green circular progress indicator showing '7/7'. A message states, 'You have successfully submitted your facility to CMS.' Below this, there are links for 'Actions' such as 'Attestations', 'Default preferences', and 'Personnel'. The 'Network information' section includes fields for 'Network' (Network 10), 'Network facility code' (XG), 'Program type' (Dialysis), 'Facility legal name' (ABC Dialysis), and 'Facility DBA name' (ABC Dialysis). The 'Contact information' section includes a 'County' field and 'Physical address effective start date' and 'Mailing address effective start date' (11/06/2000). 'View to edit' links are present for the network information and contact information sections.

EQRS Data Management Guidelines

Patients

Admit and Discharge Patients

Key Points	<ul style="list-style-type: none">• Chronic ESRD patients dialyzing at outpatient dialysis facilities as a permanent patient must be admitted to a dialysis facility in EQRS. Acute dialysis patients should not be entered into EQRS.• Patients who receive a kidney transplant at a kidney transplantation center must be admitted to a kidney transplantation center in EQRS.• Tier 1 Data Managers admit and discharge ESRD patients to and from dialysis and VHA facilities within their scope.• Tier 2 Data Managers admit and discharge patients to and from kidney transplantation facilities within their scope.• See the Admit and Discharge Reasons on page 39 for more details.
Frequency	<p>Tier 1 Data Managers admit and discharge patients to and from their respective dialysis and VHA facilities within 5 business days of first treatment and discharge within 5 business days of last treatment. When VHA facilities have no EQRS editors, Tier 2 Data Managers can assist with the admissions and discharges.</p> <p>Tier 2 Data Managers admit and discharge patients to and from their respective kidney transplantation and VHA facilities within two business days of notification and discharge within two business days of last treatment notification.</p>
Additional Guidance	<p>The following links provide guidance on how to admit and discharge ESRD patients in EQRS:</p> <ul style="list-style-type: none">• https://mycrownweb.org/?smd_process_download=1&download_id=7685• https://mycrownweb.org/?smd_process_download=1&download_id=7763

Figure 11: Admit Patient Option

Admit Patient ? Help

❗ No patient matches found. New patient record will be created.

Complete the sections below to admit a patient in EQRS. Expand All

Patient Information ^

Patient's first name*	Middle initial
<input type="text" value="Itsa"/>	<input type="text"/>
Patient's last name*	Suffix
<input type="text" value="Patient"/>	<input type="text" value=""/>

EQRS Data Management Guidelines

Complete CMS-2728 and CMS-2746 Forms

Key Points	<ul style="list-style-type: none"> • The CMS-2728 ESRD Patient Medicare Entitlement and/or Patient Registration Form serves as the Medicare enrollment and patient registry form for all renal and kidney transplant patients in the U.S. and U.S. territories. • CMS-2728 Forms are completed and submitted directly to CMS in EQRS. The original signed CMS-2728 Form is provided to the Social Security Administration (SSA) if the patient is applying for ESRD Medicare benefits. • CMS-2728 and CMS-2746 Forms are completed on the Manage Patient screen. • A CMS-2746 ESRD Death Notification Form is completed when a patient expires. • Copies of the printed and signed CMS-2728 Form and the printed CMS-2746 Form are kept in the patient’s medical record. • Modifications must be requested within 5 business days of the form being submitted in EQRS. After 5 business days the only field that can be modified is Field 23, which is the field for the Date Regular Chronic Dialysis Began. <ul style="list-style-type: none"> ▪ Modification requests can be submitted to Tier 2 Data Managers for CMS-2728 Forms (version 2018 or newer) and CMS-2746 Forms. ▪ Modification requests can be submitted to Tier 3 Data Managers for CMS-2728 Forms (version 2014 or older).
Frequency	<p>Tier 1 Data Managers:</p> <ul style="list-style-type: none"> • Submit CMS-2728 Forms no later than 45 days once the patient starts chronic dialysis at the facility (field 24 of CMS-2728 Form), but complete the form within 10 business days, as a best practice. • Submit CMS-2746 Forms within 14 days of the patient’s date of death. <p>Tier 2 Data Managers:</p> <ul style="list-style-type: none"> • Submit Initial CMS-2728 Forms within 5 business days of notification. • Submit CMS-2746 Forms for kidney transplantation and VHA facilities within 5 business days of notification of the date of death.* • Tier 2 Data Managers should modify a submitted CMS-2728 Form or a submitted CMS-2746 Form within 10 business days when a modification request is received. <p>Tier 3 Data Managers:</p> <ul style="list-style-type: none"> • Support Tier 1 and Tier 2 Data Managers by deleting and/or modifying saved CMS-2728 Forms within 10 business days of assignment to the Tier 3 Data Manager. • Support Tier 1 and Tier 2 Data Managers by deleting saved CMS-2746 Forms, as needed, within 5 business days of assignment to the Tier 3 Data Manager.
Additional Guidance	<p>The following link includes guidance on how to complete CMS-2728 and CMS-2746 Forms in EQRS:</p> <p>https://mycrownweb.org/?smd_process_download=1&download_id=7685</p>

*Tier 1 Data Managers at kidney transplantation centers have limited access in EQRS. However, they are authorized to complete the CMS-2728 and CMS-2746 Forms in EQRS.

