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# **COMPLETING THE CMS-2744**

## **Step-by-Step Instructions**

# 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)
  - Historically, provided data to be uploaded onto CMS's Dialysis Facility Compare website
  - Helps identify the top 50 kidney transplantation centers in the nation

# 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

# Form 2744

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Version Number : CROWNWeb  
5.0.0-18488

## Enter Search Terms

### Form 2744 Search Criteria

% Facility CCN

% Facility NPI

Network  ▼

Status  ▼

\*Survey Year

Results Per Page  ▼

# Click “Add New 2744”

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Version Number : CROWNWeb  
5.0.0-18488

### Enter Search Terms

#### Form 2744 Search Criteria

% Facility CCN

% Facility NPI

Network  ▾

Status  ▾

\*Survey Year

Results Per Page  ▾

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# Add New CMS-2744 Form

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### Add a New 2744

#### Add a New Form 2744 Search Criteria

Facility CCN  **ENTER 6 DIGIT CCN**

Facility NPI  **Then Click Go**

\*Facility DBA Name

\*Survey Year

Version Number : CROWNWeb  
5.0.0-18488

# Blank CMS-2744

Add 2744 for **ABC DIALYSIS** for Survey Year 2016

## 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

(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

(08A) Deaths: 0  
(09A) Recovered kidney function: 0  
(10A) Received transplant: 0  
(11A) Transferred to other dialysis unit: 0  
(12A) Discontinued dialysis: 0  
(13A) Other (LTFU): 0

#### Home

(08B) Deaths: 0  
(09B) Recovered kidney function: 0  
(10B) Received transplant: 0  
(11B) Transferred to other dialysis unit: 0  
(12B) Discontinued dialysis: 0  
(13B) Other (LTFU): 0

### Patients Receiving Care at End of Survey Period

#### Incenter Dialysis

(14) Hemodialysis: 0  
(15) Other: 0

#### Self-Dialysis Training

(16) Hemodialysis: 0  
(17) CAPD: 0  
(18) CCPD: 0  
(19) Other: 0

#### Total Incenter Dialysis

(20) Fields 14 thru 19: 0

#### Home Dialysis

(21) Hemodialysis: 0  
(22) CAPD: 0  
(23) CCPD: 0  
(24) Other: 0

#### Total Home Dialysis

(25) Fields 21 thru 24: 0

#### Total Patients

(26) Fields 20 and 25: 0

### Patient Eligibility Status End of Survey Period

(27) Currently enrolled in Medicare: 0 (28) Medicare application pending: 0  
(29) Non-Medicare: 0

### Hemodialysis Patients Dialyzing More Than 4 Times Per Week

(30A) Setting Incenter Day: 0 (30B) Setting Home Day: 0  
(31A) Setting Incenter Nocturnal: 0 (31B) Setting Home Nocturnal: 0

# Blank CMS-2744 (cont'd)

## Vocational Rehabilitation

(32) Patients aged 18 through 54: 0

(33) Patients receiving services from Voc Rehab: 0

(34) Patients Employed full-time or part-time: 0

(35) Patients attending school full-time or part-time: 0

## Treatment and Staffing

### Incenter Dialysis Treatments (Include Training Treatments):

(36) Hemodialysis:

(37) Other:

### Staffing

Position	(38) Number of Staff Full Time	(39) Number of Staff Part Time	(40) Number of Open Pos Full Time	(41) Number of Open Pos Part Time
a. RNs:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. LPN/LVTs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. PCTs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. APNs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Dieticians	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Social Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

## REMARKS/COMMENTS

Status: DRAFT

Network Comments:

**Click GENERATE and your 2744 will populate with all activity entered in CROWNWeb.**

**Then make sure to click SAVE.**



# Manual Entry

The total number of Incenter Hemodialysis treatments during the survey year

The total number of all other Incenter treatments (IPD, CAPD and CCPD training) during the survey year.

## Treatment and

### Incenter Dialysis Treatments (Include Training Treatments):

(36) Hemodialysis:

(37) Other:

### Staffing

Position	(38) Number of Staff Full Time	(39) Number of Staff Part Time	(40) Number of Open Pos Full Time	(41) Number of Open Pos Part Time
a. RNs:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. LPN/LVTs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. PCTs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. APNs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Dieticians	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Social Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**STAFFING: The number of Full Time and Part Time staff positions (open and not filled) at your facility as of 12/31.**

## REMARKS/COMMENTS

Status: DRAFT

Network Comments:

[Generate](#) [Save](#)

# Generated CMS-2744

Edit 2744 for **ABC DIALYSIS** for Survey Year 2016

## Info:

- Form 2744 - GENERATED.

