



PACE Quality Monitoring Integrated User Guide

Version: 4/2/2018

Centers for Medicare & Medicaid Services

TABLE OF CONTENTS

Introduction	3
I. Getting Started	4
<i>CMS User IDs</i>	4
II. PACE Quality Monitoring	5
<i>PACE Start Page</i>	5
III. Data Entry	6
<i>Selection Criteria</i>	6
<i>PACE Quality Indicator Selection</i>	7
<i>PACE Quality Indicator: No Data to Report</i>	8
<i>PACE Quality Indicator: Appeals</i>	11
<i>PACE Quality Indicator: Emergency room visits</i>	13
<i>PACE Quality Indicator: Enrollment Data</i>	16
<i>PACE Quality Indicator: Denials (of Prospective Enrollees)</i>	18
<i>PACE Quality Indicator: Falls Without Injury</i>	21
<i>PACE Quality Indicator: Grievances</i>	24
<i>PACE Quality Indicator: Immunizations – Influenza (Oct. thru Mar. 20XX)</i>	27
<i>PACE Quality Indicator: Immunizations - Pneumococcal</i>	29
<i>PACE Quality Indicator: Medication Administration Errors</i>	31
<i>PACE Quality Indicator: Abuse</i>	34
<i>PACE Quality Indicator: Adverse Drug Reaciton</i>	38
<i>PACE Quality Indicator: Adverse Outcome</i>	42
<i>PACE Quality Indicator: Burns 2nd Degree or Higher</i>	46
<i>PACE Quality Indicator: Elopement</i>	50
<i>PACE Quality Indicator: Equipment-Related Occurences</i>	54
<i>PACE Quality Indicator: Falls With Injury</i>	58
<i>PACE Quality Indicator: Fires/Other Disasters</i>	62
<i>PACE Quality Indicator: Foodborne Outbreak</i>	66
<i>PACE Quality Indicator: Infectious Disease Outbreak</i>	69
<i>PACE Quality Indicator: Media-Related Event</i>	72
<i>PACE Quality Indicator: Medication-Related Occurences</i>	75
<i>PACE Quality Indicator: Motor Vehicle Accidents</i>	79
<i>Pace Quality Indicator: Pressure Injury</i>	82
<i>PACE Quality Indicator: Restraint Use</i>	86

<i>PACE Quality Indicator: Suicide Attempt/Suicide</i>	90
<i>PACE Quality Indicator: Unexpected Deaths</i>	94
IV. Upload Data	98
<i>Selection Criteria</i>	98
<i>Upload Data</i>	99
<i>File Uploaded Successfully</i>	99
<i>Upload File Validation Error</i>	100
V. Request Extension	101
<i>Selection Criteria</i>	101
<i>Request Extension</i>	101
<i>CMS Approval</i>	102
VI. PACE Reports	103
<i>PACE Comparative Data Report – Quality Indicator Section 1</i>	104
<i>PACE Comparative Data Report – Quality Indicator Section 2</i>	105
<i>PACE Site Data Report</i>	107
<i>PACE Status Report</i>	109
Appendix I: HPMS Contact Information	111

INTRODUCTION

In order to comply with the PACE regulation, §460.140, §460.200(b)(1), §460.200 (c), and §460.202, all PACE Organizations must meet external quality assessment and reporting requirements as specified by the Centers for Medicare & Medicaid Services (CMS) and the State Administering Agency (SAA).

The PACE quality data elements are reported to CMS using the Health Plan Management System (HPMS), an information system and data exchange mechanism for Medicare managed care organizations (MCOs), including PACE Organizations.

HPMS PACE Organization Monitoring Functionality

The HPMS PACE Quality Monitoring module enables PACE organizations to enter certain data required by CMS and the SAA to monitor the performance of their organization. The PACE Quality Monitoring module allows one or more PACE organization representatives to enter and edit data for each H Number. (The H Number is the internal CMS identification number for the managed care contract, and is identified in the executed PACE program agreement.) An H Number may be associated with one or more sites, and the PACE Quality Monitoring module requires data to be entered at each site.

PACE data submitted through the PACE Quality Monitoring module must be provided exclusively from a PACE site, not the parent organization. If the PACE organization has more than one site of care/treatment, each site must be identified separately. PACE organizations are required to report their information quarterly.

This manual will provide PACE organization users with guidance on entering data, printing reports, and navigating the various screens and functions in the module.

I. GETTING STARTED

CMS USER IDS

Users must have a CMS-issued User ID and password with HPMS access in order to log into the system. Users must also associate their User ID with the specific Medicare Advantage (MA) contract numbers they work with in the HPMS.

To obtain a new CMS User ID, users must complete a CMS User ID request form as required. Users may access the following web site for detailed access instructions, including forms.

<https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/UserIDProcess.html>

Direct all further questions related to HPMS user access to HPMS_access@cms.hhs.gov.

II. PACE QUALITY MONITORING

PACE START PAGE

Below is the HPMS Home Page. This is the first page to display after the user logs into the HPMS.

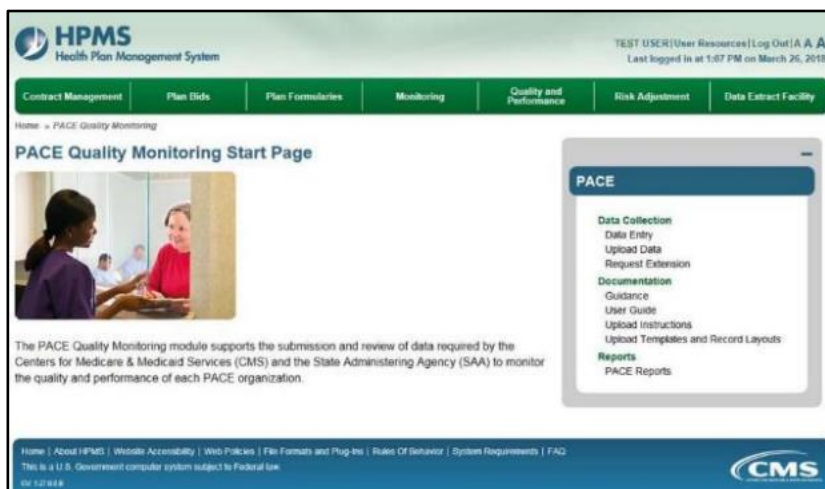
Select **Monitoring** from the top navigation bar, then select **PACE Quality Monitoring** in the fly-out menu (Table II-1) to advance to the **PACE Quality Monitoring Start Page** (Table II-2).

Table II-1



The PACE Quality Monitoring Start Page contains the links that enable users to enter and upload data, view reports, request a reporting-period extension, and either log off the HPMS or return to the HPMS Home Page.

Table II-2



III. DATA ENTRY

To enter data (manual option – not upload option) for a PACE site, select the **Data Entry** link in the right menu on the **PACE Start Page** (Table III-1). The user will advance to the **Data Entry – Selection Criteria** screen (Table III-2).

Table III-1

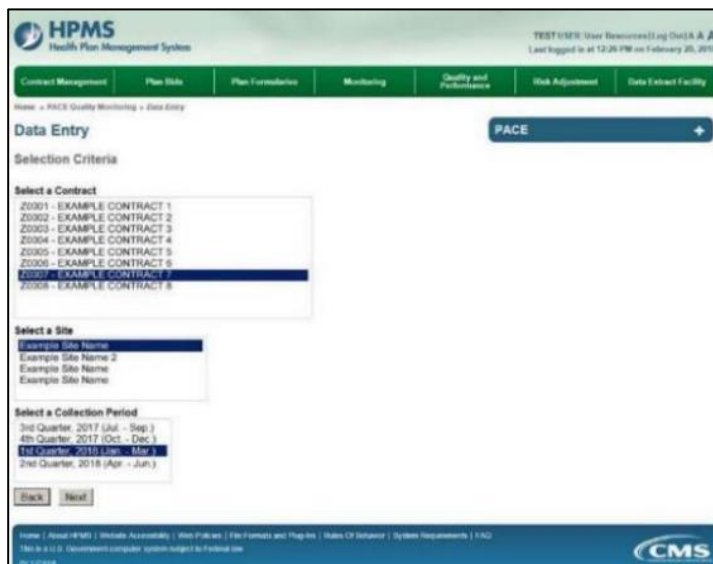


SELECTION CRITERIA

Select the organization's H number from the **Data Entry – Selection Criteria** screen (Table III-2). After the H number has been selected, the site names attached to the H number will display. Select the site name for which to enter data. After the user selects a site, the Collection Period picklist will auto-populate. Select a data-collection quarter.

Generally, only the current data collection quarter will display, but previous periods may display in some cases.

Table III-2



PACE QUALITY INDICATOR SELECTION

The **Data Entry – Quality Indicator Selection** screen (Table III-3) enables the user to specify the quality indicator for which to enter data. Select the PACE Quality Indicator using the radio buttons to the left of the quality indicator, and select **Edit Quality Indicator**.

Note that the status of each quality indicator displays. The valid statuses are: **Not Started**, **No Data to Report**, and **Data Submitted**. Select **Back** to return to the **Data Entry – Selection Criteria** screen.

Table III-3

The screenshot displays the HPMS Health Plan Management System interface. At the top, it shows the user 'TEST USER User Resources' and the date 'Last logged in on: 12:26 PM on February 26, 2018'. The main navigation bar includes 'Contract Management', 'Plan Bids', 'Plan Formulates', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The current page is 'Data Entry' for 'PACE', with a '+ PACE' button. Below this, the 'Quality Indicator Selection' section provides contract details: Contract Number: 20001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

Select	PACE Quality Indicator	Status
<input type="radio"/>	Appeals	Not Started
<input type="radio"/>	Emergency Room Visits	Not Started
<input type="radio"/>	Enrollment Data	Not Started
<input type="radio"/>	Denials (of Prospective Enrollees)	Not Started
<input type="radio"/>	Falls Without Injury	Not Started
<input type="radio"/>	First Degree Burn	Not Started
<input type="radio"/>	Grievances	Not Started
<input type="radio"/>	Immunizations - Influenza (Oct. thru Mar. 2018)	Not Started
<input type="radio"/>	Immunizations - Pneumococcal	Not Started
<input type="radio"/>	Medication Administration Errors	Not Started
<input type="radio"/>	Abuse	Not Started
<input type="radio"/>	Adverse Drug Reaction	Not Started
<input type="radio"/>	Adverse Outcome	Not Started
<input type="radio"/>	Burns 2nd Degree or Higher	Not Started
<input type="radio"/>	Elopement	Not Started
<input type="radio"/>	Equipment-Related Occurrences	Not Started
<input type="radio"/>	Falls With Injury	Not Started
<input type="radio"/>	Fires/Other Disasters	Not Started
<input type="radio"/>	Foodborne Outbreak	Not Started
<input type="radio"/>	Infectious Disease Outbreak	Not Started
<input type="radio"/>	Media-Related Event	Not Started
<input type="radio"/>	Medication-Related Occurrences	Not Started
<input type="radio"/>	Motor Vehicle Accidents	Not Started
<input type="radio"/>	Pressure Injury	Not Started
<input type="radio"/>	Restraint Use	Not Started
<input type="radio"/>	Suicide Attempt/Suicide	Not Started
<input type="radio"/>	Unexpected Deaths	Not Started

At the bottom of the list, there are two buttons: 'Back' and 'Edit Quality Indicator'. The footer contains links for 'Home', 'About HPMS', 'Website Accessibility', 'VMS Policies', 'Help/Feedback and Play It In', 'Make Us Better', 'System Resources', and 'FAQ', along with the CMS logo and the text 'This is a U.S. Government computer system subject to Federal law. 04-137886'.