EQRS Data Management Guidelines

Add Vaccination Data

Key Points	<ul style="list-style-type: none">• Patient vaccination data for Hepatitis B, Pneumococcal, and Influenza vaccinations are required to be entered into EQRS and can be entered at any time following a patient admission to the submitting facility.• Patient vaccination data are entered on the <i>Manage Patient</i> screen under the Vaccinations tab.• Tier 1 Data Managers report Vaccination data by manually entering vaccination event information or electronically through batch submission.• Patient vaccination records can be viewed and edited by any facility where the patient is admitted in EQRS.• Anytime a vaccination is offered to a patient, the vaccination event should be reported in EQRS.
Frequency	Vaccination data submission is required when a vaccination event occurs. A vaccination event occurs when a patient: <ul style="list-style-type: none">• Receives a vaccine dose administered by the reporting facility• Receives a vaccine dose by an outside provider with documentation• Receives a vaccine dose which is self-reported with or without documentation• Does not receive a vaccine dose offered by the reporting facility
Additional Guidance	The following link includes guidance on how to add vaccinations in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7694

Figure 12: Add Vaccination Data

The screenshot shows the 'Patient Vaccination Data' interface for a patient named 'Itsa Patient' (UPI: 3100008572). Under the 'Vaccinations Summary' section, there is a list of three vaccine types: Hepatitis B, Influenza, and Pneumococcal. Each vaccine type has a right-pointing chevron icon and a blue button labeled '+ Add Vaccination Data'. The entire 'Vaccinations Summary' section is enclosed in a red rectangular border. At the top right of the summary section, there are links for 'Expand All' and 'Collapse All'. Below the summary, there is a link that says 'Why does CMS collect this data?'.

EQRS Data Management Guidelines

Personnel

Add/Edit Key Personnel

Key Points	<ul style="list-style-type: none">• Key personnel, such as the facility medical director, facility nephrologist, facility nurse manager, primary facility contact, and anyone who signs patient forms, must be entered into EQRS.• Personnel entered display on other screens, such as:<ul style="list-style-type: none">▪ Facility ICH CAHPS Attestation▪ Treatment Summary▪ CMS-2728▪ CMS-2746• Tier 1 Data Managers review, and “Inactivate Records” as needed.• ESRD stakeholders utilize personnel data for various communications and approvals.
Frequency	<p>Tier 1 Data Managers add/edit key staff members on the <i>Personnel</i> screen of in-scope dialysis facilities within 5 business days of staff changes.</p> <p>Tier 2 Data Managers add/edit key staff members on the <i>Personnel</i> screen of in-scope kidney transplantation and VHA facilities within five business days of notification of staff changes.</p>
Additional Guidance	The following link includes guidance on how to edit facility personnel information in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7685

Figure 13: Add/Edit Personnel Options

Add new personnel Help

Add new personnel and positions using the form below.

Personnel information

Salutation First Name (required) Middle Initial Last Name (required)

Suffix Personnel NPI UPIN

Credentials

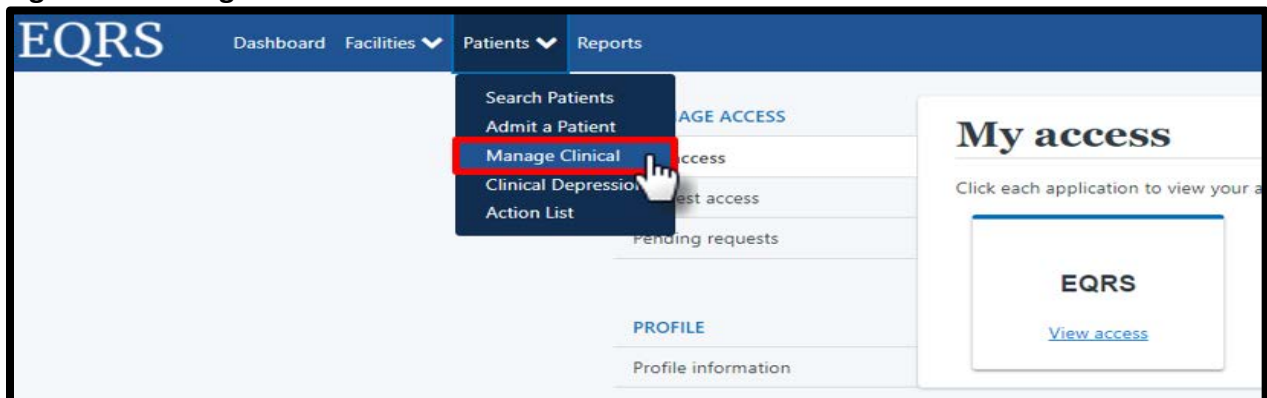
Organizational Unique Personnel Identifier

