



Centers for Medicare & Medicaid Services - 7500 Security Boulevard - Baltimore, MD 21244

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## Conditions for Coverage Impact of CROWNWeb CROWNWeb Authentication System Info and Training Opportunities

On April 15, 2008, the Centers for Medicare & Medicaid Services published updated Conditions for Coverage for End-Stage Renal Disease Facilities in the Federal Register (available to view at the following location: <http://www.cms.hhs.gov/CFCsAndCoPs/downloads/ESRDfinalrule0415.pdf>). These regulations modernize Medicare's ESRD health and safety Conditions for Coverage and update CMS standards for the delivery of safe, high quality care to dialysis patients. The revised regulations are patient-centered, reflect improvements in clinical standards of care, require the use of more advanced technology, and outline a framework to incorporate performance measures viewed by the scientific and medical communities as related to the quality of care provided to dialysis patients.

### Electronic Data Submission Requirement

The final rule requires electronic submission of administrative and clinical data by all Medicare approved dialysis facilities in the United States (§494.180(h)). This requirement takes effect on February 1, 2009. To support this mandate, CMS announces **CROWNWeb**, a web-based software application that all dialysis facilities will be required to use beginning February 1, 2009. **Use of CROWNWeb for data submission beginning February 1, 2009 is mandatory** to support CMS's goals of quality improvement and performance assessment, as well as to ensure prompt claims processing and reimbursement.

### CROWNWeb's Relationship to the 2008 ESRD Conditions for Coverage

The CROWNWeb application provides direct support for the Final Rule of the 2008 Conditions for Coverage in multiple ways. The following items illustrate CROWNWeb's this support and includes the relevant section and/or page numbers from the 2008 ESRD Conditions for Coverage (<http://www.cms.hhs.gov/CFCsAndCoPs/downloads/ESRDfinalrule0415.pdf>).

- CROWNWeb provides a mechanism for complying with the electronic data submission requirement (*section 494.180(h)*)
- CROWNWeb offers technology that protects data in accordance with HIPAA regulations (*p. 20443*)
- CROWNWeb collects and verifies CPM data from 100% of the patients at contributing facilities (*p. 20470*)
- CROWNWeb enables comparative reporting for a facility against Network/National aggregate data (*p. 20442*)
- CROWNWeb supports the 1995 Paperwork Reduction Act (*p. 20454*)
- CROWNWeb users may choose from two types of CROWNWeb training (instructor-led or web-based training) which will be provided nationwide to facility staff and other users (*p. 20468*)

### CROWNWeb System Requirements

To access CROWNWeb, a facility must have a computer connected to the Internet that meets the minimum specifications outlined in the table on the next page. Most computers built within the last four years will meet these minimum requirements. Additionally, high-speed Internet connectivity (DSL, cable, or faster) is required.

	<b>Requirement</b>
<b>Internet Browser</b>	Internet Explorer 6.0 or 7.0
<b>Operating System</b>	Windows XP SP2 or Windows Vista SP1
<b>Document Viewer</b>	Adobe Acrobat Reader 8 or higher
<b>Internet Connection</b>	High-speed/broadband (dial-up not supported)

### ***CROWNWeb Minimum System Requirements***

Please note that your facility's computer system must meet the minimum system requirements to access CROWNWeb when it launches February 1, 2009.

### **CROWNWeb Authentication Services (CAS) – Information and Education**

In order to access the CROWNWeb system, every dialysis facility will need to complete the CROWNWeb Authentication process. This process will require all dialysis facilities to designate a representative within the facility as their Security Administrator (SA). This will typically be the Clinical Manager or the Facility Administrator of the Dialysis Facility. The SA will be responsible for verifying the accuracy of information on the CAS Account forms that must be submitted for each user before CROWNWeb user accounts can be created within the QualityNet Identity Provisioning System (QIPS). The SA will also need to enter verified user information on each CAS Account form, and mail the notarized CAS Account forms promptly to the CROWNWeb help desk (via USPS certified return receipt) to expedite final CROWNWeb user account approval.

