

2744 Report: Additions (and Losses) During Survey Period

1. Log into **CROWNWeb**.
2. Proceed to the **Form 2744** tab.
3. Enter **Facility CCN**.
4. Enter **Survey Year** – this is the year for which the survey is being conducted.
5. Click on **Search**.
6. Select your facility.
7. Click **Edit**.
8. Click **Generate**.
9. Run the **Additions During Survey Period Report** located at the top of the page.
 - Refer to the “*Fix for Errors when Opening 2744 Reports*” instructions if you cannot open the report.
10. If either column **Dialysis Training Type** or **Dialysis Training Type End Date** is not **blank**, then the other column may not be **blank** and must be updated on the patient’s Treatment Record to show the complete Training information.
11. Make the **Patient ID** column wider to see the CROWN UPI and search for the patient.
12. All corrections must be made in the individual patient’s treatment record in CROWNWeb:

SSN	<ul style="list-style-type: none"> • Update the patient’s information in CROWNWeb if the columns have <u>missing or incorrect</u> information. • To ensure accuracy, refer to the “<i>Admit-Discharge Reasons</i>” instructions.
HICNum	
Gender	
Birth Date	
Admit Reason	<ul style="list-style-type: none"> • If a patient’s <u>first treatment</u> is at your facility, make sure the admit reason is “New ESRD Patient” and <u>not</u> “Transfer In.” • Complete all 2728 Forms immediately.
Admit Date	<ul style="list-style-type: none"> • If Admit Date and Discharge Date are within 30 days, make sure the patient is listed as a Transient. • Refer to the “<i>Reporting Transient Patients in CW</i>” instructions.
Admit Reason	
Transient Status	
Discharge Reason	<ul style="list-style-type: none"> • If column shows a System Discharge, refer to the “<i>Incorrectly Discharged Patients Cleanup</i>” instructions. • If Discontinue is within 30 days of Date of Death, change the discharge reason to Death. • Complete all 2746 Forms immediately. • Refer to the “<i>Completing the 2746 in CW</i>” instructions.
Discharge Date	<ul style="list-style-type: none"> • If Date of Death and Discharge Date are within 30 days, make sure the discharge reason is Death and a 2746 is required by your facility.
Date of Death	
Primary Dialysis Setting	<ul style="list-style-type: none"> • If Setting is Dialysis Facility/Center, the Dialysis Training Type and End Date columns must <u>both be blank</u>. Make corrections on the patient’s Treatment Information page in CROWNWeb. • If Setting is Home, the Dialysis Training Type and End Date columns must <u>both be completed</u>. Make corrections on the patient’s Treatment Information page in CROWNWeb. <ul style="list-style-type: none"> ○ Dialysis Training Type and End Date should be completed ONLY if patient received <u>PD/Home training at your facility</u>. • Refer to “<i>Updating a Patient’s Modality</i>” instructions below.
Dialysis Training Type	
Dialysis Training Type End Date	

What is the Patient's NEW Modality/Treatment?

In-Center Hemodialysis

Only the fields marked with a red asterisk (*) in the **Treatment Information** section are required to be completed:

- Treatment Start Date*
- Primary Dialysis Setting*
- Dialysis Time Period*
- Expected Self-Care Setting*
 - select **In-Center**
- Primary Type of Treatment*
- Attending Practitioner*

Do not complete these fields:

1. *Type of Dialysis Training*
2. *Dialysis Training Begin Date*
3. *Dialysis Training End Date*

PD/Home Hemodialysis

Only the fields marked with a red asterisk (*) in the **Treatment Information** section are required to be completed:

- Treatment Start Date*
- Primary Dialysis Setting*
- Dialysis Time Period*
- Expected Self-Care Setting*
 - Select **Home**
- Primary Type of Treatment*
- Attending Practitioner*

See below for PD Training and Home Treatment information.

Is Patient Training for PD/Home Treatment?

Patient was Trained at Other Facility

Do not complete these fields:

- *Type of Dialysis Training*
- *Dialysis Training Begin Date*
- *Dialysis Training End Date*

Patient is Training at Your Facility

Complete these fields:

- *Type of Dialysis Training**
- *Dialysis Training Begin Date**
 - **Same as Treatment Start Date**
- *Dialysis Training End Date**

13. After making corrections, make sure to **Generate** the **2744 Annual Survey**.