Clinical

Manage Clinical

<p>Key Points</p>	<ul style="list-style-type: none"> Clinical data collected for patients monthly in EQRS support the following: <ul style="list-style-type: none"> The CMS Quality Strategy The ESRD QIP Program The CMS Process Improvement Initiatives Clinical data management includes data submission for the following: <table border="1" data-bbox="488 558 1433 804"> <tr> <td>Anemia Management</td> <td>Infection</td> </tr> <tr> <td>Adequacy</td> <td>Iron</td> </tr> <tr> <td>Ultrafiltration</td> <td>Fluid Weight</td> </tr> <tr> <td>Medication Reconciliation</td> <td>Hospitalization</td> </tr> <tr> <td>Mineral Metabolism</td> <td>Vaccination</td> </tr> <tr> <td>Erythropoiesis-Stimulating Agents (ESA)</td> <td>Vascular Access</td> </tr> </table> Tier 1 Data Managers report clinical data directly to CMS by manually entering lab results and other clinical data, or electronically through batch submission. Tier 1 Data Managers report the last lab of the month for hemodialysis and peritoneal dialysis patients or indicate “N/A.” (“N/A” does not satisfy the required clinical submission). Tier 1 Data Managers report the vascular access type used for each patient during his or her last dialysis treatment during a Clinical Month. 	Anemia Management	Infection	Adequacy	Iron	Ultrafiltration	Fluid Weight	Medication Reconciliation	Hospitalization	Mineral Metabolism	Vaccination	Erythropoiesis-Stimulating Agents (ESA)	Vascular Access
Anemia Management	Infection												
Adequacy	Iron												
Ultrafiltration	Fluid Weight												
Medication Reconciliation	Hospitalization												
Mineral Metabolism	Vaccination												
Erythropoiesis-Stimulating Agents (ESA)	Vascular Access												
<p>Frequency</p>	<p>Tier 1 Data Managers follow CMS’s EQRS Clinical Data submission schedule. The typical EQRS clinical data submission schedule is for EQRS clinical data to open on the first day of the month and to close approximately two months after the end of the reporting month. If the last day of the month is on a weekend or Federal holiday, the closing date will be the following Federal business day.</p>												
<p>Additional Guidance</p>	<p>The following link includes guidance on how to add Clinical information in EQRS https://mycrownweb.org/?smd_process_download=1&download_id=7685</p>												

Figure 14: Manage Clinical Data



EQRS Data Management Guidelines

Report Clinical Depression Screening and Follow-Up Plan

Key Points	<ul style="list-style-type: none"> Facilities must submit Clinical Depression Screening and Follow-Up Plan information for each eligible patient at least once during the calendar year. Clinical Depression information is entered on the <i>Manage Depression</i> screen under the <i>Patients</i> tab. Users can enter data during the entire assessment period and are given two months past the end of the assessment period to complete reporting. After the submission deadline, the previous year’s assessment period closes, and the reported value becomes read-only. Assessment Period: January 1–December 31.
Frequency	Tier 1 Data Managers must report Clinical Depression Screening and Follow-Plan data within two months past the end of the assessment period (as directed by the ESRD QIP Program Final Rule per Payment Year).
Additional Guidance	The following link has guidance on how to add Clinical Depression information in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7685