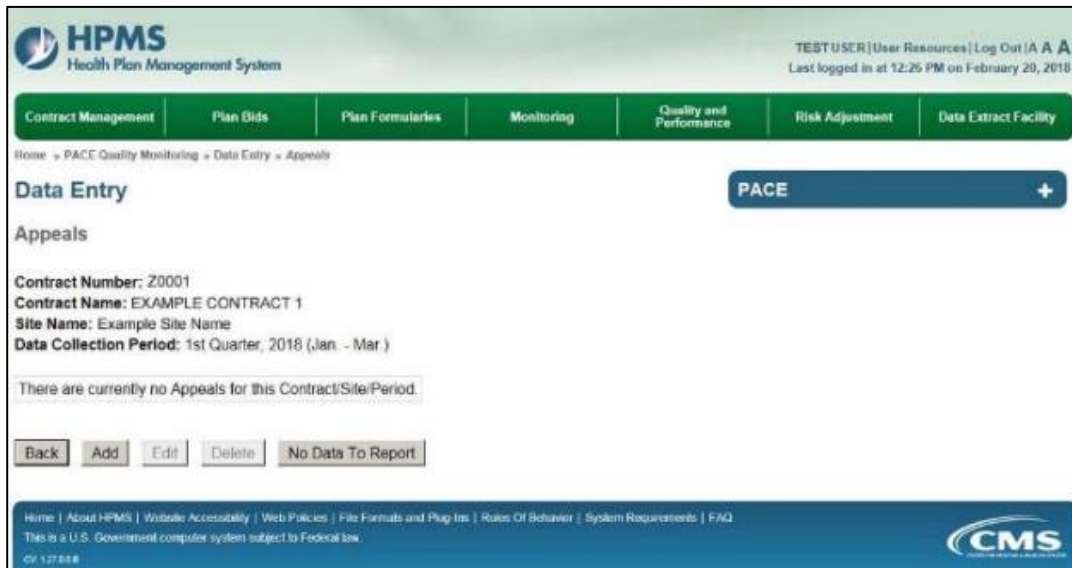
PACE QUALITY INDICATOR: NO DATA TO REPORT

A “No Data to Report” function is available for each quality indicator. Use this function when there is no data for a quality indicator.

For example, to submit “No Data to Report” for Appeals, select **Appeals** on the **Data Entry – Quality Indicator Selection** screen.

On the **Data Entry – Appeals** screen (Table III-4), select **No Data to Report**.

Table III-4



Review the confirmation data on the **Data Entry – Appeals – No Data to Report** screen (Table III-5). Select **Back** to make a correction, or select **Submit** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-5



The updated status of the quality indicator “No Data to Report” will display (Table III-6).

Table III-6

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 12:26 PM on February 26, 2018

Contract Management | Plan Info | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry

Data Entry PACE +

Quality Indicator Selection

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	PACE Quality Indicator	Status
<input type="checkbox"/>	Appeals	No Data to Report
<input type="checkbox"/>	Emergency Room Visits	Not Started
<input type="checkbox"/>	Enrollment Data	Not Started
<input type="checkbox"/>	Denials (of Prospective Enrollees)	Not Started
<input type="checkbox"/>	Falls Without Injury	Not Started
<input type="checkbox"/>	First Degree Burn	Not Started
<input type="checkbox"/>	Grievances	Not Started
<input type="checkbox"/>	Immunizations - Influenza (Oct. thru Mar. 2018)	Not Started
<input type="checkbox"/>	Immunizations - Pneumococcal	Not Started
<input type="checkbox"/>	Medication Administration Errors	Not Started
<input type="checkbox"/>	Abuse	Not Started
<input type="checkbox"/>	Adverse Drug Reaction	Not Started
<input type="checkbox"/>	Adverse Outcome	Not Started
<input type="checkbox"/>	Burns 2nd Degree or Higher	Not Started
<input type="checkbox"/>	Elopement	Not Started
<input type="checkbox"/>	Equipment-Related Occurrences	Not Started
<input type="checkbox"/>	Falls With Injury	Not Started
<input type="checkbox"/>	Fires/Other Disasters	Not Started
<input type="checkbox"/>	Foodborne Outbreak	Not Started
<input type="checkbox"/>	Infectious Disease Outbreak	Not Started
<input type="checkbox"/>	Media-Related Event	Not Started
<input type="checkbox"/>	Medication-Related Occurrences	Not Started
<input type="checkbox"/>	Motor Vehicle Accidents	Not Started
<input type="checkbox"/>	Pressure Injury	Not Started
<input type="checkbox"/>	Restraint Use	Not Started
<input type="checkbox"/>	Suicide Attempt/Suicide	Not Started
<input type="checkbox"/>	Unexpected Deaths	Not Started

[Back](#) [Edit Quality Indicator](#)

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A “Data To Report” function is provided to reverse a “No Data to Report” entry.

On the **Data Entry – Quality Indicator Selection** screen, select the quality indicator for which the user wishes to reverse the “No Data to Report.”

For example, select **Appeals**, and select **Edit Quality Indicator** to advance to the **Data Entry – Appeals** (Table III-7) screen. Then select **Data To Report**.

Table III-7

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 12:26 PM on February 26, 2018

Contract Management | Plan Info | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Appeals

Data Entry PACE +

Appeals

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

The Appeals Quality Indicator is currently marked as No Data to Report.

[Back](#) [Data To Report](#)

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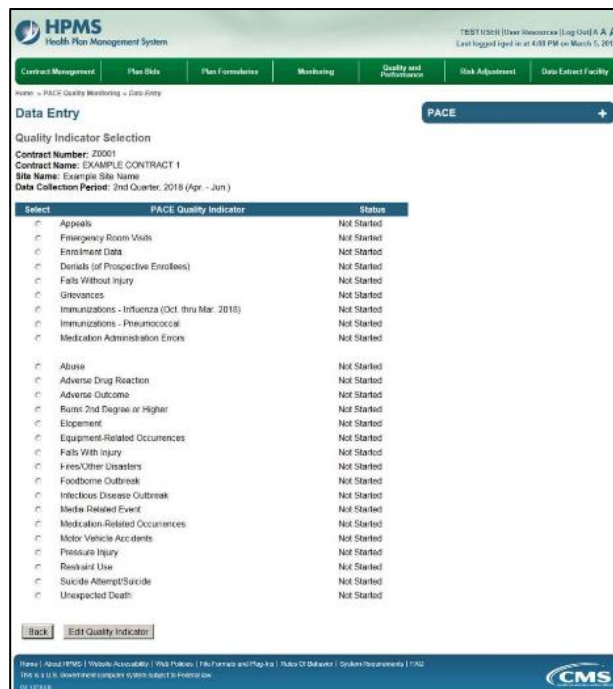
On the **Data Entry – Appeals – Data to Report** confirmation screen (Table III-8), review the information. Select **Back** to make a correction, or select **Submit** to be returned to the **Data Entry – Quality Indicator Selection** screen.

Table III-8



On the **Data Entry – Quality Indicator Selection** screen (Table III-9), the status of the quality indicator will change from “No Data to Report” to “Not Started.” After the status has changed to “Not Started,” the user can enter data for this quality indicator.

Table III-9



If records have been reported for a quality indicator, the user must delete ALL before the user can indicate **No Data To Report**.

*Note that “No Data to Report” is not an option for the quality indicators Enrollment Data, Immunizations – Pneumococcal, and Immunization – Influenza. Zeros should be entered for these quality indicators if there is no data to report.

PACE QUALITY INDICATOR: APPEALS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Appeals data. Please refer to the PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Appeals.

Data Reporting Requirements:

1. Source
2. Appeal Type
3. Resolution

On the **Data Entry – Quality Indicator Selection** screen (Table III-3), select the **Appeals** Quality Indicator, and select **Edit Quality Indicator**.

On the **Data Entry – Appeals** screen (Table III-10), select **Add** to advance to the **Data Entry – Appeals – Add** screen (Table III-11). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Appeals** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-10

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Appeals

Data Entry PACE +

Appeals

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

There are currently no Appeals for this Contract/Site/Period.

Back Add Edit Delete No Data To Report

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Select data from all dropdowns (Table III-11).

Table III-11

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Appeals

Data Entry PACE +

Appeals - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Source:

Appeal Type:

Resolution:

Back Next

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Select **Next** to advance to the **Data Entry – Appeals – Verify** screen (Table III-12). Review information. Select **Back** to make corrections, or **Submit**.

Table III-12

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Appeals

Data Entry PACE +

Appeals - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Source: Caregiver
Appeal Type: Glasses
Resolution: Approved

Back Submit

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A **Control Number** generates for each **Appeals** record (Table III-13). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-13

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Appeals

Data Entry PACE +

Appeals

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Source of Appeal	Appeal Type	Resolution
<input type="radio"/>	664	Caregiver	Glasses	Approved

Back Add Edit Delete No Data To Report

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PACE QUALITY INDICATOR: EMERGENCY ROOM VISITS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Emergency Room and Urgent Care Center Visit data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Emergency Room Visits.

Data Reporting Requirements:

1. ER/Urgent Care Center Visit Date
2. Primary Admitting Diagnosis (ICD-10 Codes)
3. Discharge Diagnosis (ICD-10 Codes)
4. Admission to Hospital
5. Participant Living Situation
6. Participant Outcomes (User Ctrl + Right Mouse Select to mark multiple selections)
7. Has the Participant had repeat ER Visits?

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Emergency Room Visits** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Emergency Room Visits** screen (Table III-14), select **Add** to advance to the **Data Entry – Emergency Room Visits – Add** screen (Table III-15). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Emergency Room Visits** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-14

The screenshot shows the HPMS interface for reporting Emergency Room Visits. The top navigation bar includes 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The main content area is titled 'Data Entry' and features a 'PACE' button with a plus sign. Below this, the 'Emergency Room Visits' section displays contract information: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. A message indicates that there are currently no records for this contract/site/period. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'.

Enter data in all fields, picklists, and dropdowns. To add a **Primary Admitting Diagnosis** or **Discharge Diagnosis**, enter an ICD-10 code in the Primary Admitting Diagnosis or Discharge Diagnosis field, then select **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-16).

Table III-15

HPMS Health Plan Management System

TEST USER (User Resources) Log Out | A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Side | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Emergency Room Visits

Data Entry PACE +

Emergency Room Visits - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

ER Visit Date:

Primary Admitting Diagnosis:
Enter an ICD-10 Code. [Code Lookup](#)

Discharge Diagnosis:
Enter an ICD-10 Code, then select 'Add a Diagnosis.' [Code Lookup](#)

Assigned Diagnosis:

Add a Diagnosis >>
<< Remove a Diagnosis
<< Remove All

Admission to Hospital?

Participant Living Situation:

Participant Outcome:
 Discharged to a higher level of care
 Discharged to Home
 DME (medical equipment) provided
 Hospital Admission
 Medication changes
 New Diagnosis
 No new diagnoses or interventions
 Reassessment by Member(s) of IDI
 Referral for PCP follow-up
 Referral for Specialist follow-up

Has this Participant had repeat ER Visits? Yes No

Note: All data entry fields are required.
ICD-10 Guidance:
 ICD Code is 3-8 characters in length
 Position 1 is alpha
 Position 2 is numeric
 Position 3 is alpha or numeric (not case sensitive)
 Position 4 is a period
 Position 5-8 are alpha or numeric (not case sensitive)

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Table III-16

HPMS Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Select **Next** to advance to the **Data Entry – Emergency Room Visits – Verify** screen (11-17). Review information. Select **Back** to make corrections, or **Submit**.

Table III-17

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Emergency Room Visits

Data Entry PACE +

Emergency Room Visits - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

ER Visit Date: 2/1/2018
Admitting Diagnosis: d45.3
Discharge Diagnosis: ■ d45.4

Admission to Hospital? Yes - Admitted
Participant Living Situation: Supportive Housing - Alone with Staff on Duty

Participant Outcome: ■ Discharged to Home
Has this Participant had repeat ER Visits? No

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A **Control Number** generates for each **Emergency Room Visits** record (Table III-18). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-18

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:26 PM on February 20, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Emergency Room Visits

Data Entry PACE +

Emergency Room Visits

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	ER Visit Date	Primary Admitting Diagnosis	Discharge Diagnosis	Admission to Hospital	Participant Living Situation	Participant Outcomes	Repeat ER Visits?
<input type="radio"/>	878	2/1/2018	d45.3	■ d45.4	Yes - Admitted	Supportive Housing - Alone with Staff on Duty	■ Discharged to Home	No

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PACE QUALITY INDICATOR: ENROLLMENT DATA

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Enrollment data. Please enter participants only once under the correct category. Medicare is for Medicare-Only eligible participants, Dual Eligible is for both Medicare and Medicaid eligible, etc.

