U.S. Virgin Islands

New Jersey
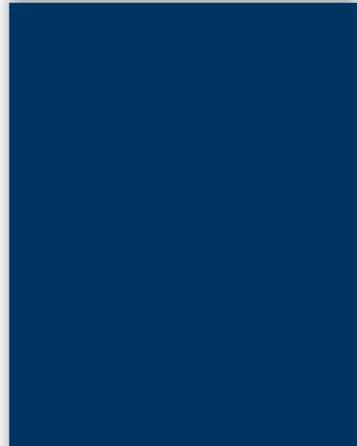
Puerto Rico

Quality Insights
Renal Network 3

CMS 2744
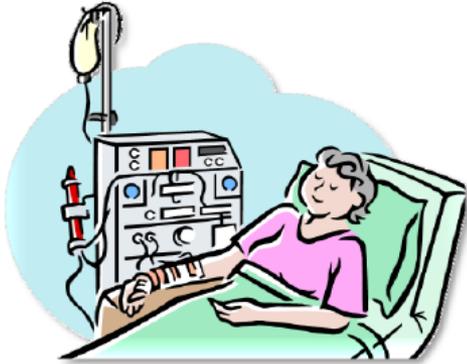
Tricia Phulchand, BSN, RN
Regional Data Manager

CMS 2744

- **The CMS-2744 is designed to collect information regarding:**

  Treatment trends

  Utilization of services

  Patterns of practice in treating ESRD patients.

- **The CMS-2744 Annual Facility Survey:**

  Captures facility treatment, and staffing data for the survey year (January 1 – December 31)

What Is On a CMS-2744?

Dialysis Facilities
- Beginning Patient Count
- Additions
- Losses
- Ending Patient Count
- Medicare Status
- Number of Treatments In-Center and Other
- Vocational Rehabilitation Information
- Staffing
- Facility Information

Transplant Facilities
- Number of Transplant Patients
- Medicare Status
- Number of Transplants
- Transplant Wait List Count

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CMS 2744a Form- Dialysis Units

DIALYSIS PATIENTS AND TREATMENTS

DIALYSIS PATIENTS

Patients Receiving Care Beginning of Survey Period		
Incenter	Home	Total Fields 01 thru 02
01	02	03

	Additions During Survey Period			
	Started for first time ever	Restarted	Transferred from other dialysis unit	Returned after transplant
In-center				
Home				
	04A / 04B	05A / 05B	06A / 06B	07A / 07B

	Losses During Survey Period					
	Deaths	Recovered kidney function	Received transplant	Transferred to other dialysis unit	Dis-continued dialysis	Other (LTFU)
	08A / 08B	09A / 09B	10A / 10B	11A / 11B	12A / 12B	13A / 13B

Patients Receiving Care at End of Survey Period												
Incenter Dialysis		Self-Dialysis Training				Total Incenter Dialysis	Home Dialysis				Total Home Dialysis	Total Patients
Hemo-Dialysis	Other	Hemo-Dialysis	CAPD	CCPD	Other	Fields 14 thru 19	Hemo-Dialysis	CAPD	CCPD	Other	Fields 21 thru 24	Fields 20 and 25
14	15	16	17	18	19	20	21	22	23	24	25	26

Patient Eligibility Status End of Survey Period		
Currently enrolled in Medicare	Medicare application pending	Non-Medicare
27	28	29

Hemodialysis Patients Dialyzing More Than 4 Times Per Week		
Setting	Day	Nocturnal
Incenter		
Home		
	30A / 30B	31A / 31B

Vocational Rehabilitation				
Patients aged 18 through 64	Patients aged 65 and older	Patients receiving services from Voc Rehab	Patients Employed full-time or part-time	Patients attending school full-time or part-time
32	33	34	35	36

TREATMENT AND STAFFING

Incenter Dialysis Treatments (Include Training Treatments)	
Hemodialysis	Other
37	38

| Staffing				
	Number of Staff		Number of Open Pos.	
Position	Full Time	Part Time	Full Time	Part Time
a. RNs				
b. LPN/LVNs				
c. PCTs				
d. APNs				
e. Dietitians				
f. Social Workers				
	39	40	41	42

What do the 2744 fields mean?

