

# Day ONE to Do List – CROWNWeb Phase II Users

## Security Administrators, Please complete prior to entering patients' data:

1. Before attempting to enter CROWNWeb, make sure you have with you a copy of the Medicare Provider Number and name of at least one Backup Facility There is room for 2 backup facilities (so you can identify a local backup facility and a distant backup facility). No changes can be saved to any facility information unless information for Backup Facility #1 is completed.
2. Log in to CROWNWeb,
3. **Ensure that all facility information that has been converted for your facility is correct.**

Fields to validate:

___ Facility Legal Name,	___ Program Type,	___ Initial Certification Type,
___ DBA information (Doing Business As name of the facility),	___ Facility Status,	___ Initial Certification Date,
___ Facility CCN,	___ Date Opened,	___ Certified number of Stations,
___ Facility NPI,	___ Date Closed,	___ Number of Isolation Stations,
___ Network affiliation,	___ Effective Date,	___ Total number of stations in use,
___ Facility phone,	___ Location Type,	___ Days and hours of operations,
___ FAX numbers,	___ Profit Status,	___ Number of shifts,
___ Physical Address,	___ Organizational affiliation,	___ Disaster Contact,
___ Mailing Address,	___ Owned By,	___ Home phone,
___ Zip Code,	<b>___ Back-up Facility*, # 1 CCN (Medicare Provider number) and Back-up #1 DBA Name,</b>	___ Cell phone, Email address.
___ City, State,	___ Certification Type,	
___ County,		

\*Note: the Backup Facility information will not be pre-populated from conversion.

4. **Verify Personnel Information converted from the Network Database.** Edit personnel if not correct. *Please note that anyone who will be signing any CMS form must be listed in the CROWNWeb Personnel for your facility before a completed form can be submitted with their name. This includes anyone who may enter or complete a CMS 2728 or CMS-2746. (First name, Last name, UPIN, Job Description, Job Code, Disaster Contact, Home phone, Cell phone, Email address) Add any addition appropriate personnel not listed in CROWNWeb for your facility.*
5. Assign Roles to your Users in CROWNWeb, [if not already completed] –Determine who will edit and/or view information entered into CROWNWeb. This assigned role is based on the second page of the QIPS registration form.
6. Ensure that all users log in to QIPS and set up their security questions – this will come in handy if they forget their CROWNWeb password. 😊

**CROWNWeb Helpdesk Contact Information.** Please contact the Helpdesk with issues prior to calling the Network:

Phone: 1.888.ESRDHD1

Email: [ESRDHD1@esrd.net](mailto:ESRDHD1@esrd.net)

**Help us to evaluate CROWN Helpdesk response and give us your feedback,** weekly if possible. Please Note that we are here too, if the Helpdesk did not answer your question or you need further assistance.

Sean Rosales (405.948.2259) [srosales@nw13.esrd.net](mailto:srosales@nw13.esrd.net)

Cindy Smith (405.948.2240) [csmith@nw13.esrd.net](mailto:csmith@nw13.esrd.net)

Nellie Hedrick (405.948.2253) [nhedrick@nw13.esrd.net](mailto:nhedrick@nw13.esrd.net)