Data Reporting Requirements:

1. Total Census
2. Total New Enrollments
3. Total Disenrollments
4. Total Deaths

On the **Data Entry - Quality Indicator Selection** screen (Table III-3), select the **Enrollment Data** Quality Indicator and select **Edit Quality Indicator**.

Enter data on the **Data Entry – Data Enrollment** screen (Table III-19).

Table III-19

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 5:57 AM on March 25, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Enrollment Data

Data Entry PACE +

Enrollment Data

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

- Census data is defined as the number of patients currently receiving care.
- Enrollment is defined as New Enrollments.

Total Census
Total:

Total New Enrollments
Medicare:
Dual Eligible:
Medicaid:
Private Pay:

Total Disenrollments
Medicare:
Dual Eligible:
Medicaid:
Private Pay:

Total Deaths
Total:

Note: All data entry fields are required.

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CMS

Select **Next** to advance to the **Data Entry – Enrollment Data – Verify** screen (Table III-20). Review information. Select **Back** to make corrections, or **Submit**.

Table III-20

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER, and the last login was on March 5, 2018. The breadcrumb trail is Home > PACE Quality Monitoring > Data Entry > Enrollment Data. The main heading is "Data Entry" with a "PACE" button and a plus sign. Below this is "Enrollment Data - Verify". The contract details are: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

Total Census	
Total:	10
Total New Enrollments	
Medicare:	10
Dual Eligible:	10
Medicaid:	10
Private Pay:	10
Total:	40
Total Disenrollments	
Medicare:	10
Dual Eligible:	10
Medicaid:	10
Private Pay:	10
Total:	40
Total Deaths	
Total:	0

At the bottom of the form, there are "Back" and "Submit" buttons. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ. It also includes a disclaimer: "This is a U.S. Government computer system subject to Federal law" and the version number 09-127348. The CMS logo is visible in the bottom right corner.

The user will enter the number of individuals enrolled in the PACE program at the end of each quarter.

PACE QUALITY INDICATOR: DENIALS (OF PROSPECTIVE ENROLLEES)

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Denials (of Prospective Enrollees) data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Denials (of Prospective Enrollees) data.

Data Reporting Requirements:

1. Is this Person?
2. Date of Denial Occurance
3. Denial Reason

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Denials (of Prospective Enrollees)** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Denials (of Prospective Enrollees)** screen (Table III-21), select **Add** to advance to the **Data Entry – Denials (of Prospective Enrollees) – Add** screen (Table III-22). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Denials (of Prospective Enrollees)** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-21

The screenshot displays the HPMS interface for entering denial data. It features a top navigation bar with various system modules. The current page is titled 'Data Entry' and is specific to 'Denials (of Prospective Enrollees)'. Key information displayed includes the contract number (Z0001), contract name (EXAMPLE CONTRACT 1), site name (Example Site Name), and the data collection period (2nd Quarter, 2018). A message indicates that there are currently no denials recorded for this specific contract, site, and period. Action buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report' are visible at the bottom of the main content area.

Enter data in all fields, picklists, and dropdowns.

Table III-22

The screenshot shows the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo and name. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 9:57 AM on March 26, 2018'. Below this is a green navigation bar with tabs for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Denials (of Prospective Enrollees)'. The main heading is 'Data Entry' with a 'PACE +' button. Below this is 'Denials (of Prospective Enrollees) - Add'. The form contains the following fields: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. There are three input fields: 'Is this Person?' (a dropdown menu), 'Date of Denial Occurrence:' (a date picker), and 'Denial Reason:' (a dropdown menu with the selected option 'Prospective enrollee's health and safety would be jeopardized by living in a community setting - Level-of-Care Denial initiated by the SAA'). At the bottom of the form are 'Back' and 'Next' buttons. A note states: 'Note: All data entry fields are required.' The footer includes a navigation menu, a disclaimer 'This is a U.S. Government computer system subject to Federal law.', and the CMS logo.

Select **Next** to advance to the **Data Entry – Denials (of Prospective Enrollees) – Verify** screen (Table III-23). Review information. Select **Back** to make corrections, or **Submit**.

Table III-23

The screenshot shows the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo and name. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 6:27 AM on February 22, 2018'. Below this is a green navigation bar with tabs for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Denials (of Prospective Enrollees)'. The main heading is 'Data Entry' with a 'PACE +' button. Below this is 'Denials (of Prospective Enrollees) - Verify'. The form contains the following fields: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. There are three input fields: 'Is this Person?' (a dropdown menu with the selected option 'Dual Eligible'), 'Date of Denial Occurrence:' (a date picker with the value '2/1/2018'), and 'Denial Reason(s):' (a dropdown menu with the selected option 'Level-of-Care Denial initiated by the SAA'). At the bottom of the form are 'Back' and 'Submit' buttons. A note states: 'Note: All data entry fields are required.' The footer includes a navigation menu, a disclaimer 'This is a U.S. Government computer system subject to Federal law.', and the CMS logo.

A **Control Number** generates for each **Denials (of Prospective Enrollees)** record (Table III-24). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the record to be deleted, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-24

The screenshot shows the HPMS Health Plan Management System interface. At the top, there is a navigation menu with options: Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER, and the last login was at 6:27 AM on February 22, 2018. The breadcrumb trail is: Home » PACE Quality Monitoring » Data Entry » Denials (of Prospective Enrollees). The main heading is 'Data Entry' with a 'PACE' button and a plus sign. Below this, the section is titled 'Denials (of Prospective Enrollees)'. The contract information is: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A table with the following columns is displayed: Select, Control #, Is This Person?, Date of Denial Occurrence, and Denial Reason. The table contains one row: 101, Medicaid Only, 2/1/2018, and Level-of-Care Denial initiated by the SAA. Below the table are buttons for Back, Add, Edit, Delete, and No Data To Report. The footer includes links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ. It also states 'This is a U.S. Government computer system subject to Federal law.' and the CMS logo.

PACE QUALITY INDICATOR: FALLS WITHOUT INJURY

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Falls Without Injury data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Falls Without Injury data.

Data Reporting Requirements:

1. **Location of Fall**
2. **Time of Fall**
3. **Contributing Factors** (Can have multiple selections by Ctrl + select the below selections)
4. **Actions Taken** (User Ctrl + Right Mouse Select for multiple selections)

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Falls Without Injury** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Falls Without Injury** screen (Table III-25), select **Add** to advance to the **Data Entry – Falls Without Injury – Add** screen (Table III-26). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Falls Without Injury** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-25

The screenshot shows the HPMS interface for reporting Falls Without Injury. The top navigation bar includes the HPMS logo and system name, along with user information and utility links. A secondary navigation bar contains tabs for various system functions. The main content area is titled 'Data Entry' and features a 'PACE' button with a plus sign. Below this, the 'Falls Without Injury' section displays specific contract and site information. A message indicates that there are currently no records for the specified period. At the bottom of the main content area, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains a list of links, a disclaimer, and the version number 'CV 1.27.0.08'.

Enter data in all fields, picklists, and dropdowns.

Table III-26

The screenshot shows the 'Data Entry' screen for 'Falls Without Injury - Add' in the HPMS. The page includes a navigation menu with options like 'Plan Dashboard', 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', 'Cost Reports', and 'Data Extract Facility'. The breadcrumb trail is 'Home > PACE Quality Monitoring > Data Entry > Falls Without Injury'. A 'PACE' button with a plus sign is visible. The contract information is: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

The form fields are:

- Location of Fall:** A dropdown menu.
- Time of Fall:** A dropdown menu.
- Contributing Factors:** A list box containing: Dizziness, Environment in Disrepair, Fainted, Found on Floor, Hypoglycemia, Hypotension, Improper Footwear, Improper Transfer - Caregiver, Improper Transfer - Family Member, and Improper Transfer - PACE Contractor.
- Other Contributing Factor:** A text input field.
- Actions Taken:** A list box containing: Family/Caregiver Education, Home Care Assessment, Implemented a New Policy, Increased PT or OT, Initiated Contractor Oversight, Initiated Quality Improvement Activities, Medication Evaluation/Change, Modified Assisted Living Facility Environment, and Modified Hospital Environment.
- Other Action:** A text input field.

At the bottom, there are 'Back' and 'Next' buttons. A note states: 'Note: All data entry fields are required.' The footer includes links for 'Home', 'About HPMS', 'Website Accessibility', 'Web Policies', 'File Formats and Plug-ins', 'Rules Of Behavior', 'System Requirements', and 'FAQ'. It also contains the text 'This is a U.S. Government computer system subject to Federal law.' and the CMS logo.

Select **Next** to advance to the **Data Entry – Falls Without Injury – Verify** screen (Table III-27). Review information. Select **Back** to make corrections, or **Submit**.

Table III-27

The screenshot shows the 'Data Entry' screen for 'Falls Without Injury - Verify' in the HPMS. The navigation menu and breadcrumb trail are the same as in Table III-26. The contract information is: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

The form fields are populated with the following information:

- Location of Fall:** Community – Indoors
- Time of Fall:** AM
- Contributing Factors:**
 - Found on Floor
 - Loss of Balance
- Other Contributing Factor:** (Empty)
- Actions Taken:**
 - Family/Caregiver Education
 - Home Care Assessment
 - Implemented a New Policy
- Other Action:** (Empty)

At the bottom, there are 'Back' and 'Submit' buttons. The footer is identical to the previous screenshot, including the CMS logo and federal law disclaimer.

A **Control Number** generates for each **Falls Without Injury** record (Table III-28). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-28

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 6:27 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Falls Without Injury

Data Entry PACE +

Falls Without Injury

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Location of Fall	Time of Fall	Contributing Factors	Actions Taken
<input type="radio"/>	2977	Community – Indoors	AM	<ul style="list-style-type: none"> ■ Found on Floor ■ Loss of Balance 	<ul style="list-style-type: none"> ■ Family/Caregiver Education ■ Home Care Assessment ■ Implemented a New Policy

Back Add Edit Delete No Data To Report

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CV 127328

PACE QUALITY INDICATOR: GRIEVANCES

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Grievance data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Grievances.

Data Reporting Requirements:

1. Source
2. Location
3. Grievance Type and Specific Issue
4. Resolution
5. Actions Taken

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Grievances** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Grievances** screen (Table III-29), select **Add** to advance to the **Data Entry – Grievances – Add** screen (Table III-30). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Grievances** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-29

The screenshot shows the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo. To the right, it says 'TESTUSER | User Resources | Log Out | A A' and 'Last logged in at 6:27 AM on February 22, 2018'. Below this is a green navigation bar with buttons for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The main content area has a breadcrumb trail: 'Home > PACE Quality Monitoring > Data Entry > Grievances'. The title is 'Data Entry' with a 'PACE' button and a plus sign. Below the title, it says 'Grievances'. Contract details are listed: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. A message box says 'There are currently no Grievances for this Contract/Site/Period.' At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for 'Home', 'About HPMS', 'Website Accessibility', 'Web Policies', 'File Formats and Plug-ins', 'Rules Of Behavior', 'System Requirements', and 'FAQ'. It also states 'This is a U.S. Government computer system subject to Federal law' and 'CV 137358'. The CMS logo is in the bottom right corner.

Enter data in all fields, picklists, and dropdowns.

Table III-30

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Grievances

Data Entry PACE +

Grievances - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Source: [dropdown]
Location: [dropdown]
Grievance Type: [dropdown]
Specific Issue: [dropdown]
Resolution: [dropdown] Alternative Solution: [text input]

Action(s) Taken:
Added Additional Activities
Added Additional Contracted Facilities
Added Additional Contracted Specialists
Added Additional Equipment
Added Additional Menu Items
Added Additional Staff
Added Additional Transportation
Changed Staff that Provides Care
Conducted Contractor Oversight
Conducted Quality Oversight at PACE Center

Back Next

Note: All data entry fields are required.