Figure 15: Clinical Depression Screening and Follow-up Plan

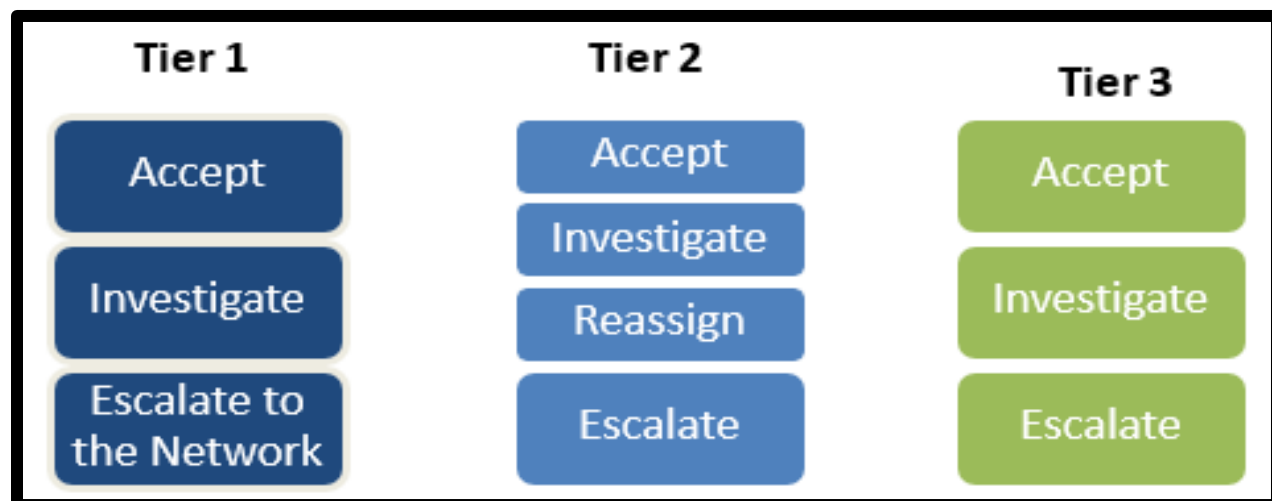


Action List

Resolve Action List Accretions

Key Points	<ul style="list-style-type: none"> • Definition of an EQRS accretion: Identifies an ESRD patient with a record in another CMS database but not in EQRS. • EQRS communicates with various databases to receive Accretion alerts to support data reporting accuracy. • Accretions are created when differences are identified between the two databases. • Accretions actions can be: <ul style="list-style-type: none"> ▪ Assigned to Tier 1 Data Managers directly in EQRS or “Reassigned” by Tier 2 users. ▪ Assigned to Tier 2 Data Managers directly in EQRS, “Reassigned” by another Tier 2 user, or “Escalated” by a Tier 1 user. ▪ Tier 2 Data Managers are responsible for resolving Accretions for VHA, kidney transplantation, and closed facilities. Tier 2 Data Managers are responsible for reassigning or escalating out-of-scope patients or Gap patients. ▪ Assigned to Tier 3 Data Managers directly in EQRS or “Escalated” by Tier 2 users to reconcile in EQRS. 						
Frequency	<p>All Data Managers use EQRS to resolve open Accretions.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Resolution Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">15 Days</td> <td>Newly generated or “Reassigned” Accretions</td> </tr> <tr> <td style="text-align: left;">30 Days</td> <td>“Under Investigation” and Accretions</td> </tr> </tbody> </table>	Resolution Period		15 Days	Newly generated or “Reassigned” Accretions	30 Days	“Under Investigation” and Accretions
Resolution Period							
15 Days	Newly generated or “Reassigned” Accretions						
30 Days	“Under Investigation” and Accretions						
Additional Guidance	<p>The following link has guidance on how to resolve open accretions in EQRS: https://mycrownweb.org/?smd_process_download=1&download_id=7685</p>						

Figure 16: Actions taken by Data Managers to Resolve Accretions



Form 2744

Add New CMS-2744A Forms (Dialysis Facilities)

Key Points	<ul style="list-style-type: none"> The CMS-2744A Form is the annual ESRD Facility Survey summarizing dialysis facility data related to: <ul style="list-style-type: none"> Treatment trends Utilization of services Patterns of practice in treating ESRD patients CMS-2744A Forms are completed once a year for all dialysis facilities and captures information about facility details, admissions, treatments, vocational rehabilitation, Medicare status, employment status, treatment counts, and staffing data for the survey year (January 1–December 31). CMS-2744A Forms are generated in EQRS with auto-populated facility details and facility counts for that survey period. Tier 1 Data Managers are responsible for verifying that the information listed on the CMS-2744A Form is accurate. Reports can be viewed and downloaded from <i>View Facility Form 2744</i> screen to verify the auto-populated data in the form. Identified errors need to be corrected in the patient record(s) and the form regenerated to update the auto-populated form data and survey reports.
Frequency	Tier 1 Data Managers complete CMS-2744A Forms at the start of each year for the prior year and submit by the Network due date.