## Dialysis Patients

### Patients Receiving Care Beginning of Survey Period

(01) Incenter: 7

(02) Home: 0

(03) Total Fields 01 thru 02: 7

### 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

(08A) Deaths: 1

(09A) Recovered kidney function: 0

(10A) Received transplant: 0

(11A) Transferred to other dialysis unit: 4

(12A) Discontinued dialysis: 0

(13A) Other (LTFU): 0

#### Home

(08B) Deaths: 0

(09B) Recovered kidney function: 0

(10B) Received transplant: 0

(11B) Transferred to other dialysis unit: 0

(12B) Discontinued dialysis: 0

(13B) Other (LTFU): 0

# Saved and Submit

Search 2744

[Edit Form 2744](#)

[Additions During Survey Period Report](#)

[Patient Eligibility Status Report](#)

[Patients Receiving Care at End of Survey Period Report](#)

[Patients Hemodialyzing More Than 4 Times Per Week Report](#)

[Vocational Rehabilitation Report](#)

## View 2744 for ABC DIALYSIS for Survey Year 2016

### Info:

• Form 2744 - SAVED.

### Dialysis Patients

#### Patients Receiving Care Beginning of Survey Period

(01) Incenter: 7

(02) Home: 0

(03) Total Fields 01 thru 02: 7

#### 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

### REMARKS/COMMENTS

**Status:** DRAFT

**Data Generated:** 08/17/2016 at 03:31 PM by Tphulchand511

#### Errors:

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 36). Hemodialysis total is incorrect.

[Submit for Acceptance](#) [Print](#)

# What do the terms on the 2744 mean?

Please note that you should only be counting non-transient patients (any patient that treats in your facility >30 calendar days)

**In-center:** Any patient being treated in your facility as an outpatient.

**Home:** Any patient with a home modality being treated 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 dialysis and recovered function and has now returned to treatment.
6. **Transferred from other dialysis unit:** Non-transient 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 non-transient patient on your facility caseload has expired.
9. **Recovered kidney function:** A patient that was on dialysis previously has regained native kidney function.
10. **Received transplant:** A patient has received a kidney transplant.
11. **Transferred to other dialysis unit:** Non-transient patient has transferred to another outpatient dialysis facility.
12. **Discontinued dialysis:** A patient has chosen to stop dialysis and has not died within 30 days stopping treatment at your facility.
13. **Lost to Follow Up (LTFU):** A patient has stopped coming for treatment, has made no contact with your facility and you do not have knowledge of the patient's location.

# Accessing CMS-2744 Reports

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[Vocational Rehabilitation Report](#)

## Edit 2744 for **ABS DIALYSIS** for Survey Year 2016

### Info:

• Form 2744 - GENERATED.

### Dialysis Patients

#### Patients Receiving Care Beginning of Survey Period

(01) Incenter: 7

(02) Home: 0

(03) Total Fields 01 thru 02: 7

#### 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

# Accessing CMS-2744 Reports

1 Patients Receiving Care at the Beginning of Survey Period, Additions/Losses During the Survey Period										
2 Survey Period: January 1, 2016 through December 31, 2016										
3 Network	4 Facility	5 Facility C	6 Facility N	7 Patient	8 Patient Name	9 Patient S	10 Patient HICN1	11 Patient Genc	12 Patient Birth Dt	13 Patient Admit Dt
4 B	60000999	999991	120539999	99999013	BECKBRICK	101-01-0107	9999999999A	M	02/24/1973	01/01/2009
5 B	60000999	999991	120539999	99999007	BEVLEY, JIMBO	101-01-0104	9999999994A	M	07/29/1972	01/01/2009
6 B	60000999	999991	120539999	99999019	BUGGS, POLLY	101-01-0110	9999999913A	F	09/22/1973	03/08/2008
7 B	60000999	999991	120539999	99999003	CLERK, LAWRENCE	020-20-2023	9999999995A	M	09/02/1972	08/28/2002
8 B	60000999	999991	120539999	99999004	CUP, WHYTE	020-20-2021		F	04/15/1972	05/23/2007
9 B	60000999	999991	120539999	99999010	ELVERENGE, CYN	020-20-2027		F	06/09/1973	03/12/2008
10 B	60000999	999991	120539999	99999014	ENDRUZZY, MACIO	020-20-2028	9999999910A	M	03/31/1973	08/25/2008
11 B	60000999	999991	120539999	99999020	FRIMEN, VIRGINIA	020-20-2029	9999999914A	F	10/27/1973	01/01/2009

  