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CV 1.0.2.88 CMS

Select **Next** to advance to the **Data Entry – Grievances – Verify** screen (Table III-31). Review information. Select **Back** to make corrections, or **Submit**.

Table III-31

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 6:27 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Grievances

Data Entry PACE +

Grievances - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Source: Family
Location: Hospital
Grievance Type: Communication
Specific Issue: Call(s) Not Returned
Resolution: Resolved to Participant's Satisfaction
Action(s) Taken:
■ COUNSELED STAFF

Back Submit

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A **Control Number** generates for each **Grievance** record (Table III-32). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-32

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 6:27 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Grievances

Data Entry PACE +

Grievances

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Source	Location	Grievance Type	Specific Issue	Resolution	Action(s) Taken
<input type="radio"/>	948	Family	Hospital	Communication	Call(s) Not Returned	Resolved to Participant's Satisfaction	■ Counselor Staff

Back Add Edit Delete No Data To Report

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CV 127228

PACE QUALITY INDICATOR: IMMUNIZATIONS – INFLUENZA (OCT. THRU MAR. 20XX)

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Influenza Immunization data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Influenza Immunization data.

Please Note: while the Pneumococcal Immunizations screen will be available for all collection periods, the Influenza Immunizations screen will only be available during the Flu season, as defined to begin in October and end in March of the respective year.

Data Reporting Requirements:

Number of participants who received an influenza (i.e., flu) immunization during the reporting year; (October – March 20XX)

1. Total Number of Participants
 - Eligible to Receive Immunization
 - Actually Received Immunization(by the PO)
 - Had a Reaction to Vaccine
2. Total Participants who DID NOT Receive Immunization
 - Medically Contraindicated
 - Prior Immunization
 - Refused
 - Vaccine Unavailable
 - Missed Opportunity

Frequency:

Routine immunization data will only be collected during the flu season (e.g., October to March as defined by CMS).

Flu Immunization data will be entered on the following screen.

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Immunizations – Influenza (Oct. – Mar. 20XX)** Quality Indicator and then select **Edit Quality Indicator**.

Enter data on the **Data Entry – Immunizations - Influenza (Oct. – Mar. 20XX)** screen (Table III-33).

Table III-33

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Immunizations - Influenza

Data Entry PACE +

Immunizations - Influenza (Oct. - Mar. 2018)

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Test Site
Data Collection Period: Flu period, 2018

Total Vaccine Administration/Non-Administration	
Total Eligible to Receive Immunization:	<input type="text"/>
Received immunization:	<input type="text"/>
DID NOT Receive Immunization:	
Medically Contraindicated:	<input type="text"/>
Prior Immunization:	<input type="text"/>
Refused:	<input type="text"/>
Vaccine Unavailable:	<input type="text"/>
Missed Opportunity:	<input type="text"/>
Total:	<input type="text"/>
<small>Total must be equal to Total Eligible to Receive Immunization</small>	
Had a Reaction to Vaccine:	<input type="text"/>

Back Next

Note: All data entry fields are required.

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09/17/2018 CMS

Select **Next** to advance to the **Data Entry – Immunizations - Influenza – Verify** screen (Table III-34). Review information. Select **Back** to make corrections, or **Submit**.

Please Note:

- The following edit is applied to the **Data Entry – Immunizations - Influenza (Jan. – Mar. 20XX)**: the Total Eligible to Receive Immunization must equal Actually Received Immunization *plus* the number of Participants Who Did Not Receive Immunization).
- Only one Immunizations Influenza record can be entered for each quarter. This data may be edited by selecting Immunizations Influenza on the **Data Entry – Quality Indicator Selection** screen and then the **Edit Quality Indicator** button. The previously entered information will then be displayed.

Table III-34

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 6:27 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Immunizations - Influenza

Data Entry PACE +

Immunizations - Influenza - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Total Vaccine Administration/Non-Administration	
Total Eligible to Receive Immunization:	15
Received immunization:	10
DID NOT Receive Immunization:	
Medically Contraindicated:	1
Prior Immunization:	1
Refused:	1
Vaccine Unavailable:	1
Missed Opportunity:	1
Total:	15
Had a Reaction to Vaccine:	5

Back Submit

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09/17/2018 CMS

PACE QUALITY INDICATOR: IMMUNIZATIONS - PNEUMOCOCCAL

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Pneumococcal Immunization data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Pneumococcal Immunization data.

Data Reporting Requirements:

1. Total Number of Participants
 - Total Eligible to Receive Immunization
 - Received Immunization (By the PO)
 - Had a Reaction to Vaccine
2. Total Participants who DID NOT Receive Immunization
 - Medically Contraindicated
 - Prior Immunization
 - Refused
 - Vaccine Unavailable
 - Missed Opportunity

Pneumococcal Immunization data will be entered on the following screen.

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Immunizations - Pneumococcal** Quality Indicator and then select **Edit Quality Indicator**.

Enter data on the **Data Entry – Immunizations - Pneumococcal** screen (Table III-35).

Table III-35

Select **Next** to advance to the **Data Entry – Immunizations - Pneumococcal – Verify** screen (Table III-36). Review information. Select **Back** to make corrections, or **Submit**.

Please Note:

- The following edit is applied to the **Data Entry – Immunizations - Pneumococcal**: Total Eligible to Receive Immunization must equal Actually Received Immunization *plus* the number of Participants Who Did Not Receive Immunization.
- Only one Pneumococcal Immunizations record can be entered for each quarter. This data may be edited by selecting Pneumococcal Immunizations on the **Data Entry – Quality Indicator Selection** screen and then the **Edit Quality Indicator** button. The previously entered information will then be displayed.

Table III-36

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 11:09 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Immunizations - Pneumococcal

Data Entry PACE +

Immunizations - Pneumococcal - Verify

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Total Vaccine Administration/Non-Administration		
Total Eligible to Receive Immunization:		15
Received Immunization:	10	
DID NOT Receive Immunization:		
Medically Contraindicated:	1	
Prior Immunization:	1	
Refused:	1	
Vaccine Unavailable:	1	
Missed Opportunity:	1	
Total:	15	
Had a Reaction to Vaccine:		5

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CV 127.018

PACE QUALITY INDICATOR: MEDICATION ADMINISTRATION ERRORS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Medication Administration Error data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Medication Administration Error data.

Data Reporting Requirements:

1. Location of Incident
2. Type of Medication Error
3. Contributing Factors
4. Actions Taken

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Medication Administration Errors** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Medication Administration Errors** screen (Table III-37), select **Add** to advance to the **Data Entry – Medication Administration Errors – Add** screen (Table III-38). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Medication Administration Errors** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-37

The screenshot shows the HPMS interface for reporting Medication Administration Errors. The top navigation bar includes tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the 'Medication Administration Errors' section displays the following information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no Medication Administration Errors for this Contract/Site/Period. At the bottom of the screen, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-Ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo and the text 'This is a U.S. Government computer system subject to Federal law. CV 127856'.

Enter data in all fields, picklists, and dropdowns.

Table III-38

HPMS
Health Plan Management System

TEST USER Resources | Log Out | A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Medication Administration Errors

Data Entry PACE +

Medication Administration Errors - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Location of Incident:

Type of Medication Error:

Contributing Factors:

- Change in Method of Delivery
- Change in Pharmacy Provider
- Communication between PACE Inpatient Hospice
- Communication between PACE Organization and ACS
- Communication between PACE Organization and Assisted Living Facility
- Communication between PACE Organization and Hospital
- Communication between PACE Organization and Nursing Facility
- Communication between PACE Organization and Pharmacy
- Medication Administered by staff not Permitted to Administer Medication
- New Staff Member

Other Contributing Factor:

Actions Taken:

- Amended Current Policy
- Change in Contracted Provider
- Change to Medication Administration Process
- Change to Participant Identification Process
- Changes to Medication Prescription Process
- Changes to Medication Transcription Process
- Contractor Education
- Implemented a New Medication Delivery System
- Implemented a New Policy
- Implemented Additional Contractor Oversight

Other Action:

Note: All data entry fields are required.

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Select **Next** to advance to the **Data Entry – Medication Administration Errors – Verify** screen (Table III-39). Review information. Select **Back** to make corrections, or **Submit**.

Table III-39

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 11:09 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Medication Administration Errors

Data Entry PACE +

Medication Administration Errors - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Location of Incident: Hospital

Type of Medication Error: Medication Administered - Incorrect Dose

Contributing Factors: Change in Method of Delivery

Other Contributing Factor:

Actions Taken: Amended Current Policy

Other Action:

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A **Control Number** generates for each **Medication Administration Error** record (Table III-40). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-40

HPMS Health Plan Management System

TESTUSER | User Resources | Log Out | A A A
Last logged in at 11:09 AM on February 22, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Medication Administration Errors

Data Entry PACE +

Medication Administration Errors

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Location of Incident	Type of Medication Error	Contributing Factors	Actions Taken
<input type="radio"/>	2990	Hospital	Medication Administered - Incorrect Dose	<input type="checkbox"/> Change in Method of Delivery <input type="checkbox"/> Amended Current Policy	

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PACE QUALITY INDICATOR: ABUSE

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Abuse data. Please refer to PACE Quality Monitoring and Reporting Guidance PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Abuse.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status
4. Type of Abuse
5. Person Accused of Abuse
6. Was Compliance Maintained with Plan of Care?
7. Was Compliance Maintained with Participant's Medications?
8. Was the Participant Receiving Mental Health or Substance Abuse Service Prior to the Incident?
9. Was Adult Protective Services Notified?

ROOT CAUSE ANALYSIS:

10. Contributing Factors*
11. Actions Taken*
12. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Abuse** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Abuse** screen (Table III-41), select **Add** to advance to the **Data Entry – Abuse – Add** screen (Table III-42). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Abuse** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-41

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The current page is 'Data Entry - Abuse'. It displays contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message states: 'There are currently no Abuse Incidents for this Contract/Site/Period.' Below this, there's a note: 'Use the Back Button to return to the Quality Indicator Selection page.' At the bottom, there are five buttons: 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The 'Edit' and 'Delete' buttons are disabled. The footer includes the HPMS logo, a CMS logo, and a disclaimer: 'This is a U.S. Government computer system subject to Federal law. OV 1/27/08'.

Enter data in all fields, picklists, and dropdowns. To add a **Significant Diagnosis**, enter an ICD-10 code in the Significant Diagnosis field, then select **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-43).

Table III-42

Table III-43

ICD-10 Code	Description
M54.21	Chondromalacia, shoulder
M54.211	Chondromalacia, right shoulder
M54.212	Chondromalacia, left shoulder
M54.213	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-44). To upload an attachment, select “Browse” and then choose a document.

Table III-44

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 1:07 PM on March 26, 2018

Contract Management | Plan IDs | Plan Enrollment | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Abuse

Data Entry PACE +

Abuse - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

- Accused - Diagnosis of Mental Illness
- Accused - History of Alcohol Abuse
- Accused - History of Drug Abuse
- Accused - History of Financial Abuse
- Accused - History of Physical Abuse
- Accused - History of Sexual Abuse
- Caregiver Stress - Change - LJC
- Decrease in Center Attendance
- Decrease in Home Care
- Diagnosis of Dementia

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - OT
- Assessment - PCP
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Education - Family/Caregiver
- Education - Participant

Other:

Ongoing Improvements:

- Education - Family/Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider/Facility
- Increased Staff at PACE Center
- Medication Change
- Medication Evaluation
- Ongoing Abuse Screening

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsm, xlsx, xml, zip

Back Next

Root Cause Analysis Guidance:

Users have until the end of the collection period to enter Root Cause Analysis (RCA) data. Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields. The Quality Indicator data submission will not be considered complete until the RCA data has been entered. Users may revert to a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response. Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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CMS

Select **Next** to advance to the **Data Entry – Abuse – Verify** screen (Table III-45). Review information. Select **Back** to make corrections, or **Submit**.