Figure 17: View Facility Form 2744 Screen and Survey Reports

The screenshot displays the 'View Facility Form 2744' interface. At the top, it shows the form ID (3100000203), facility CCN, name, NPI, network (9), and survey year, with an 'Edit' button. Below this, the 'Dialysis Patients' section is highlighted. Two sub-sections are circled in red: 'Patients Receiving Care Beginning of Survey Period' and 'Additions During Survey Period'. The 'Patients Receiving Care' section shows (01) Incenter: 16, (02) Home: 3, and (03) Total Fields 01 thru 02: 19. The 'Additions During Survey Period' section is divided into 'Incenter' and 'Home' categories, each with three sub-items: (04A) Started for first time ever: 0, (05A) Restarted: 0, and (06A) Transferred from other dialysis unit: 0.

EQRS Data Management Guidelines

Add New CMS-2744B Forms (Kidney Transplantation Facilities)

Key Points	<ul style="list-style-type: none"> • CMS-2744B Forms are completed for kidney transplantation centers to capture data regarding patients’ kidney transplant eligibility, the number of kidney transplants performed, and the number of patients awaiting kidney transplant during the survey year (January 1 –December 31). • Tier 1 Data Managers at kidney transplantation centers are authorized to complete CMS-2744B Forms for facilities within their scope.* • Tier 2 Data Managers complete CMS-2744B Forms for kidney transplantation centers that do not have EQRS access. • Tier 1 Data Managers that have access to EQRS are responsible for verifying that the information listed on the CMS-2744B Form is accurate. • Reports can be viewed and downloaded from the <i>View Facility Form 2744</i> screen to verify the auto-populated data in the form. Identified errors need to be corrected in the patient record(s) and the form regenerated to update the auto-populated form data and survey reports.
Frequency	Tier 1 and Tier 2 Data Managers complete CMS-2744B Forms at the start of each year for the prior year and submit by the Network due date for Tier 1 Data Managers and the CMS due date for Tier 2 Data Managers.

*Tier 1 Data Managers at kidney transplantation centers have limited access in EQRS. However, they are authorized to complete the CMS-2744B Form in EQRS.

Figure 18: View Facility Form 2744 Screen and Survey Report

The screenshot displays the 'View Facility Form 2744' interface. At the top, it shows the form ID, facility CCN, facility name, NPI, network, and survey year (2021). Below this, there are sections for 'KIDNEY TRANSPLANTS PERFORMED - PATIENTS TRANSPLANTED AND DONOR TYPE', 'Eligibility Status of Patients Transplanted at this Facility During the Survey Period', 'Transplant Procedures Performed at This Facility', and 'Patients Awaiting Transplant'. A red box highlights the 'End of Survey Transplant Report' button in the first section.

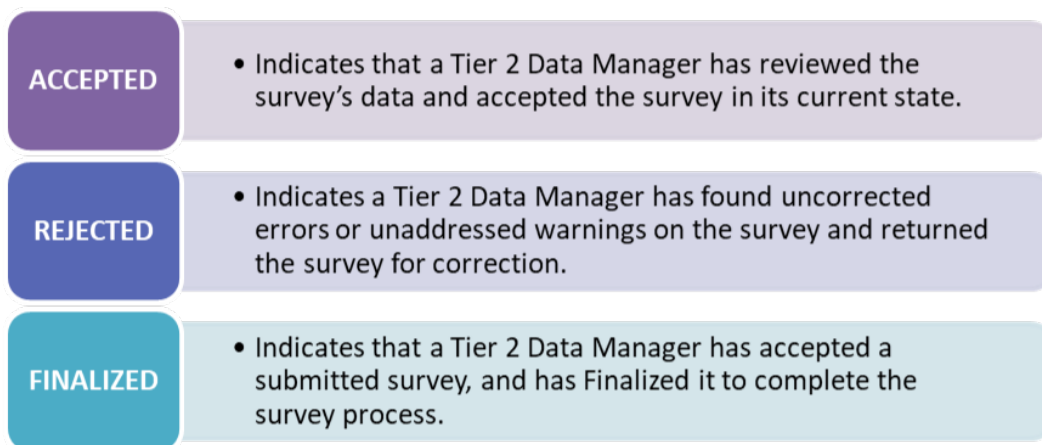
KIDNEY TRANSPLANTS PERFORMED - PATIENTS TRANSPLANTED AND DONOR TYPE	
(43) Patients who received transplant at this facility: 0	
End of Survey Transplant Report	
Eligibility Status of Patients Transplanted at this Facility During the Survey Period	
(44) Currently enrolled in Medicare: 0	(45) Medicare application pending: 0
(46) Non-Medicare U.S. Res: 0	(47) Non-Medicare Other: 0
Transplant Procedures Performed at This Facility	
(48) Living Related Donor: 0	(49) Living Unrelated Donor: 0
(50) Deceased Donor: 0	(51) Total Fields 48 thru 50: 0
Patients Awaiting Transplant	
(52) Dialysis: 5	(53) Nondialysis: 2

EQRS Data Management Guidelines

Accept/Reject/Finalize CMS-2744 Forms

Key Points	<ul style="list-style-type: none"> • Tier 1 and Tier 2 Data Managers work together to complete CMS-2744A and CMS-2744B Forms in EQRS once a year for each dialysis and kidney transplantation facility. • Tier 1 Data Managers must review prepopulated counts, run all available reports to verify that all information listed on the survey is accurate, and correct any errors in the patient record(s) before attempting to “Submit for Review.” The form is complete once it is “Finalized.” • CMS-2744A and CMS-2744B Forms are “Accepted” or “Rejected” and “Finalized” by Tier 2 Data Managers. • A Tier 2 Data Manager may reopen the CMS-2744 Form after the form is finalized if modification to the form is needed. • Tier 2 Data Managers attest that all facilities within their scope have completed the CMS-2744 forms by the CMS due date.
Frequency	<ul style="list-style-type: none"> • Tier 2 Data Managers review, and “Accept” and “Finalize” or “Reject” CMS-2744 Forms within 30 calendar days of the form being “Submitted for Review” by a facility.

Figure 19: CMS-2744 Status Descriptions

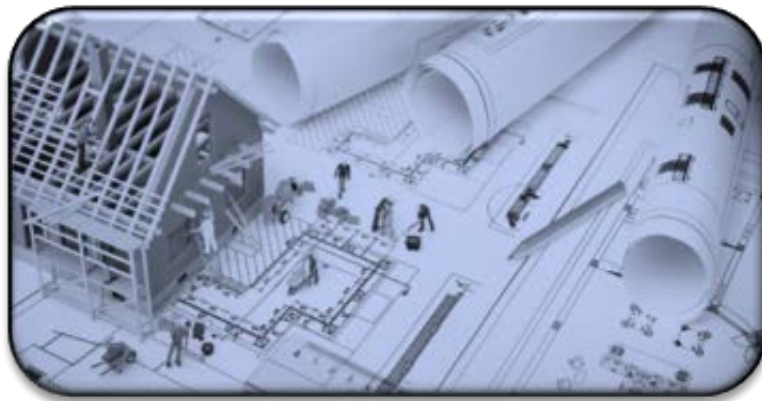


Add New CMS-2744A Forms for Closed Facilities

Key Points	<ul style="list-style-type: none"> • A Tier 1 Data Manager may complete the CMS-2744A Form if the facility is in the process of closing. • Tier 1 Data Managers ensure that all patient, patient admission and discharge, and treatment information are entered into EQRS before submitting a CMS-2744A Form in EQRS to the ESRD Network for review.
Frequency	Tier 1 Data Managers submit CMS-2744A Forms for acceptance within 5 business days prior to closure of the facility.

Chapter 4

Tier 3 Data Management Support



Tier 3 Data Manager Role

Role Defined

Tier 3 Data Managers support **Data Monitoring**, **Data Measuring**, and **Data Managing** by using EQRS to acquire and report necessary data to CMS. Additionally, Tier 3 Data Managers provide support to Tier 1 and Tier 2 users by providing reports and other documentation that provide an overview of data entries.

Examples of Tier 3 data management support:

Data Measuring

Tier 3 User Task	Frequency
Tier 3 Service Now Ticket Resolutions	Monthly
Clinical Compliance Reporting Metrics	As required by CMS



Data Managing

Tier 3 User Task	Performed Within
2728 Form Deletion and Modification	10 business days after assignment to the Tier 3 Data Manager
2746 Form Deletion	5 business days after assignment to the Tier 3 Data Manager
Erroneous Patient Deletion	As needed
Acute Patient Maintenance	As needed
Patient Merge	10 business days after assignment to the Tier 3 Data Manager
Patient Unmerge	5 business days after assignment to the Tier 3 Data Manager
Reopen 2744 Forms	5 business days after assignment to the Tier 3 Data Manager

Note: Timelines may adjust based on research needed after assignment.

Appendixes

Admit and Discharge Reasons

Admit Reasons

Admit Reason	Definition
New ESRD Patient	The patient being admitted to the facility is new to ESRD with no patient record in EQRS at the time of admission.
Transfer In	The patient being admitted to the facility is a transfer patient from another facility.
Restart	The patient being admitted to the facility had previously stopped dialysis treatment and is now resuming dialysis treatment.
Dialysis After Transplant Failed	The patient being admitted to the facility is resuming dialysis treatment after a failed kidney transplant.
Dialysis in Support of Transplant	The patient is temporarily receiving hemodialysis at a facility in support of a kidney transplant.

