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CrownWeb Rollout Information – Two Pages!

Revised August 7, 2008

Revisions: Finalized dates and locations for facility staff training

Subject: Conditions for Coverage and CrownWeb

Dear Unit Administrator,

By now you have heard that the new Conditions for Coverage have been published and they offer many opportunities and challenges to both dialysis facilities and the Network. One of those challenges is mandatory electronic submission of patient information using the CrownWeb application. The nationwide start date for using CrownWeb is February 2, 2009. In preparation for the switchover, the Network's patient tracking software will be shutdown January 1, 2009 during the time we normally start the Annual Facility Survey. To better manage this transformation, we have developed a timeline below. *This timeline is still changing.* as some aspects have not been finalized yet. We will post this timeline on our website and will update it as it changes. We encourage you to review it periodically.

Special Note to LDO (Large Dialysis Organizations) facilities

FMC, DCI and DaVita are making arrangements with CMS to submit patient admit, discharge and modality change data via a nightly upload from their corporate systems. LDO facilities will still use CrownWeb directly to submit Eligibility and Death forms as well as personnel changes, your corporations will not automatically upload those items. We encourage LDO facilities to contact your respective corporations for details on how they wish to proceed with training and rollout.

August 29, 2008

The last ever Facility Personnel Updates are mailed from the Network, however you may continue to send in updates as needed until January 15, 2009 using the form on our website at www.heartlandkidney.org/information/NewFacilityPersonnel.pdf.

November 12, 2008

The last ever Quarterly Roster is mailed from the Network with the 2744 Survey form. Normally we collect patient addresses during the 3rd quarter roster, but will not be doing so this year. We do encourage you to fax a printout of new patients and their addresses from your systems throughout the year, or as existing patients change their addresses. When CrownWeb goes online, the facilities will be responsible for maintaining current patient addresses in CrownWeb....**More on next page...**

November – December, 2008

User Account Enrollment for CrownWeb facility users will occur during this time. Details are still being finalized. Facilities should enroll at least two staff for user accounts. Those staff will be made Facility Administrators (a special role in the CrownWeb system) and will have the ability to create user accounts for other staff members as needed.

Training Enrollment for CrownWeb facility users will occur during this time. The training dates and locations have been set, see the next page for details. LDOs are making arrangements for training internally, so you should check with your organization first. While spots are being made available for LDO units who wish to attend, the hands on training is primarily for the non-LDO units. We recommend that at least two staff members attend, who will then be able to train others at your facility as needed. There will also be online training available. This training is modular and based on the user's roles so that

they won't need to learn anything more than what is required of their position. For instance a social worker may only train on how to admit and discharge patients, but not necessarily how to enter clinical data, or do personnel updates. More details will be available on that in a few months.

December 15, 2008

The Annual Facility Survey is mailed and includes activity up to November 30. We are on an extremely short time frame to complete the Survey by January 9, 2009 before our computers are shut off. It is our hope that very little extra work will be required, as facilities have had three previous quarterly rosters to keep the survey balanced. We are asking that the PARs (Patient Activity Reports) for December activity be mailed back with the Survey, as the PAR will help you balance out for December's patient admits and discharges. *This will be the last ever PAR submitted to the Network.*

December 31, 2008

This is the last day to submit paper or Vision patient data to the Network. Our computer system will be shut down one to two weeks later, and that time must be spent processing the Annual Facility Survey

January 9, 2009

The Annual Facility Survey must be returned by this date without exception. The Network will stop accepting paper and Vision submissions of patient information December 31st so that we can get the surveys and remaining work entered before our computers are shut off. Please hold any patient changes from January 1st forward until you have access to CrownWeb to enter them yourselves.

January 2009

Hands on training will be available at no cost to the facility. CMS will not be reimbursing travel, room or meal costs. The classes run for one day and are at the following locations and dates:

St. Louis Metro Area

January 9, 12, and 13
New Horizons Education Facility
2122 Kratky Rd.
St. Louis, MO 63114

Des Moines Metro Area

January 15, 16, 19, and 20
New Horizons Education Facility
6200 Aurora Ave
Suite 207E
Urbandale, IA 50322

Kansas City (MO) Metro Area

January 22, 23, 26, and 27
New Horizons Education Facility
9611-E Metcalf Ave
Overland Park, KS 66212

February 2nd, 2009

CrownWeb goes live nationwide as the single application for facilities, Networks and CMS. The Network Data Department will now become a support role to you in using CrownWeb rather than a data entry role as in the past.

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