Table III-45

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 11:34 AM on February 21, 2018

Contract Management | Plan Blids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Abuse

Data Entry PACE +

Abuse - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 60 to 64
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/7/2018
Incident Location: Alternative Care Setting

Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Caregiver/ Family/ Friend - Stable
Center Attendance: 1 Days per Week
Type of Abuse: Neglect
Person Accused: Employee of the PACE Organization

Was Compliance Maintained with the Plan of Care? Yes
Was Compliance Maintained with Participant's Medications? Yes
Was the Participant Receiving Mental Health or Substance Abuse Services Prior to the Incident? Yes
Was Adult Protective Services Notified? Yes

Significant Diagnosis: w33 u

Root Cause Analysis

Contributing Factors: Accused - History of Financial Abuse
Actions Taken: Assessment - OT
Ongoing Improvements: Education - Staff
New Attachment: Text1_Word.docx

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A **Control Number** generates for each **Abuse** record (Table III-46). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-46

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 11:36 AM on February 21, 2018

Contract Management | Plan Blids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Abuse

Data Entry PACE +

Abuse

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Type of Abuse	Person Accused of Abuse	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1014	Unassigned	60 to 64	Female	2/1/2018	2/7/2018	Alternative Care Setting	Neglect	Employee of the PACE Organization	Yes - Admitted	Caregiver/ Family/ Friend - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: ADVERSE DRUG REACTION

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Adverse Drug Reaction data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Adverse Drug Reaction.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Adverse Drug Reaction** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Adverse Drug Reaction** screen (Table III-47), select **Add** to advance to the **Data Entry – Adverse Drug Reaction – Add** screen (Table III-48). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Abuse** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-47

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Adverse Drug Reaction

Data Entry PACE +

Adverse Drug Reaction

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

There are currently no Adverse Drug Reactions for this Contract/Site/Period.

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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Enter data in all fields, picklists, and dropdowns. To **add an Adverse Outcome** or **Significant Diagnosis**, enter an ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-49).

Table III-48

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 9:57 AM on March 25, 2018

Contract Management | Plan Site | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Adverse Drug Reaction

Data Entry PACE +

Adverse Drug Reaction - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Location of Incident:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:
Enter an ICD-10 Code. Click [Code Lookup](#) to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.

Assigned Diagnosis

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-6 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-6 are alpha or numeric (not case sensitive)

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Table III-49

HPMS
Health Plan Management System

Print | Close
Print Date: 3/25/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search'. Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-50). To upload an attachment, select “Browse” and then choose a document.

Table III-50

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A & A
Last logged in at 1:07 PM on March 26, 2018

Contract Management | Plan Tools | Plan Formulation | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Adverse Drug Reaction

Data Entry PACE +

Adverse Drug Reaction - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

- Did Not Make PACE Organization /aware of Known Allergy
- Drug Allergy - Documented in Medical Record
- Drug Allergy - Not Documented in Medical Record
- Drug Interaction
- Failure to Communicate Allergy to Contracted Provider
- Lack of Education - Caregiver
- Lack of Education - Contractor
- Lack of Education - Participant
- Lack of Education - Staff
- Non-Compliance with Medication(s)

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - OT
- Assessment - PCP
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Changes to Medical Record System
- Changes to Medication Prescribing Procedure

Other:

Ongoing Improvements:

- Changes to Medical Record System
- Changes to Medication Prescribing Procedure
- Education - Contracted Provider/Facility
- Education - Family/Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider/Facility
- Increased Staff at PACE Center

Other:

Attachments

Upload Attachment:

NOTE: Valid attachment file types are: doc, docx, ppt, jpg, pdf, pptx, txt, xls, xlsx, zip

Root Cause Analysis Guidance:

Users have until the end of the collection period to enter Root Cause Analysis (RCA) data. Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields. The Quality Indicator data submission will not be considered complete until the RCA data has been entered. Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response. Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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HPMS Tools

Select **Next** to advance to the **Data Entry – Adverse Drug Reaction – Verify** screen (Table III-51). Review information. Select **Back** to make corrections, or **Submit**.

Table III-51

A **Control Number** generates for each **Adverse Drug Reaction** record (Table III-52). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-52

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1015	Unassigned	60 to 64	Female	2/1/2018	2/7/2018	Assisted Living Facility	Yes - Admitted	Caregiver/ Family/ Friend - Stable	Yes

PACE QUALITY INDICATOR: ADVERSE OUTCOME

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Adverse Outcome data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Adverse Outcome data.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Adverse Outcome** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Adverse Outcome** screen (Table III-53), select **Add** to advance to the **Data Entry – Adverse Outcome – Add** screen (Table III-54). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Adverse Outcome** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-53

The screenshot shows the HPMS interface for reporting Adverse Outcomes. The top navigation bar includes tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the 'Adverse Outcome' section displays the following information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no Adverse Outcome Incidents for this Contract/Site/Period. At the bottom of the page, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter an ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-55).

Table III-54

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 9:57 AM on March 25, 2018

Contract Management | Plan Side | Plan Formulates | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Adverse Outcome

Data Entry PACE +

Adverse Outcome - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Location of Incident:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:

Assigned Diagnosis:

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-8 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-8 are alpha or numeric (not case sensitive)

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Table III-55

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select "Search." Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-56). To upload an attachment, select “Browse” and then choose a document.

Table III-56

Select **Next** to advance to the **Data Entry – Adverse Outcome – Verify** screen (Table III-57). Review information. Select **Back** to make corrections, or **Submit**.

Table III-57

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A

Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Dids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Adverse Outcome

Data Entry PACE +

Adverse Outcome - Verify

Contract Number: 20001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
 Age Range: 70 to 74
 Gender: Female
 Enrollment Date: 2/1/2018
 Incident Date: 2/7/2018
 Incident Location: Community
 Was the Participant Hospitalized? Yes - Admitted
 Participant's Current Status: Nursing Facility - Stable
 Center Attendance: 2 Days per Week

Adverse Outcome: w33.3
 Significant Diagnosis: d58.8

Root Cause Analysis

Contributing Factors: Lack of Education - Caregiver
 Lack of Education - Contractor
 Lack of Education - Participant

Actions Taken: Education - Contracted Provider/Facility
 Education - Family/Caregiver

Ongoing Improvements: Education - Family/Caregiver
 Education - Participant
 Education - Staff

New Attachment: best1.pdf

Back Submit

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A **Control Number** generates for each **Adverse Outcome** record (Table III-58). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-58

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A

Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Dids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Adverse Outcome

Data Entry PACE +

Adverse Outcome

Contract Number: 20001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1016	Unassigned	70 to 74	Female	2/1/2018	2/7/2018	Community	Yes - Admitted	Nursing Facility - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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PACE QUALITY INDICATOR: BURNS 2ND DEGREE OR HIGHER

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Burns 2nd Degree or Higher data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Burns 2nd Degree or Higher data.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Burns 2nd Degree or Higher** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Burns 2nd Degree or Higher** screen (Table III-59), select **Add** to advance to the **Data Entry – Burns 2nd Degree or Higher – Add** screen (Table III-60). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Burns 2nd Degree or Higher** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-59

The screenshot displays the HPMS interface for reporting Burns 2nd Degree or Higher incidents. The top navigation bar includes links for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area shows the 'Data Entry' section for 'Burns 2nd Degree or Higher'. It provides contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no incidents for this contract/site/period. Below this, a note instructs the user to use the Back Button to return to the Quality Indicator Selection page. At the bottom, there are buttons for Back, Add, Edit, Delete, and No Data To Report. The footer contains navigation links, a disclaimer, and the CMS logo.

Enter data in all fields, picklists, and dropdowns. To add a **Type of Burn** or **Significant Diagnosis**, enter an ICD-10 code in the Type of Burn or Significant Diagnosis field, and then select **Add**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-61).

Table III-60

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Hold | Plan Formatories | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Burns 2nd Degree or Higher

Data Entry PACE +

Burns 2nd Degree or Higher - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____

Age Range: TO

Gender: Male Female

Enrollment Date:

Incident Date:

Location of Incident:

Was the Participant Hospitalized?:

Participant's Current Status:

Center Attendance:

Type of Burn: Assigned Burn Type

Enter an ICD-10 Code. Click [Code Lookup](#) to search for an ICD-10 Code(s). Select 'Add a Burn Type' when complete to assign the ICD-10 Code(s). Assign all that apply.

Add a Burn Type >>
<< Remove a Burn Type
<< Remove All

Significant Diagnosis: Assigned Diagnosis

Enter an ICD-10 Code. Click [Code Lookup](#) to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.

Add a Diagnosis >>
<< Remove a Diagnosis
<< Remove All

Note: All data entry fields are required.

ICD-10 Guidance:
ICD Code is 3-5 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-6 are alpha or numeric (not case sensitive)

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03/13/2018

Table III-61

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search'. Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-62). To upload an attachment, select “Browse” and then choose a document.

Table III-62

The screenshot displays the HPMS Health Plan Management System interface. At the top, there is a navigation menu with options: Contract Management, Plan Title, Plan Formulary, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The breadcrumb trail shows: Home > PACE Quality Monitoring > Data Entry > Burns 2nd Degree or Higher.

The main section is titled "Data Entry" and includes a "PACE" button with a plus sign. Below this, the incident details are listed: Contract Number: 20001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

The "Root Cause Analysis" section contains three dropdown menus:

- Contributing Factors:** Includes options like Improper Food Handling, Improper Use of Chemicals, Improperly Stored Chemicals, Lack of Education - Caregiver, Lack of Education - Contractor, Lack of Education - Participant, Lack of Education - Staff, Location in Disposal, No Fire Extinguisher in Home, and No Smoke Detector in Home.
- Actions Taken:** Includes options like Assessment - Activities, Assessment - Dietary, Assessment - Home Care Coordinator, Assessment - OT, Assessment - PCP, Assessment - PT, Assessment - RN, Assessment - SW, Education - Contracted Provider/Facility, and Education - Family Caregiver.
- Ongoing Improvements:** Includes options like Education - Contracted Provider/Facility, Education - Family Caregiver, Education - Participant, Education - Staff, Increased Center Attendance, Increased Home Care, Increased Staff at Contracted Provider/Facility, Increased Staff at PACE Center, Medication Change, and Ongoing Contractor Oversight.

Each dropdown menu has an "Other:" text input field below it.

The "Attachments" section features an "Upload Attachment:" field with a "Browse..." button. A note below states: "NOTE: Valid attachment file types are: doc, docx, pdf, jpg, pdf, ppt, pptx, xls, xlsx, zip". There are "Back" and "Next" buttons below the attachment section.

The "Root Cause Analysis Guidance" section provides instructions:

- Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
- Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.
- The Quality Indicator data submission will not be considered complete until the RCA data has been entered.
- Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.
- Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

At the bottom, there is a footer with links for Home, About HPMS, Website Accessibility, Web Policies, Site Feedback, Progress, Rules of Behavior, System Requirements, and FAQ. A disclaimer states: "This is a U.S. Government computer system subject to Federal law." The CMS logo is also present.

Select **Next** to advance to the **Data Entry – Burns 2nd Degree of Higher – Verify** screen (Table III-63). Review information. Select **Back** to make corrections, or **Submit**.

Table III-63

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Burns 2nd Degree or Higher

Data Entry PACE +

Burns 2nd Degree or Higher - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2016
Incident Date: 2/7/2016
Incident Location: Alternative Care Setting - Activity Area
Was the Participant Hospitalized?: Yes - Admitted
Participant's Current Status: Assisted Living Facility - Stable
Center Attendance: 2 Days per Week

Type of Burn: w33.3

Significant Diagnosis: e77.7

Root Cause Analysis

Contributing Factors:

Actions Taken: Assessment - SW
 Education - Contracted Provider-Facility

Ongoing Improvements: Increased Center Attendance
 Increased Home Care
 Increased Staff at Contracted Provider Facility

New Attachment: test1.pdf

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CM 127.0.0

A **Control Number** generates for each **Burns 2nd Degree or Higher** record (Table III-64). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-64

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Burns 2nd Degree or Higher

Data Entry PACE +

Burns 2nd Degree or Higher

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1017	Unassigned	70 to 74	Female	2/1/2016	2/7/2016	Alternative Care Setting - Activity Area	Yes - Admitted	Assisted Living Facility - Stable	No

Use the Back Button to return to the Quality Indicator Selection page.