1 Patients Receiving Care at the End of the Survey												
2 Survey Period: January 1, 2016 through December 31, 2016												
3 Network	4 Facility	5 Facility C	6 Facility N	7 Patient	8 Patient Name	9 Patient S	10 Patient HICN1	11 Patient Genc	12 Patient Birth Dt	13 Patient Admit Dt	14 Admit Reason	15 Patient Disch
4 B	60000999	999991	120539999	99999001	GREGORY, TOM	101-01-0101	101010101A	M	01/01/1973	04/17/2008	New ESRD Patient	
5 B	60000999	999991	120539999	99999002	KYNG, STEVE	020-20-2020	20202020A	M	02/05/1972	08/28/2002	Transfer In	
6 B	60000999	999991	120539999	99999003	HUGEN, MEO	101-01-0102	101010102A	F	03/11/1972	09/01/2002	New ESRD Patient	
7 B	60000999	999991	120539999	99999004	CUP, WHYTE	020-20-2021		F	04/15/1972	01/01/2009	New ESRD Patient	
8 B	60000999	999991	120539999	99999005	MCTEST, TEST	101-01-0103		F	05/20/1972	11/14/2012	New ESRD Patient	
9 B	60000999	999991	120539999	99999006	MYTCHELL, CHUCK	020-20-2022	20202022A	M	09/24/1972	06/13/2008	Transfer In	
10 B	60000999	999991	120539999	99999007	BEVLEY, JIMBO	101-01-0104	101010104A	M	07/29/1972	05/24/2008	Transfer In	
11 B	60000999	999991	120539999	99999008	CLERK, LAWRENCE	020-20-2023	20202023A	M	09/02/1972	07/27/2007	New ESRD Patient	
12 B	60000999	999991	120539999	99999009	MYNKEY, BFF	101-01-0105	101010105A	M	10/07/1972	04/12/2002	New ESRD Patient	
13 B	60000999	999991	120539999	99999010	KELLER, SNOOP	020-20-2024	20202024A	M	11/11/1972	04/18/2008	Transfer In	
14 B	60000999	999991	120539999	99999011	GUHGEN, SELENA	101-01-0106		F	12/16/1972	06/16/2007	New ESRD Patient	
15 B	60000999	999991	120539999	99999012	LUVEX, HORACE	020-20-2025	20202025A	M	01/20/1973	04/08/2002	New ESRD Patient	
16 B	60000999	999991	120539999	99999013	BECK, BRICK	101-01-0107	101010107A	M	02/24/1973	02/28/2008	New ESRD Patient	
17 B	60000999	999991	120539999	99999014	ENDRUZZY, MACIO	020-20-2026	20202026A	M	03/31/1973	01/01/2009	Dialysis After Transplant Failed	
18 B	60000999	999991	120539999	99999015	MERCHELEWSKY, DA	101-01-0108		F	05/05/1973	06/25/2006	Restart	
19 B	60000999	999991	120539999	99999016	ELVERENGE, CYN	020-20-2027		F	06/09/1973	05/23/2007	Restart	
20 B	60000999	999991	120539999	99999017	KEUPHLD, NORRIDA	101-01-0109	101010109A	F	07/14/1973	04/17/2008	New ESRD Patient	
21 B	60000999	999991	120539999	99999018	SYMOUN, LEART	020-20-2028	20202028A	M	09/18/1973	03/24/2007	Transfer In	
22 B	60000999	999991	120539999	99999019	BUGGS, POLLY	101-01-0110	101010110A	F	09/22/1973	01/14/2008	Transfer In	
23 B	60000999	999991	120539999	99999020	FRIMEN, VIRGINIA	020-20-2029	20202029A	F	10/27/1973	03/08/2006	Transfer In	

**Note:** Fictitious patient information displayed.

# How do I work with 2744 reports?

## Additions During Survey Period Report

- Unmerge Cells
- Delete 1<sup>st</sup> two rows
- Go to Data tab, click Filter
- Filter by Patient Admit Date, selecting 2016 only
- Filter column corresponding with Admit Reason
- Verify additions during survey period
- When you are done confirming additions during survey period, go back to filter option for patient admit date and select all.
- Filter entire sheet by Patient Discharge Date, selecting 2016 only
- Filter by Discharge Reason
- Verify losses during survey period

# Who do I call if I have a question?

## QualityNet Help Desk

If you need assistance with the registration process or are having technical difficulties contact the QualityNet Help Desk at:

866-288-8912 (Monday - Friday 8am to 8pm EST) or via  
e-mail at [qnet-support-esrd@hcqis.org](mailto:qnet-support-esrd@hcqis.org).

## Quality Insights Mid-Atlantic Renal Coalition

If you have a question about navigating once you have logged in, contact:

CJ Craft 804.320.0004 x 2715 [ccraft@nw5.esrd.net](mailto:ccraft@nw5.esrd.net)

or

Alison Crittenden 804.320.0004 x 2707 [acrittenden@nw5.esrd.net](mailto:acrittenden@nw5.esrd.net)