The 2744 only counts permanent ESRD patients

In-center: Any permanent chronic patient being treated in your facility as a **Chronic** outpatient.

Home: Any permanent chronic patient with a home modality self-dialyzing in their homes (CAPD; CCPD; Home Hemo).

4. **Started for first time ever:** The patient is new to dialysis (your facility submitted an Initial 2728 form).

5. **Restarted:** Patient was previously on chronic dialysis, recovered function and has now returned to treatment.

6. **Transferred from other dialysis unit:** permanent chronic patient has transferred into your facility from another outpatient dialysis facility.

7. **Returned after transplantation:** Patient has returned to treatment after his/her transplant failed.

8. **Deaths:** A permanent chronic patient in your facility has expired.

9. **Recovered kidney function:** A chronic patient that was on dialysis has regained native kidney function.

10. **Received transplant:** A patient has received a kidney transplant.

11. **Transferred to other dialysis unit:** A permanent chronic patient has transferred to another outpatient dialysis facility.

12. **Discontinued dialysis:** A permanent chronic patient has chosen to stop dialysis and has not died within 30 days of stopping treatment at your facility.

13. **Other / Lost to Follow Up (LTFU):**

(Other) A permanent chronic patient has left the country to treat at a non-CMS approved dialysis center or has been imprisoned.

(LTFU) A permanent chronic patient has stopped coming for treatment, has made no contact with your facility and you do not have knowledge of the patient's location.

How do I find and generate the 2744 in EQRS?
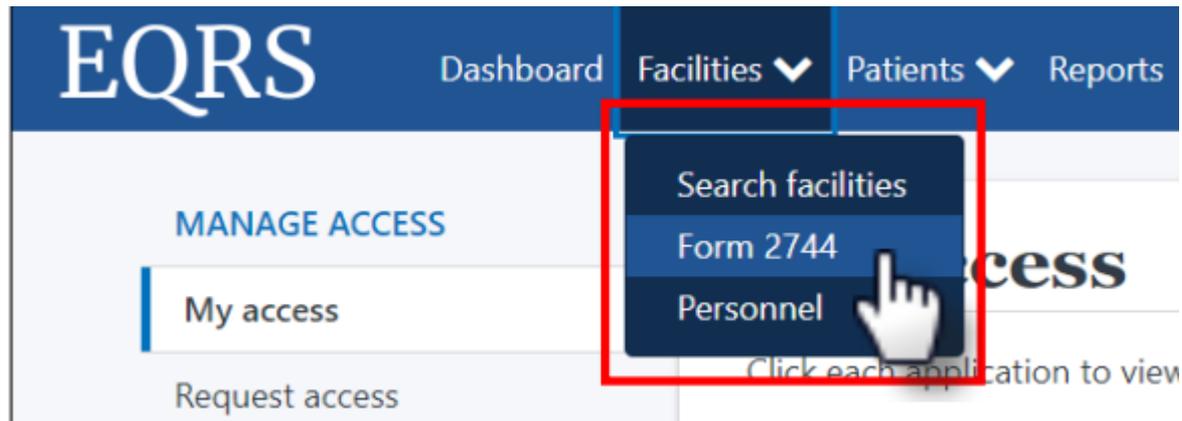
What do I do next?

Please note that the year you select is always the previous completed year so now that we are in 2023 YOU WILL SELECT 2022.

What do I do next? cont'd

Okay, I added it. Am I done?

- You must make sure to generate your 2744

Okay, I generated it. Am I done?

