

# Southeastern Network 6 Kidney Council, Inc.

**TO:** Clinic Manager

**FROM:** Margo Clay, MIS  
Director, Information Management

**DATE:** November 17, 2008

**RE:** CROWNWeb Transition

The Conditions for Coverage (CfC) require the submission and maintenance of electronic patient and provider records for all dialysis facilities in the United States (§494.180(h)). This requirement takes effect on February 1, 2009. To support the mandate, CMS launched the web-based application Consolidated Renal Operations in a Web Enabled Network (CROWNWeb). CROWNWeb is a free, secure Internet software application created by CMS. All facilities will use CROWNWeb to submit data beginning February 1, 2009.

Dialysis Corporation Incorporated (DCI), Fresenius Medical Services, (FMS) and DaVita facilities will batch load some data via the corporate office. The CMS 2728 and 2746 must be manually entered into the system for these large dialysis organizations. Also, training for the large dialysis organizations may be provided at the regional level at the direction of the corporate office.

To ensure all data is entered in the current CMS system before it is turned off on January 17, 2009, the Network **will not receive forms after December 31, 2008**. Any forms completed after this date must be held at the facility for entry in the CROWNWeb system on February 1, 2009.

In order to enroll users in CROWNWeb CMS requires each facility to designate one person as a Security Administrator (SA). CMS also advises that facilities designate a backup SA to take action in the absence of the primary SA. WebEx training was held for Network 6 facilities on October 28, 2008, if you were unable to attend that training please view it at [www.projectcrownweb.org](http://www.projectcrownweb.org). Follow these steps to view the training: click CAS Information, click view the CAS training, training opens in new web browser, and click the play button in the center. **Also, if you have not informed the Network of the Security Administrator for your facility please do so ASAP.**

CMS is offering two types of training for CROWNWeb, web-based and in-person. The web-based training is available at [www.projectcrownweb.org](http://www.projectcrownweb.org). Click on "CROWNWeb Training Courses" on the left, and then select a course, the course opens in a new browser.

The in-person training is a free one-day course from 8:00 am – 5:00 pm. The facility is responsible for travel to and from the training session. It is recommended that the person entering information into CROWNWeb attend the training. Space is limited to one user per facility. If a facility wants to send more than one user they may do so but the users will share one computer for the training session. Page 2 of this fax contains the dates and locations of training for Network 6.

If you have questions contact the CMS contractor at [craft@nw7.esrd.net](mailto:craft@nw7.esrd.net) or the Network at 919-855-0882 ext 17 or via email at [help@nw6.esrd.net](mailto:help@nw6.esrd.net).

*The mission of the Southeastern Kidney Council is to improve the lives of people with or at risk for End Stage Renal Disease by promoting and advancing quality of care.*



### Network 6 In-person CROWNWeb Training Locations and Dates

All training sessions are from 8:00 am – 5:00 pm

Date	City, State	Location	Date	City, State	Location
01/05/2009	Columbia, SC	New Horizons 244 Greystone Blvd Columbia, SC 29210	01/09/2009	Charlotte, NC	New Horizons 9140 Arrowpoint Blvd Ste 220 Charlotte, NC 28273
01/06/2009	Columbia, SC	New Horizons 244 Greystone Blvd Columbia, SC 29210	01/12/2009	Charlotte, NC	New Horizons 9140 Arrowpoint Blvd Ste 220 Charlotte, NC 28273
01/07/2009	Columbia, SC	New Horizons 244 Greystone Blvd Columbia, SC 29210	01/13/2009	Charlotte, NC	New Horizons 9140 Arrowpoint Blvd Ste 220 Charlotte, NC 28273
01/05/2009	Savannah, GA	Savannah Technical College 190 Crossroads Parkway Savannah, GA 31407	01/12/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068
01/06/2009	Savannah, GA	Savannah Technical College 190 Crossroads Parkway Savannah, GA 31407	01/13/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068
01/07/2009	Savannah, GA	Savannah Technical College 190 Crossroads Parkway Savannah, GA 31407	01/14/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068
			01/15/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068
			01/16/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068
			01/19/2009	Marietta, GA	New Horizons 2060 Lower Roswell Road Suite 400 Marietta, GA 30068

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