In preparation for CAS system access and user account setup, each dialysis facility should:

- Designate a representative within the facility as their SA
- Have the designated SA register for the CAS training session based on their assigned Network
- Have the SA attend the CAS training to obtain more detailed information on the CAS process and SA responsibilities

CMS is providing one-hour WebEx training sessions for the SA. Each SA should attend one of the scheduled sessions to learn their responsibilities and obtain information on the QIPS system. Facilities have been assigned by Network for training session dates and times. The schedule for these sessions is as follows.

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**Note:** You can register for the session for your Network (listed below) by following the instructions in the *Registering for CROWNWeb Instructor-Led Training and CAS Training* section at the top of Page 4.

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#### **Network 1**

Date: 10/21/2008  
Time: 10:00 AM ET

#### **Network 2**

Date: 10/27/2008  
Time: 10:00 AM ET

#### **Network 3**

Date: 10/23/2008  
Time: 10:00 AM ET

#### **Network 4**

Date: 10/24/2008  
Time: 10:00 AM ET

#### **Network 5**

Date: 10/22/2008  
Time: 10:00 AM ET

#### **Network 6**

Date: 10/28/2008  
Time: 10:00 AM ET

#### **Network 7**

Date: 10/31/2008  
Time: 11:00 AM ET

#### **Network 8**

Date: 10/30/2008  
Time: 10:00 AM CT

#### **Network 9/10**

Date: 10/29/2008  
Time: 11:00 AM ET

#### **Network 11**

Date: 10/30/2008  
Time: 3:00 PM CT

#### **Network 12**

Date: 10/29/2008  
Time: 3:00 PM CT

#### **Network 13**

Date: 10/28/2008  
Time: 3:00 PM CT

#### **Network 14**

Date: 10/27/2008  
Time: 3:00 PM CT

#### **Network 15**

Date: 10/24/2008  
Time: 2:00 PM MT

#### **Network 16**

Date: 10/23/2008  
Time: 1:00 PM PT

#### **Network 17**

Date: 10/22/2008  
Time: 1:00 PM PT

#### **Network 18**

Date: 10/21/2008  
Time: 1:00 PM PT

## CROWNWeb Learning Management System (LMS)

The CROWNWeb Learning Management System (LMS) is your central location for the latest CROWNWeb news. After registering for this valuable resource, you can take CROWNWeb online training courses, view CROWNWeb documents, and participate in Team Room discussions with the CROWNWeb team and your ESRD Network.

To register for the Project CROWNWeb LMS:

1. Launch Internet Explorer.
2. Enter the URL **http://www.projectcrownweb.org** in the address bar of Internet Explorer, and then click **Go**. The *Welcome to the QualityNet eLearning Center* screen displays.
3. Click **Register**. The *Register Select Organization* screen displays.
4. Select **Project CROWNWeb** from the Root Organization drop down list, and then click **Next**. The *Sub Organization* field displays.
5. Select your ESRD affiliation, and then click **Submit**. The *Register User Profile* screen displays.

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**Note:** Dialysis facility staff should select **CROWN Web - Facility Users**.

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6. Enter or select the required information, and then click **Submit**. A *confirmation* screen displays.
7. Click **Next**. The *Welcome* screen displays. You are now a registered user!

## CROWNWeb System Training

CMS is offering two types of training for CROWNWeb. A series of one-day instructor-led training sessions will be held throughout January 2009 in multiple locations across the United States and Puerto Rico. These sessions will be held from 8:00 AM to 5:00 PM, and will focus on the most critical tasks facilities will need to know prior to using CROWNWeb, and will also provide a opportunity to ask CROWNWeb questions face-to-face.

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**Note:** You can view the locations and dates for these training sessions and register for the session of your choice by following the instructions in the *Registering for CROWNWeb Instructor-Led Training and CAS Training* section at the top of Page 4.