- You must make sure to save your 2744 after it is generated

Edit Facility Form 2744

Form 2744 ID: 3100000075   Facility Name: ABC Dialysis   Facility NPI: 1234567890   Network: Survey Year: 2022

Info
Successfully generated Form 2744.

Generate   **Save**

Collapse All

Dialysis Patients

Patients Receiving Care Beginning of Survey Period

(01) Incenter: 0   (02) Home: 0   (03) Total Fields 01 thru 02: 0

Additions During Survey Period

Incenter   Home
(04A) Started for first time ever: 10   (04B) Started for first time ever: 1
(05A) Restarted: 1   (05B) Restarted: 0
(06A) Transferred from other dialysis unit: 8   (06B) Transferred from other dialysis unit: 1
(07A) Returned after transplantation: 1   (07B) Returned after transplantation: 0

Losses During Survey Period

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Am I done, now?

- You will need to review each section of the 2744 for accuracy:
  - **Patients receiving care beginning of survey period**
    - These numbers represent any permanent patients admitted and still treating at your facility as of January 1st, 2022.
  - **Additions during survey period**
    - These numbers represent any permanent patients admitted to your facility and how they were admitted.
  - **Losses during the survey period**
    - These numbers represent any permanent patients discharged from your facility and how they were discharged.
  - **Patients receiving care at end of survey period**
    - These numbers represent the patients still permanently admitted to your facility and receiving treatment as of December 31st of last year.

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Am I done, now? Cont'd

- You will need to review each section of the 2744 for accuracy:

    - **Patient eligibility status end of survey period**
        - These numbers represent the counts of patients' Medicare statuses as being enrolled, pending or Non-Medicare.

    - **Hemodialysis patients dialyzing more than 4 times per week**
        - These numbers represent any hemodialysis patients, regardless of setting (in-center or home) that are receiving more than 4 hemodialysis treatments each week as noted in the treatment section of the patient's record in EQRS.

    - **Vocational rehabilitation**
        - These numbers represent patients older than 18 years old receiving vocational rehabilitation services, employed or attending school.

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Where can I get a list of the patients that are being counted in each field?

- You can use the four reports available on the View Facility Form 2744 screen to verify the auto-populated data on the CMS 2744:
  - Patients Receiving Care Beginning of Survey Period
  - Additions During Survey Period
  - Losses During Survey Period
  - End of Survey Report
- Correct any identified errors in the patient record(s), if needed.
- Regenerate the CMS-2744 survey to update the auto-populated survey data and reports after correcting any identified errors.
- The following slides will provide instructions for selecting reports.

Select the Desired Report

Click the Report Link to Download a Report

Dialysis Patients

Patients Receiving Care Beginning of Survey Period ⊕

(01) Incenter: 16   (02) Home: 3   (03) Total Fields 01 th

Additions During Survey Period ⊕

Incenter

(04A) Started for first time ever: 0

(05A) Restarted: 0

(06A) Transferred from other dialysis unit: 0

(07A) Returned after transplantation: 0

Home

(04B) Started for first time ever: 0

(05B) Restarted: 0

(06B) Transferred from other dialysis unit: 0

(07B) Returned after transplantation: 0

Losses During Survey Period ⊕

Incenter

Home

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Right Click to Open the Report

View the Report

- Scroll to review all report data.

- Filter spreadsheet columns, as needed.

- Download a new report every time you re-generate the survey.