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CM 127.0.0

PACE QUALITY INDICATOR: ELOPEMENT

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Elopement data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Elopement data.

Data Reporting Requirements:

1. Location of Incident
2. Time of Incident
3. Was the Participant Hospitalized?
4. Participant's Current Status

ROOT CAUSE ANALYSIS:

5. Contributing Factors*
6. Actions Taken*
7. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Elopement** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Elopement** screen (Table III-65), select **Add** to advance to the **Data Entry – Elopement – Add** screen (Table III-66). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Elopement** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-65

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TEST USER. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the 'Elopement' section displays the following information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no Elopements for this Contract/Site/Period. At the bottom of the page, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo and the text 'This is a U.S. Government computer system subject to Federal law' and '02/12/2018'.

Enter data in all fields, picklists, and dropdowns. To add a **Significant Diagnosis**, enter ICD-10 code in the Significant Diagnosis field, then select **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-67).

Make **Root Cause Analysis** selections (Table III-68). To upload an attachment, select “Browse” and then choose a document.

Table III-68

The screenshot displays the HPMS Health Plan Management System interface. At the top, the HPMS logo and system name are visible, along with user information: TEST USER: User Resources (Log Out) A A, Last logged in at 1:57 PM on March 26, 2018. A navigation bar contains tabs for Contract Management, Plan Data, Plan Forecasting, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The breadcrumb trail reads: Home > PACE Quality Monitoring > Data Entry > Charters.

The main section is titled "Data Entry" with a "PACE" button and a plus sign. Below this, the "Elopement - Add" section contains the following information:

- Contract Number: 20001
- Contract Name: EXAMPLE CONTRACT 1
- Site Name: Example Site Name
- Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

The "Root Cause Analysis" section features three dropdown menus:

- Contributing Factors:** Includes options like "Decrease in Center Attendance", "Diagnosis of Dementia", "Equipment Malfunction", "Exit Door Not Alarmed", "Interventions Recommended by IDT Not Implemented", "Lack of Education - Caregiver", "Lack of Education - Contractor", and "Lack of Education - Participant".
- Actions Taken:** Includes options like "Assessment - Activities", "Assessment - Dietary", "Assessment - Home Care Coordinator", "Assessment - OT", "Assessment - PCP", "Assessment - PT", "Assessment - RN", "Assessment - SW", "Education - Contracted Provider/Facility", and "Education - Family/Caregiver".
- Ongoing Improvements:** Includes options like "Education - Contracted Provider/Facility", "Education - Family/Caregiver", "Education - Participant", "Education - Staff", "Increased Center Attendance", "Increased Home Care", "Increased Staff at Contracted Provider/Facility", "Increased Staff at PACE Center", "Medication Change", and "Ongoing Contractor Oversight".

Each dropdown menu has an "Other:" text input field. Below the RCA section is an "Attachments" section with an "Upload Attachment:" field and a "Browse..." button. A note specifies valid attachment file types: .doc, .docx, .pdf, .jpg, .png, .ppt, .pptx, .xls, .xlsx, .zip, and .rar. "Back" and "Next" buttons are located below the attachments section.

A "Root Cause Analysis Guidance" box at the bottom provides instructions:

- Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
- Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.
- The Quality Indicator data submission will not be considered complete until the RCA data has been entered.
- Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.
- Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

The footer includes a navigation bar with links: Home | About HPMS | Website Accessibility | Help/FAQs | For Providers and Payors | State of Illinois | System Requirements | F.A.Q. It also contains the text: "This is a U.S. Government computer system subject to Federal law." and the CMS logo.

Select **Next** to advance to the **Data Entry – Elopement – Verify** screen (Table III-69). Review information. Select **Back** to make corrections, or **Submit**.

Table III-69

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Elopement

Data Entry PACE +

Elopement - Verify

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/7/2018
Incident Location: Assisted Living Facility
Time of Incident: AM
Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week
Significant Diagnosis: ■ #14.4

Root Cause Analysis

Contributing Factors: ■ Exit Door Not Alarmed
■ Interventions Recommended by IDT Not Implemented

Actions Taken: ■ Assessment - OT
■ Assessment - PCP
■ Assessment - PT

Ongoing Improvements: ■ Increased Staff at Contracted Provider Facility
■ Increased Staff at PACE Center
■ Medication Change
■ Ongoing Contractor Oversight

New Attachment: bsc1.pdf

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A **Control Number** generates for each **Elopement** record (Table III-70). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-70

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Elopement

Data Entry PACE +

Elopement

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Time of Incident	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1018	Unassigned	70 to 74	Female	2/1/2018	2/7/2018	Assisted Living Facility	AM	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: EQUIPMENT-RELATED OCCURRENCES

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Equipment-Related Occurrences data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Equipment-Related Occurrences data.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Equipment-Related Occurrences** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Equipment-Related Occurrences** screen (Table III-71), select **Add** to advance to the **Data Entry – Equipment-Related Occurrences – Add** screen (Table III-72). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Equipment-Related Occurrences** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-71

The screenshot displays the HPMS (Health Plan Management System) interface for reporting equipment-related occurrences. The top navigation bar includes links for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The current page is titled 'Data Entry' and is part of the 'Equipment-Related Occurrences' section. It shows contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no occurrences for this contract/site/period. Below this, a note suggests using the 'Back' button to return to the Quality Indicator Selection page. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains the HPMS logo, CMS logo, and various navigation links.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-73).

Table III-72

HPMS
Health Plan Management System

TEST USER | User: [username] | Log Out | A A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Bids | Plan Formulation | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Equipment-Related Occurrences

Data Entry PACE +

Equipment-Related Occurrences - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Location of Incident:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:
Enter an ICD-10 Code. Click [Code Lookup](#) to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.

Assigned Diagnosis

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-5 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-8 are alpha or numeric (not case sensitive)

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Table III-73

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-74). To upload an attachment, select “Browse” and then choose a document.

Table III-74

HPMS
Health Plan Management System

TEST USER (User Resources | Log Out) A A
Last logged in at 1:01 PM on March 28, 2018

Contract Management | Plan Bids | Plan Consideration | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Equipment-Related Occurrences

Data Entry PACE +

Equipment-Related Occurrences - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

- Decrease in Center Attendance
- Decrease in Home Care
- Equipment Malfunction
- Equipment Not Properly Maintained
- Improper Use of Equipment
- Improper Use of Equipment - Caregiver
- Improper Use of Equipment - Participant
- Improper Use of Equipment - Staff
- Lack of Education - Caregiver
- Lack of Education - Contractor

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - OT
- Assessment - PCP
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Education - Contracted Provider/Facility
- Education - Family Caregiver

Other:

Ongoing Improvements:

- Education - Contracted Provider/Facility
- Education - Family Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider/Facility
- Increased Staff at PACE Center
- Medication Change
- Ongoing Contractor Oversight

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsx, zip, xml, zip

Back Next

Root Cause Analysis Guidance:

Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.

Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.

The Quality Indicator data submission will not be considered complete until the RCA data has been entered.

Users may exercise a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.

Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Abuse – Verify** screen (Table III-75). Review information. Select **Back** to make corrections, or **Submit**.

Table III-75

HPMS Health Plan Management System

TEST USER [User Resources] Log Out [A A] Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Equipment-Related Occurrences

Data Entry PACE +

Equipment-Related Occurrences - Verify

Contract Number: Z0001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
 Age Range: 70 to 74
 Gender: Female
 Enrollment Date: 2/1/2018
 Incident Date: 2/7/2018
 Incident Location: Hospital

Was the Participant Hospitalized? Yes - Admitted
 Participant's Current Status: Temporary Housing - Stable
 Center Attendance: 2 Days per Week

Adverse Outcome: ■ w33.2

Significant Diagnosis: ■ s22.2

Root Cause Analysis

Contributing Factors: ■ Equipment Malfunction

Actions Taken: ■ Assessment - OT

Ongoing Improvements: ■ Increased Staff at PACE Center
 New Attachment: test1.pdf

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A **Control Number** generates for each **Equipment-Related Occurrences** record (Table III-76). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-76

HPMS Health Plan Management System

TEST USER [User Resources] Log Out [A A] Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Equipment-Related Occurrences

Data Entry PACE +

Equipment-Related Occurrences

Contract Number: Z0001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1019	Unassigned	70 to 74	Female	2/1/2018	2/7/2018	Hospital	Yes - Admitted	Temporary Housing - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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 06/12/2018 CMS

PACE QUALITY INDICATOR: FALLS WITH INJURY

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Falls With Injury data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Falls With Injury data.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors *
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Falls With Injury** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Falls With Injury** screen (Table III-77), select **Add** to advance to the **Data Entry – Falls With Injury – Add** screen (Table III-78). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Falls With Injury** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-77

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Falls With Injury

Data Entry PACE +

Falls With Injury

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

There are currently no Falls With Injury for this Contract/Site/Period.

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-79).

Table III-78

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 5:57 AM on March 26, 2018

Contract Management | Plan Data | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Falls With Injury

Data Entry PACE +

Falls With Injury - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Location of Incident:
Time of Incident:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:

Assigned Diagnosis:

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-4 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-6 are alpha or numeric (not case sensitive)

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Table III-79

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select "Search." Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-80). To upload an attachment, select “Browse” and then choose a document.

Table III-80

The screenshot displays the HPMS Health Plan Management System interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Data, Plan Forecasting, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TEST USER. The breadcrumb trail shows: Home > PACE Quality Monitoring > Data Entry > Falls With Injury. The main section is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the event is identified as 'Falls With Injury - Add'. Key information includes Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

The 'Root Cause Analysis' section contains three dropdown menus:

- Contributing Factors:** Includes options like 'Decrease in Center Attendance', 'Decrease in Home Care', 'Did Not Maintain Home Environment as Recommended by IDT', 'Equipment Malfunction', 'Equipment Not Properly Maintained', 'Hypoglycemia', 'Hypotension', 'Improper Footwear', 'Improper Transfer - Caregiver', and 'Improper Transfer - Family Member'.
- Actions Taken:** Includes options like 'Assessment - Activities', 'Assessment - Dietary', 'Assessment - Home Care Coordinator', 'Assessment - DT', 'Assessment - PCP', 'Assessment - PT', 'Assessment - RN', 'Assessment - SW', 'Education - Contracted Provider/Facility', and 'Education - Family/Caregiver'.
- Ongoing Improvements:** Includes options like 'Education - Contracted Provider/Facility', 'Education - Family/Caregiver', 'Education - Participant', 'Education - Staff', 'Increased Center Attendance', 'Increased Home Care', 'Increased Staff at Contracted Provider/Facility', 'Increased Staff at PACE Center', 'Medication Change', and 'Ongoing Contractor Oversight'.

Below the dropdowns is an 'Attachments' section with an 'Upload Attachment:' field and a 'Browse' button. A note specifies valid attachment file types: txt, doc, docx, xls, ppt, pdf, pptx, xlsx, xml, json, jsonl, zip. There are 'Back' and 'Next' buttons at the bottom of the form.

The 'Root Cause Analysis Guidance' section provides instructions: Users have until the end of the collection period to enter RCA data. Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields. The Quality Indicator data submission will not be considered complete until the RCA data has been entered. Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response. Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

At the bottom of the page, there is a footer with navigation links, a disclaimer: 'This is a U.S. Government computer system subject to Federal law', and the CMS logo.

Select **Next** to advance to the **Data Entry – Abuse – Verify** screen (Table III-81). Review information. Select **Back** to make corrections, or **Submit**.

