Checking Your Facility's 2744 Status

1. Log into **CROWNWeb**.
2. Proceed to the **Form 2744** tab.
3. Click **Search 2744**.
4. Enter **Facility CCN**.
5. Enter **Survey Year**. This is the year for which the survey is being conducted.
6. Click **Search**.
7. Select your facility.
8. Click **Status Change Updates**. You will be able to view the current status of your 2744. The status can fall into 1 of 4 stages:

	Status	Definition
1	*Final*	When a facility submits the 2744 by selecting "Submit for Acceptance," it is in a pending status to be reviewed by the Network. The Network may then Accept or Reject the 2744.
2	*Accepted*	If all fields that require information have been completed, and all warnings and errors have been resolved, the Network will then Accept the 2744. It is now in a pending status to be Finalized.
	Rejected	The 2744 will be rejected if required information is missing or questionable and if warnings and errors have not been resolved.
3	*Finalized*	The 2744 is at its final stage and has been submitted to CMS. You have completed the 2744, and no further action is required.
4	*Reopened*	After being Finalized, the facility requests to reopen the 2744 for further investigation. You must notify the Network, and a request will be made to CMS to reopen the 2744.

Click **Submit for Acceptance <u>ONLY</u> when all required fields are completed and there are no errors on the survey.**