Beginning of Survey Period Report								
Survey Period: January 1, 2022 through December								
Facility Name: 123456 ABC Dialysis								
Creation Date: January 10, 202310:15:08 AM								
Network ID	**Facility ID**	**Facility CCN**	**Facility NPI**	**Patient ID**	**Patient First Name**	**Patient Last Name**	**Patient SSN**	**Patient N**

Data ⊕

Working with the Excel Reports

- Once it is downloaded you may see the following appear at the top of the screen. You must click **Enable Editing** before proceeding…
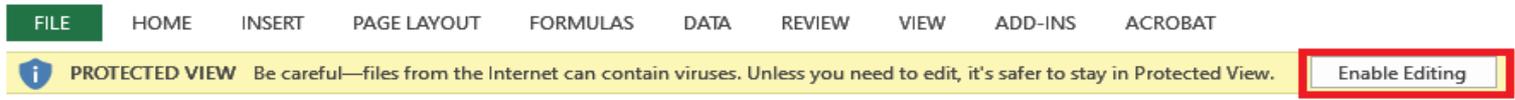
- With the file open, you will need to select the gray header row (Network ID etc)

- Next on the informational ribbon at the top of the screen, click on the data tab and then click the funnel-shaped icon marked filter

- This will allow you to filter your data by header ("Admission date, Admit Reason, etc)

I reviewed my reports and something's not right

- A patient is missing from the report
  - Look up the patient in EQRS and verify that the patient was admitted to your facility
  - If you cannot locate the patient in EQRS then you should admit the patient in EQRS with the appropriate admit date and reason
  - Once the patient has been admitted then go back to your 2744, regenerate and save
  - Your numbers should now be correct
- A patient is still on the report that should have been discharged
  - Look up the patient in EQRS and verify that the patient was discharged from your facility
  - If the patient does not have a discharge date then you need to discharge the patient with the appropriate discharge date and reason
  - Once the patient has been discharged then go back to your 2744, regenerate and save
  - Your numbers should now be correct

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Most Common 2744 - Warnings

Warning	Solution
Warning - The total number of patients receiving care at the beginning of this survey period (field 03) must equal the total number of patients receiving care at the end of the last survey period for this facility (field 26). Please enter a comment.	Compare Patient list from end of last survey year to patient list of beginning of this survey year, figure out which patients are not being counted correctly. Make any possible adjustments to individual patient records or leave a comment.
Warning - The total number of incenter patients receiving Other dialysis treatments (field 38) may be too high. Please verify this total.	Verify only training treatments are being counted in Field 38. If total is correct (possible with high census unit or Home-only unit) Leave a comment as verification.
Warning - If the facility certification date is in the current survey period, then fields 01 and 02 must equal 0. Please add a comment.	Although the certification date was after January 1st the facility may have treated patients prior to the certification. Leave a comment.
Warning - Facility is not closed but ending population (field 26) is zero. Please add a comment.	Facility closed prior to December 31st due to temporary closure or permanent closure. Leave a comment to that effect with possible reopen date or official closure date.

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Most Common 2744 - Errors

Error	Solution
Error - The total number of patients receiving incenter hemodialysis (field 14) cannot be greater than the total number of incenter hemodialysis treatments including training (field 37). Hemodialysis total is incorrect.	Please enter the total number of outpatient hemodialysis treatments for the calendar year in field 37. DO NOT enter the number of patients.

Most Common 2744 - Errors

Error	Solution
Error - The total number of patients (field 26) must equal the sum of the patients receiving care at the beginning of the survey period (field 03) plus the additions during the survey period (fields 04A through 07B) minus the losses during the survey period (fields 08A through 13B).	There are several reasons why this may occur: 1. There may be a system discharge that was not corrected. Look at the dashboard to identify the system discharge. Go into the patient's record and correct the discharge reason. 2. Begin by downloading the reports from the 2744 module. Use the beginning list and the additions and cross off the losses. Then compare who you have left on the ending list. If someone stands out then go into the patient record and check the patient's admission/discharge information. 3. Look at patients that started at the end of the year and confirm that the first treatment start date matches the admission date to your facility. If the first treatment does not match the admit date then edit the treatment to reflect the admit date. 4. Look at Losses report and make sure that the discharge date is the same if the patient was discharged as a death or prior to the date of death if the patient was discharged as discontinue.

After trying each step above, go back to the 2744 module, click edit, then click generate and then click save. If the error is still not resolved then please contact your Network Data Dept.