Table III-81

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Falls With Injury

Data Entry PACE +

Falls With Injury - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/7/2018
Incident Location: Hospital - Therapy
Time of Incident: AM

Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week

Adverse Outcome: w33.3
Significant Diagnosis: w22.1

Root Cause Analysis

Contributing Factors:
 Improper Transfer - PACE Contractor
 Improper Transfer - PACE Staff

Actions Taken:
 Assessment - Home Care Coordinator
 Assessment - OT

Ongoing Improvements:
 Increased Staff at PACE Center
 Medication Change

New Attachment: test1.pdf

Back Submit

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04/12/2018

CMS

A **Control Number** generates for each **Falls With Injury** record (Table III-82). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-82

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Falls With Injury

Data Entry PACE +

Falls With Injury

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Time of Incident	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1020	Unassigned	70 to 74	Female	2/1/2018	2/7/2018	Hospital - Therapy	AM	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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PACE QUALITY INDICATOR: FIRES/OTHER DISASTERS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Fires/Other Disasters data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Fires/Other Disasters data.

Data Reporting Requirements:

1. Type of Disaster
2. Location of Incident
3. Was the Participant Hospitalized?
4. Participant's Current Status

ROOT CAUSE ANALYSIS:

5. Contributing Factors*
6. Actions Taken*
7. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Fires/Other Disasters** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Fires/Other Disasters** screen (Table III-83), select **Add** to advance to the **Data Entry – Fires/Other Disasters – Add** screen (Table III-84). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Fires/Other Disasters** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-83

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER. The main content area is titled 'Data Entry' and shows a dropdown menu for 'PACE'. Below this, it displays 'Fires/Other Disasters' with the following details: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no occurrences for this contract/site/period. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-85).

Table III-84

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 3:07 AM on March 26, 2018

Contract Management | Plan Data | Plan Formulas | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Fires/Other Disasters

Data Entry PACE +

Fires/Other Disasters - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Type of Disaster:
Location of Incident:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:

Assigned Diagnosis

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-8 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-8 are alpha or numeric (not case sensitive)

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Table III-85

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select "Search." Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M04.21	Chondromalacia, shoulder
M04.211	Chondromalacia, right shoulder
M04.212	Chondromalacia, left shoulder
M04.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-86). To upload an attachment, select “Browse” and then choose a document.

Table III-86

HPMS
Health Plan Management System

TEST USER: User Resources | Log Out | R.A.A.
Last logged in at 1:07 PM on March 29, 2018

Contract Management | Plan Bids | Plan Formulaires | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Fires/Other Disasters

Data Entry PACE +

Fires/Other Disasters - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

- Adaptive Equipment Not Used
- Decrease in Center Attendance
- Decrease in Home Care
- Delay or Cancellation of Scheduled Home Care
- Diagnosis of Dementia
- Did Not Maintain Home Environment as Recommended by IDT
- Equipment Malfunction
- Equipment Not Properly Maintained
- Fire Extinguisher Malfunction
- Improper Food Handling

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - OT
- Assessment - PCP
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Education - Contracted Provider/Facility
- Education - Family/Caregiver

Other:

Ongoing Improvements:

- Education - Contracted Provider/Facility
- Education - Family/Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider/Facility
- Increased Staff at PACE Center
- Medication Change
- Ongoing Contractor Oversight

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, psdc, xls, xlsx, xml, zip

Back Next

Root Cause Analysis Guidance:

- Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
- Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.
- The Quality Indicator data submission will not be considered complete until the RCA data has been entered.
- Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.
- Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Fires/Other Disasters – Verify** screen (Table III-87). Review information. Select **Back** to make corrections, or **Submit**.

Table III-87

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formulations | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Fires/Other Disasters

Data Entry PACE +

Fires/Other Disasters - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/6/2018
Incident Location: PACE Center
Type of Disaster: Heavy Rain/Flood
Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week

Adverse Outcome: # e44.4
Significant Diagnosis: # q99.9

Root Cause Analysis

Contributing Factors: # Adaptive Equipment Not Used
Actions Taken: # Education - Family/Caregiver
Ongoing Improvements: # Education - Staff
New Attachment: test1.pdf

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A **Control Number** generates for each **Fires/Other Disasters** record (Table III-88). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-88

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 12:56 PM on March 28, 2018

Contract Management | Plan Bids | Plan Formulations | Monitoring | Quality and Performance | Risk Adjustment | Cost Reports | Data Extract Facility | Testing Comments

Home » PACE Quality Monitoring » Data Entry » Fires/Other Disasters

Data Entry PACE +

Fires/Other Disasters

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Type of Disaster	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1258	Unassigned	70 to 74	Female	2/1/2018	2/6/2018	PACE Center	Heavy Rain/Flood	Yes - Observation Only	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: FOODBORNE OUTBREAK

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Foodborne Outbreak data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Foodborne Outbreak data.

Data Reporting Requirements:

1. Were the Participants Hospitalized?
2. Location of Incident
3. Participants' Current Status*
4. Incident Reported To

ROOT CAUSE ANALYSIS:

5. Contributing Factors*
6. Type of Pathogen
7. Actions Taken*
8. Ongoing Improvements

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Foodborne Outbreak** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Foodborne Outbreak** screen (Table III-89), select **Add** to advance to the **Data Entry – Foodborne Outbreak – Add** screen (Table III-90). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Foodborne Outbreak** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-89

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance (selected), Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER, and the last login was on February 21, 2018. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the contract details are displayed: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message states: 'There are currently no Foodborne Outbreak Incidents for this Contract/Site/Period.' At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-90

HPMS Health Plan Management System

TEST USER (User Resources) | Log Out | A A A
Last logged in at 5:57 AM on March 26, 2018

Contract Management | Plan Data | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Foodborne Outbreak

Data Entry PACE +

Foodborne Outbreak - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:

Incident Date:

Number of Participants Affected:

Were the Participants Hospitalized?

Number of Participants Hospitalized:

Location of Incident:

Participants' Current Status: (Select at least one)

Incident Reported To:

Note: All data entry fields are required.

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Make **Root Cause Analysis** selections (Table III-91). To upload an attachment, select “Browse” and then choose a document.

Table III-91

HPMS Health Plan Management System

TEST USER (User Resources) | Log Out | A A A
Last logged in at 1:02 PM on March 26, 2018

Contract Management | Plan Data | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Foodborne Outbreak

Data Entry PACE +

Foodborne Outbreak - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

Other:

Type of Pathogen:

Actions Taken:

Other:

Ongoing Improvements:

Other:

Attachments

Upload Attachment:

NOTE: Valid attachment file types are: doc, docx, pdf, xls, ppt, pptx, xlsx, pptx, xml, zip

Root Cause Analysis Guidance:
Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.
The Quality Indicator data submission will not be considered complete until the RCA data has been entered.
Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.
Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Foodborne Outbreak – Verify** screen (Table III-92). Review information. Select **Back** to make corrections, or **Submit**.

Table III-92

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Foodborne Outbreak

Data Entry PACE +

Foodborne Outbreak - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Incident Date: 2/1/2018
Number of Participants Affected: 10
Were the Participant(s) Hospitalized?: Yes - Admitted
Number of Participants Hospitalized: 10
Incident Location: Nursing Facility
Participants' Current Status: Assisted Living Facility - Stable
Incident Reported To: Reported to State and Local Authorities

Root Cause Analysis

Contributing Factors: Food - Not Cooked to Proper Temperature
Pathogen:
Actions Taken: Assessment - Dietary
Ongoing Improvements: Education - Staff
New Attachment: test1.pdf

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A **Control Number** generates for each **Foodborne Outbreak** record (Table III-93). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-93

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Foodborne Outbreak

Data Entry PACE +

Foodborne Outbreak

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Incident Date	Participants Affected	Taken to Hospital?	Participants Hospitalized	Incident Location	Participants' Current Status	Incident Reported to?	RCA Complete?
<input type="radio"/>	1023	Unassigned	2/1/2018	10	Yes - Admitted	10	Nursing Facility	<input checked="" type="checkbox"/> Assisted Living Facility - Stable	Reported to State and Local Authorities	No

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: INFECTIOUS DISEASE OUTBREAK

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Infectious Disease Outbreak data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Infectious Disease Outbreak data.

Data Reporting Requirements:

1. Were the Participants Hospitalized?
2. Location of Incident*
3. Participants' Current Status*
4. Incident Reported To

ROOT CAUSE ANALYSIS:

5. Contributing Factors*
6. Type of Pathogen
7. Actions Taken*
8. Ongoing Improvements

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Infectious Disease Outbreak** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Infectious Disease Outbreak** screen (Table III-94), select **Add** to advance to the **Data Entry – Infectious Disease Outbreak – Add** screen (Table III-95). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Infectious Disease Outbreak** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-94

The screenshot shows the HPMS interface for reporting Infectious Disease Outbreak data. The page title is "Data Entry" for "Infectious Disease Outbreak". It displays contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no incidents for this contract/site/period. Navigation buttons include Back, Add, Edit, Delete, and No Data To Report. The footer contains HPMS branding, user information (TEST USER), and CMS branding.

Enter data in all fields, picklists, and dropdowns.

Table III-95

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Data | Plan Formulation | Monitoring | Quality and Performance | Risk Adjustment | Data Entry Facility

Home » PACE Quality Monitoring » Data Entry » Infectious Disease Outbreak

Data Entry PACE +

Infectious Disease Outbreak - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Incident Date:

Number of Participants Affected:

Were the Participants Hospitalized?

Number of Participants Hospitalized:

Location of Incident (Select an item from the list)

- Down by the river
- Alternative Care Setting
- Assisted Living Facility
- Caregiver/ Family/ Friend - Home
- Community
- Contracted Facility or Provider - Not Listed Above
- Participant Home
- Hospital
- Inpatient Hospice
- Nursing Facility

Participants' Current Status (Select an item from the list)

- Assisted Living Facility - Deteriorating
- Assisted Living Facility - Improving
- Assisted Living Facility - Stable
- Caregiver/ Family/ Friend - Deteriorating
- Caregiver/ Family/ Friend - Improving
- Caregiver/ Family/ Friend - Stable
- Deceased
- Hospice - Critical
- Hospice - Deteriorating
- Hospice - Improving

Incident Reported To:

Note: All data entry fields are required.

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CMS

Make **Root Cause Analysis** selections (Table III-96). To upload an attachment, select “Browse” and then choose a document.

Table III-96

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 1:07 PM on March 26, 2018

Contract Management | Plan Data | Plan Formulation | Monitoring | Quality and Performance | Risk Adjustment | Data Entry Facility

Home » PACE Quality Monitoring » Data Entry » Infectious Disease Outbreak

Data Entry PACE +

Infectious Disease Outbreak - Add

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors

- Contact with Infected non-PACE Participants
- Did Not Receive Vaccination - Not Available
- Did Not Receive Vaccination - Not Offered
- Did Not Receive Vaccination - Participant request
- Environmental/Sanitary Issues
- Exposure to Infected Blood Products
- Improper Hand Washing
- Ineffective Infection Control Practices
- Infected Participants Attending the Center
- Lack of Education - Caregiver

Other:

Type of Pathogen

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - OT
- Assessment - PCT
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Education - Contracted Provider/Facility
- Education - Family/Caregiver

Other:

Actions Taken

- Change in Infection Control/Sanitation Practices - Contractor
- Change in Infection Control/Sanitation Practices - PACE Center
- Change in Infection Control/Sanitation Practices - Participant
- Change in Infection Control/Sanitation Practices - Vehicles
- Education - Contracted Provider/Facility
- Education - Family/Caregiver
- Education - Participant
- Education - Staff
- Effecting Participants Not Attending PACE Center
- Increased Center Attendance

Other:

Ongoing Improvements

Attachments

Upload Attachment:

NOTE: Valid attachment file types are: doc, docx, pdf, ppt, pptx, xls, xlsx, zip

Root Cause Analysis Guidance:
Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
Users can enter and save data for the Quality Indicator and return at a later date to complete the RCA fields.
The Quality Indicator data is reviewed with the work-based experts and the RCA data has been entered.
Users may restrict a previously chosen response by holding down the Ctrl key and clicking on the highlight, previously selected response.
Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Infectious Disease Outbreak – Verify** screen (Table III-97). Review information. Select **Back** to make corrections, or **Submit**.