EQRS Data Management Guidelines

Discharge Reasons

Discharge Reason	Definition
Acute	The patient is not chronic ESRD and is not receiving a regular course of dialysis treatment.
Death	The patient has expired while being a permanently admitted patient at the facility.
Delayed Function Resolved following a Transplant	The patient's transplanted kidney has gained function and the patient no longer needs dialysis. This discharge reason can only be used when the patient's Admit Reason is Dialysis in Support of Transplant.
Delayed Function Unresolved following a Transplant	The patient's transplant kidney does not regain function and the patient needs to be discharged and re-admitted to the facility as a permanent patient. This discharge reason can only be used when the patient's Admit Reason is Dialysis in Support of Transplant.
Discontinue	The patient has discontinued dialysis treatment.
Involuntary	The patient was involuntarily discharged from the facility. *
Lost to Follow Up	The patient has stopped arriving for scheduled treatments with no prior notification and the facility is unable to locate the patient. *
Other	The patient was discharged from the facility and plans to receive chronic dialysis in prison or another country.
Recover Function of Original Kidney	The patient has recovered function of their native kidney and no longer needs dialysis.
Transfer	The patient has transferred to another facility. Transfer Discharge Subcategory: <ul style="list-style-type: none"> • Dialysis Facility • Hospice • Hospital • Long Term Care Facility • Nursing Home • Rehab Center
Transplant in US	The patient was discharged from the facility to receive a transplant within the United States.
Transplant Outside US	The patient was discharged from the facility to receive a transplant outside the United States.

*Consult with the local ESRD Network prior to using this discharge reason.

EQRS Data Management Guidelines

Patient Admit and Discharge Reason Rules

Discharges Allowed

		Discharge Reasons													
		A=Allow N=Not Allow S=System Generated													
		Acute	Death	Discontinue	Lost to Follow Up	Recovered Function of Original Kidney	Involuntary	Other	Transplant in US	Transplant Outside US	Transfer	Transplant Failed	System Discharge	Delayed Function Resolved Following a Transplant	Delayed Function Unresolved Following a Transplant
Admission Record Admit Reason	New ESRD Patient (Dialysis)	A	A	A	A	A	A	A	A	A	A	N	S	N	N
	New ESRD Patient (Transplant)	N	A	N	A	N	N	N	A	A	N	A	S	N	N
	Transfer In	N	A	A	A	A	A	A	A	A	A	N	S	N	N
	Restart	N	A	A	A	A	A	A	A	A	A	N	S	N	N
	Dialysis After Transplant Failed	N	A	A	A	N	A	A	A	A	A	N	S	N	N
	Dialysis in Support of Transplant	N	A	N	A	N	N	N	N	N	N	N	S	A	A
	Transplant	N	A	N	A	N	N	N	A	A	N	A	S	N	N

EQRS Data Management Guidelines

Previous Discharge – Next Admit Reason Allowed

		Next Admission Record Admission Reasons						
		A=Allow N=Not Allow S= System Generated						
		New ESRD Patient (Dialysis)	New ESRD Patient (Transplant)	Transfer In	Restart	Dialysis After Transplant Failed	Dialysis in Support of Transplant	Transplant
Previous Admission Record Discharge Reason	Acute	A	A	N	N	N	N	N
	Death	N	N	N	N	N	A	N
	Discontinue	N	N	N	A	N	N	A
	Lost to Follow Up	N	N	A	A	A	A	A
	Recovered Function of Original Kidney	N	N	N	A	N	N	A
	Involuntary	N	N	A	N	N	N	A
	Other	N	N	A	A	N	N	A
	Transplant in US	N	N	N	N	A	A	A
	Transplant Outside US	N	N	N	N	A	A	A
	Transfer	N	N	A	N	N	N	N
	Transplant Failed	N	N	N	N	A	A	A
	System Discharge	N	N	S	S	S	S	S
	Delayed Function Resolved following a Transplant	N	N	N	N	A	A	N
	Delayed Function Unresolved following a Transplant	N	N	N	N	A	A	N