Most Common 2744 - Errors

Error	
Error - The total number of Medicare patients (fields 27, 28, 29) must equal the total number of patients (field 26).	Download the End of Survey Report from the 2744 module and verify that all Medicare patients have a Medicare status with an effective date within the survey year or prior. Contact your Network Data Dept **by phone** with any corrections.

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Is there any place on the 2744 where I can manually enter numbers?

- The only sections where you can manually enter numbers are in fields 37-42
    - Fields 37 and 38
        - Hemodialysis Field 37: Outpatient Treatments. Enter the number of staff-assisted hemodialysis treatments performed in the facility. DO NOT INCLUDE ACUTE TREATMENTS.
        - Other Field 38: Other Treatments. For all types of peritoneal dialysis training, report the number of training days for which exchanges were provided. DO NOT report the number of exchanges.

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Is there any place on the 2744 where I can manually enter numbers? **cont'd**

– Fields 39 - 42

- Staffing: Enter the number of Full Time and Part Time staff positions at your facility, as of December 31. Also provide the number of Full Time and Part Time staff positions that are open and not filled, as of December 31.
    – Field 39: Enter the number of Full Time staff, as of December 31
    – Field 40: Enter the number of Part Time staff, as of December 31
    – Field 41: Enter the number of Full Time staff positions that are open, as of December 31
    – Field 42: Enter the number of Part Time staff positions that are open, as of December 31

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Editing an Existing CMS-2744

- Click the **Facilities** tab

- Click the **Form 2744** link

- Select the **Survey Year** and **Survey Status** and click **Search**

- Click the **View** link in the *Actions* section

- Click the **Edit** link

- Click the **Generate** button

  - The pre-populated fields are automatically updated.

  - Make updates to the Treatment and Staffing fields (if needed).

- Click the **Save** button

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I have reviewed everything.
Am I finally done?

- Check your Dashboard and make sure that all outstanding CMS 2728 and 2746 forms for the survey period have been submitted

- Go into your facility page in EQRS and verify that your facility contact information, services, number of stations, hours of operation and back up facility are correct

- If you have reviewed all of your numbers and you agree with the numbers displayed in each section of the 2744 and you have **No Warnings Or Errors** then YES, you are done.

- You can now submit to your network for approval!!!!!

Submitting a CMS-2744

- Click the **Facilities** tab

- Click the **Form 2744** link

- Select the **Survey Year** and **Survey Status** and click **Search**

- Click the **View** link in the *Actions* section

- Click the **Submit for Review** button

- Click **Yes** in the *Confirmation Dialog* box

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Monitor CMS-2744 Status on Your Dashboard

You have not added your 2744

You have generated your 2744

You have submitted your 2744

There was a problem with your 2744 and your Network has rejected it

Monitor CMS-2744 Status on Your Dashboard

Congratulations!!!!!!!
Your Network has
FINALIZED your 2744 !

Corporate Contacts

Org	Done by Facility or Corporate	Corporate Support
DaVita	Facility	2744@davita.com
DCI	Facility	Geraldine.bojarski@dciinc.org
FMC	Corporate	
USRC	Facility and Corporate combined	USRC-EQRS@usrenalcare.com
ARA	Facility	ahannah@americanrenal.com

CMS 2744 Due Dates

- Generate by **January 31, 2023**
- Submit by **March 31, 2023**

Who do I call if I have a question?

Quality Insights Data Department

If you have a question about your 2744, itself, or you cannot fix a warning or error, please contact:

QIRN 3 (NJ, PR, USVI):   Tricia Phulchand   609-490-0310 x 2422
                                  Cheryl Brown   609-490-0310 x 2420

QIRN 4 (PA, DE):   Karen Hricak   610-265-2418 x 2810

QIRN 5 (MD, VA, WV, DC):   Alison Crittenden 804-320-0004 x 2707