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We suggest that the dialysis Clinic Manager or Facility Administrator attend this training, but recognize that the Administrator may send a designee to the training if they see fit. Please note that while attendance may require your facility to incur travel costs, there is no fee to attend the actual training.

Additionally, the web-based Learning Management System (LMS) described above features interactive training modules covering the functionality of CROWNWeb. You can view "sneak previews" of these training modules today by registering at the CROWNWeb web site (<http://www.projectcrownweb.org>) using the instructions in the CROWNWeb LMS section above.

## Taking CROWNWeb Courses

To enroll in and take CROWNWeb online courses, follow the steps below:

1. Log in to the CROWNWeb LMS. The *Welcome* screen displays.
2. In the left hand column, click **Courses**. The *Curricula* folder displays.
3. Click **Curricula** or **Course List**. The *Course List* screen displays.
4. Without entering any Keywords, click the **Search** button in the upper-right corner of the page. The list of *User Roles* displays on the left side of the screen.
5. Click the round blue icon (🌐) to the left of the User Role you have been assigned. The list of courses in this curriculum displays on the right side of the screen.
6. Click the **Enroll In Curriculum** link. A confirmation dialog box displays, asking you to confirm your enrollment.
7. Click **OK** to complete the enrollment. All courses in the list become active.
8. Click the **Course Name**. The *Description* screen displays.
9. Click **Take Course**. A new screen opens and displays the *Course Name* again.
10. On the new screen, click the **Course Name** to begin.

## Registering for CROWNWeb Instructor-Led Training and CAS Training

Registration for both the CROWNWeb Authentication Services (CAS) Training in October and the Instructor-Led CROWNWeb Training in January is available. Follow the instructions below to register for the session of your choice:

### **Register for CROWNWeb Authentication Services (CAS) Training (October 2008)**

1. Login to the LMS system.
2. Select **Registration** from the links on the left side of the page.
3. Click the **References – Training Registration** icon in the middle of the page.
4. In the search area in the upper-right corner of the page, enter keyword **CAS** then click **Search**. Your search results display in the lower-left pane of the screen.
5. Click the **CROWNWeb Authentication Services (CAS) Training** link. A pop-up window displays, containing the WebEx Registration page.
6. Proceed through the registration and choose the WebEx event applicable for your Network. Follow the on-screen instructions to complete registration.

### **Register for Instructor-Led CROWNWeb Training (January 2009)**

1. Login to the LMS system.
2. Select **Registration** from the links on the left side of the page.
3. Click the **References – Training Registration** icon in the middle of the page.
4. In the search area in the upper-right corner of the page, enter keyword **instructor** then click **Search**. Your search results display in the lower-left pane of the screen.
5. Click the **Instructor-Led Training Registration** link. A pop-up window displays, containing the Cvent Registration page.
6. Proceed through the registration and choose your desired Training Location. Follow the on-screen instructions to complete registration.

## Milestone Events and Dates

As the release of CROWNWeb approaches, please keep the following key events and dates in mind:

<b>CROWNWeb Online Training Sneak Preview</b>	-	Now through 11/30/2008
<b>Register for CAS Training</b>	-	10/10/2008
<b>Register for Instructor-Led Facility Training</b>	-	10/10/2008
<b>CAS Training</b>	-	10/21/2008 through 10/31/2008
<b>CROWNWeb Online Training Available</b>	-	12/1/2008
<b>CROWNWeb Instructor-Led Facility Training</b>	-	1/5/2009 through 1/28/2009
<b>CROWNWeb Launch</b>	-	2/1/2009

## Where to Get More Information

If you have any questions regarding CROWNWeb, please contact the CROWNWeb team directly via e-mail at [CRAFT@nw7.esrd.net](mailto:CRAFT@nw7.esrd.net) or register and access the CROWNWeb Learning Management System (LMS) at <http://www.projectcrownweb.org/>.

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