EQRS Data Management Guidelines

Previous Admission Record - Next Admission Record Admission Reasons

		Next Admission Record Admission Reasons						
		A=Allow N=Not Allow						
		New ESRD Patient (Dialysis)	New ESRD Patient (Transplant)	Transfer In	Restart	Dialysis After Transplant Failed	Dialysis in Support of Transplant	Transplant
Previous Admission Record Admit Reason	New ESRD Patient (Dialysis)	N	N	A	A	N	N	A
	New ESRD Patient (Transplant)	N	N	N	N	A	A	A
	Transfer In	N	N	A	A	N	N	A
	Restart	N	N	A	A	N	N	A
	Dialysis After Transplant Failed	N	N	A	A	N	N	A
	Dialysis in Support of Transplant	N	N	N	N	A	A	A
	Transplant	N	N	N	N	A	A	A

EQRS Data Management Guidelines

Tier 1 Data Manager Task List

Category	Section	Task	Frequency
Data Monitoring	Facility Dashboard	Monitor Facility Dashboard	At least weekly
	Facilities	Monitor Facility ICH CAHPS Attestation	Once per year between January 1 and the end of the reporting period closure; ICH CAHPS Attestation reporting period typically occurs within the first two months of the year
		Monitor Facility Summary	By December 31 of each year
	Personnel	Review Personnel	At least quarterly
Data Managing	Facilities	Submit Facility ICH CAHPS Attestation	Once per year between January 1 and the end of the reporting period closure; ICH CAHPS Attestation reporting period typically occurs in the first two months of the year
		Update Facility Summary	At least annually
	Patients	Admit and Discharge Patients	Admit within 5 business days of the first treatment. Discharge within 5 business days of the last treatment. Note: EDI submitters Admit and Discharge with the next submission cycle after completion of an Admit or Discharge
		Complete CMS-2728 and CMS-2746 Forms	CMS-2728 must be submitted no later than 45 days of the patient starting chronic dialysis at the facility, but should be completed with 10 business days as a best practice; CMS-2746 should be completed within 14 days of the date of death

EQRS Data Management Guidelines

	Vaccinations	Add vaccination information anytime a vaccination event occurs (anytime a patient receives or does not receive an offered vaccination)
Personnel	Add Key Personnel	Within 5 business days of staff changes
Clinical	Manage Clinical	Follow CMS's Clinical Data Submission Schedule
Clinical Depression Screening and Follow-Up	Report Clinical Depression Screening and Follow-Up Plan	Report Clinical Depression Screening and Follow-Plan data within two months past the end of the assessment period; Clinical Depression Assessment Period is from January 1-December 31 of each year
Action List	Resolve Accretions	New or Reassigned: within 15 days of issuance; Under Investigation: within 30 days of issuance
Form 2744	Add New CMS-2744A Forms	By Network due date
	Add New CMS-2744B Forms	By Network due date
	Add New CMS-2744A Forms for Closed Facilities	Within 5 business days prior to closure

EQRS Data Management Guidelines

Tier 2 Data Manager Task List

Category	Section	Task	Frequency
Data Monitoring	Facilities	Monitor Facility ICH CAHPS Attestations	Once per year between January 1 and the end of the reporting period closure; ICH CAHPS Attestation submission period typically occurs in the first two months of the year
		Monitor Facility Summary	By December 31 of each year
		Monitor Saved Facilities	Within 30 days from date the facility is saved
Data Managing	Facilities	Add New Facility in EQRS	Within 1 business day of receiving facility notification
		Update Facility Summary	Within 1 business day of receiving facility update
	Patients	Admit and Discharge Patients	Admit within 2 business days of notification. Discharge within 2 business days of last treatment notification.
		Complete CMS-2728 and CMS-2746 Forms	CMS-2728: within 5 business days of notification; CMS-2746: within 5 business days of notification
		Modify CMS-2728 and CMS-2746 Forms	CMS-2728 and CMS-2746: within 10 business days of notification
	Personnel	Add Key Personnel	Within 5 days of notification of staff changes
	Action List	Resolve Accretions	New or Reassigned: within 15 days of issuance; Under Investigation: within 30 days of issuance
	Form 2744	Add New CMS-2744B Forms	By CMS due date
		Accept/Reject/Finalize CMS-2744 Forms	Within 30 calendar days of a form being "Submitted for Review"
		Re-open Finalized CMS-2744 Forms	As soon as possible after receiving a request for modification

EQRS Data Management Guidelines

Tier 3 Data Manager Task List

Category	Section	Task	Frequency
Data Monitoring	Facilities	Monitor Facility ICH CAHPS Attestations	Once per year between January 1 and the end of the reporting period closure. ICH CAHPS Attestation submission period typically occurs in the first two months of the year.
Data Managing	Patients	Modify CMS-2728 Forms and CMS-2746 Forms	CMS-2728: within 10 business days of notification; CMS-2746: within 5 business days of notification
	Action List	Resolve Accretions	New or Reassigned: within 15 days of issuance; Under Investigation: within 30 days of issuance