Table III-97

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Risks | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Infectious Disease Outbreak

Data Entry PACE +

Infectious Disease Outbreak - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Incident Date: 2/8/2018
Number of Participants Affected: 10
Were the Participant(s) Hospitalized? Yes - Admitted
Number of Participants Hospitalized: 10

Incident Location: Nursing Facility

Participants' Current Status: Assisted Living Facility - Stable

Incident Reported To: Reported to Local Authorities

Root Cause Analysis

Contributing Factors: Improper Hand Washing
Pathogen:
Actions Taken: Assessment - Dietary

Ongoing Improvements: Education - Staff
New Attachment: test1.pdf

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A **Control Number** generates for each **Infectious Disease Outbreak** record (Table III-98). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-98

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Risks | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Infectious Disease Outbreak

Data Entry PACE +

Infectious Disease Outbreak

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Incident Date	Participants Affected	Taken to Hospital?	Participants Hospitalized	Incident Location	Participants' Current Status	Incident Reported to?	RCA Complete?
<input type="radio"/>	1024	Unassigned	2/8/2018	10	Yes - Admitted	10	<input checked="" type="radio"/> Nursing Facility	<input checked="" type="radio"/> Assisted Living Facility - Stable	Reported to Local Authorities	No

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: MEDIA-RELATED EVENT

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Media-Related Event data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Media-Related Event data.

Data Reporting Requirements:

1. Were the Participants Hospitalized?
2. Participants' Current Status*
3. Media Reporting the Event*

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Media-Related Event** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Media-Related Event** screen (Table III-99), select **Add** to advance to the **Data Entry – Media-Related Event – Add** screen (Table III-100). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Media-Related Event** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-99

HPMS Health Plan Management System

TESTUSER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Media-Related Event

Data Entry PACE +

Media-Related Event

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

There are currently no Media-Related Event incidents for this Contract/Site/Period.

Use the Back Button to return to the Quality Indicator Selection page.

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CMS

Enter data in all fields, picklists, and dropdowns.

Table III-100

Make **Root Cause Analysis** selections (Table III-101). To upload an attachment, select “Browse” and then choose a document.

Table III-101

Select **Next** to advance to the **Data Entry – Media-Related Event – Verify** screen (Table III-102). Review information. Select **Back** to make corrections, or **Submit**.

Table III-102

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Media-Related Event

Data Entry PACE +

Media-Related Event - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Incident Date: 2/8/2018
Number of Participants Affected: 10
Were the Participant(s) Hospitalized? Yes - Admitted
Number of Participants Hospitalized: 10

Participants' Current Status: Assisted Living Facility - Stable

Media Reporting Event: Magazine - Local

Media Details: Example Media Details

Root Cause Analysis

Contributing Factors: Lack of Education - Caregiver

Actions Taken: Education - Staff

Ongoing Improvements: Increased Home Care

New Attachment: test1.pdf

Back Submit

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A **Control Number** generates for each **Media-Related Event** record (Table III-103). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-103

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Media-Related Event

Data Entry PACE +

Media-Related Event

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Incident Date	Participants Affected	Taken to Hospitalized?	Participants Hospitalized	Participants' Current Status	Media Reporting Event	RCA Complete?
<input type="radio"/>	1025	Unassigned	2/8/2018	10	Yes - Admitted	10	<input checked="" type="checkbox"/> Assisted Living Facility - Stable	<input checked="" type="checkbox"/> Magazine - Local	Yes

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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PACE QUALITY INDICATOR: MEDICATION-RELATED OCCURRENCES

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Medication-Related Occurrences data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Medication-Related Occurrences data.

Data Reporting Requirements:

1. Location of Incident
2. Type of Medication Error
3. Was the Participant Hospitalized?
4. Participant's Current Status

ROOT CAUSE ANALYSIS:

5. Contributing Factors*
6. Actions Taken*
7. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Medication-Related Occurrences** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Medication-Related Occurrences** screen (Table III-104), select **Add** to advance to the **Data Entry – Medication-Related Occurrences – Add** screen (Table III-105). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Medication-Related Occurrences** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-104

The screenshot shows the HPMS Health Plan Management System interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area is titled 'Data Entry' and features a 'PACE' button with a plus sign. Below this, the section 'Medication-Related Occurrences' displays contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no Medication-Related Occurrences for this Contract/Site/Period. At the bottom of the main content area, there are buttons for Back, Add, Edit, Delete, and No Data To Report. The footer contains the HPMS logo, user information (TEST USER), and the CMS logo.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-106).

Make **Root Cause Analysis** selections (Table III-107). To upload an attachment, select “Browse” and choose a document.

Table III-107

The screenshot displays the HPMS Health Plan Management System interface. At the top, the HPMS logo and system name are on the left, and user information (TEST USER) and login details are on the right. A green navigation bar contains tabs for Contract Management, Plan Risk, Plan Formulation, Monitoring, Quality and Performance, Risk Adjustment, and Data/Extract Facility. Below this, a breadcrumb trail reads: Home > PACE Quality Monitoring > Data Entry > Medication-Related Occurrences. The main heading is "Data Entry" with a "PACE" button and a plus sign. The sub-heading is "Medication-Related Occurrences - Add".

Contract information is displayed: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.).

The "Root Cause Analysis" section contains three dropdown menus:

- Contributing Factors:** Includes options like "Change in Method of Medication Delivery", "Change in Pharmacy Provider", and "Communication between PACE Organization and Hospital".
- Actions Taken:** Includes options like "Assessment - Activities", "Assessment - Dietary", and "Change in Medication Administration Process".
- Ongoing Improvements:** Includes options like "Change in Contracted Provider", "Education - Contracted Provider/Facility", and "Increased Staff at PACE Center".

Each dropdown menu has an "Other:" text input field below it. The "Attachments" section features an "Upload Attachment:" field with a "Browse" button. A note below states: "NOTE: Valid attachment file types are: .doc, .docx, .pdf, .ppt, .pptx, .txt, .rtf, .xls, .xlsx, and .zip".

At the bottom left, there are "Back" and "Next" buttons. A "Root Cause Analysis Guidance" section provides instructions on data entry and submission. The footer includes a navigation bar with links for Home, Accessibility, Web Pages, etc., and the CMS logo.

Select **Next** to advance to the **Data Entry – Medication-Related Occurrences – Verify** screen (Table III-108). Review information. Select **Back** to make corrections, or **Submit**.

Table III-108

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Medication-Related Occurrences

Data Entry PACE +

Medication-Related Occurrences - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/8/2018
Incident Location: Community
Type of Medication Error: Medication Administered - Incorrect Time
Was the Participant Hospitalized?: Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week
Adverse Outcome: w33.3
Significant Diagnosis: e44.4

Root Cause Analysis

Contributing Factors: Change in Pharmacy Provider
Actions Taken: Assessment - Home Care Coordinator
Ongoing Improvements: Education - Staff
New Attachment: test1.pdf

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A **Control Number** generates for each **Medication-Related Occurrences** record (Table III-109). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-109

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Medication-Related Occurrences

Data Entry PACE +

Medication-Related Occurrences

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Type of Medication Error	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="checkbox"/>	1026	Unassigned	70 to 74	Female	2/1/2018	2/8/2018	Community	Medication Administered - Incorrect Time	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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CV-123456

PACE QUALITY INDICATOR: MOTOR VEHICLE ACCIDENTS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Motor Vehicle Accidents data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Motor Vehicle Accidents data.

Data Reporting Requirements:

1. Were the Participants Hospitalized?
2. Participant's Current Status*
3. Other Vehicles/Parties Involved*
4. Were any non-PACE participants injured?
5. Was the PACE driver issued a citation ?

ROOT CAUSE ANALYSIS:

6. Contributing Factors*
7. Actions Taken*
8. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Motor Vehicle Accidents** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Motor Vehicle Accidents** screen (Table III-110), select **Add** to advance to the **Data Entry – Motor Vehicle Accidents – Add** screen (Table III-111). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Motor Vehicle Accidents** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-110

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there is a navigation bar with tabs for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance' (which is active), 'Risk Adjustment', and 'Data Extract Facility'. Below the navigation bar, the breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Motor Vehicle Accidents'. The main heading is 'Data Entry' with a 'PACE' dropdown menu and a plus sign. Underneath, it says 'Motor Vehicle Accidents'. Contract details are listed: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. A message box states: 'There are currently no Motor Vehicle Accidents for this Contract/Site/Period.' Below this, there is a note: 'Use the Back Button to return to the Quality Indicator Selection page.' At the bottom of the main content area, there are five buttons: 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains 'Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ', 'This is a U.S. Government computer system subject to Federal law', and the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-111

The screenshot shows the HPMS Health Plan Management System interface for entering Motor Vehicle Accidents. The page includes a navigation menu with options like Contract Management, Plan Data, Plan Enrollment, Monitoring, Quality and Performance, Risk Adjustment, and Data Export Facility. The main content area is titled 'Data Entry' and 'Motor Vehicle Accidents - Add'. It contains several form fields: Account Manager, Incident Date, Number of Participants Affected, Were the Participants Hospitalized?, Number of Participants Hospitalized, Participants' Current Status (with a dropdown menu listing various hospitalization and status categories), Other Vehicles/Parties Involved (with a dropdown menu listing vehicle types like Bicycle, Building, etc.), Were any non-PACE participants injured?, and Was the PACE driver issued a citation?. There are 'Back' and 'Next' buttons at the bottom of the form. A note at the bottom states 'Note: All data entry fields are required.' The CMS logo is visible in the bottom right corner.

Make **Root Cause Analysis** selections (Table III-112). To upload an attachment, select “Browse” and then choose a document.

Table III-112

This screenshot shows the 'Root Cause Analysis' section of the HPMS Motor Vehicle Accidents - Add data entry form. It features several dropdown menus for selecting contributing factors, actions taken, and ongoing improvements. The 'Contributing Factors' dropdown includes items like 'Equipment Malfunction', 'Improper Use of Equipment - Participant', and 'Lack of Training'. The 'Actions Taken' dropdown includes 'Assessment - Activities', 'Assessment - Dietary', and 'Education - Family/Caregiver'. The 'Ongoing Improvements' dropdown includes 'Education - Contracted Provider/Facility', 'Education - Participant', and 'Increased Home Care'. There are 'Back' and 'Next' buttons at the bottom of the form. A note at the bottom states 'NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsx, xlsx, and, zip'. The CMS logo is visible in the bottom right corner.

Select **Next** to advance to the **Data Entry – Motor Vehicle Accidents – Verify** screen (Table III-113). Review information. Select **Back** to make corrections, or **Submit**.

Table III-113

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formulaires | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Motor Vehicle Accidents

Data Entry PACE +

Motor Vehicle Accidents - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Incident Date: 2/1/2018
Number of Participants Affected: 10
Were the Participant(s) Hospitalized? Yes - Admitted
Number of Participants Hospitalized: 10

Participants' Current Status: Assisted Living Facility - Stable

Other Vehicles/Parties Involved: PACE Center

Were any non-PACE participants injured? No
Was the PACE driver issued a citation? No

Root Cause Analysis

Contributing Factors: Other Driver - Texting

Actions Taken: Education - Staff

Ongoing Improvements: Education - Staff

New Attachment: test1.pdf

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A **Control Number** generates for each **Motor Vehicle Accidents** record (Table III-114). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-114

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formulaires | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Motor Vehicle Accidents

Data Entry PACE +

Motor Vehicle Accidents

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Incident Date	Participants Affected	Taken to Hospital?	Participants Hospitalized	Participants Current Status	Other Vehicles/Parties Involved	Non-PACE Participants Injured?	Driver Cited?	RCA Complete?
<input type="radio"/>	1027	Unassigned	2/1/2018	10	Yes - Admitted	10	<input checked="" type="radio"/> Assisted Living Facility - Stable	<input checked="" type="radio"/> PACE Center	No	No	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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PACE QUALITY INDICATOR: PRESSURE INJURY

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Pressure Injury data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Pressure Injury data.

Data Reporting Requirements:

1. