

CROWNWeb Data Management Guidelines

Tier 1 CROWNWeb Data Manager Task List

Category	Section	Task in CROWNWeb	Frequency
Data Monitoring	Facilities	Monitor Facility Attestation	By January 31 of each year
		Monitor Facility Details	By December 31 of each year
	Personnel	Review Personnel	At least quarterly
	Reports	Generate Missing Forms and Saved Status Reports	At least monthly
Data Measuring	Reports	Generate Open Accretions Report	Monthly
		Generate Open Notifications Report	Monthly
Data Managing	Facilities	Submit Facility Attestations	January 1–31 of each year
		Update Facility Details	At least annually
	Patients	Admit and Discharge Patients	Admit within 5 business days of first treatment; Discharge within 5 business days of last treatment
		Admit and Discharge Transient Patients	Admit within 1 business day of treatment; Discharge within 1 business day of last treatment
		Complete CMS-2728 and CMS-2746 Forms	CMS-2728: within 10 business days of Date Regular Chronic Dialysis Began; no later than 45; CMS-2746: within 14 days of the date of death
		PART Verification	By 5th business day of each month
		Resolve Gap Patients	Within 2 business days of the weekly report
		Personnel	Add Key Personnel
	Clinical	Manage Clinical	Follow CMS' Clinical Data Submission Schedule
	Action List	Resolve Notifications and Accretions	New or Reassigned: within 15 days of issuance; Under Investigation: within 30 days of issuance
	Form 2744	Add New CMS-2744A Forms	By CMS due date
		Add New CMS-2744B Forms	By CMS due date
		Add New CMS-2744A Forms for Closed Facilities	Within 5 business days prior to closure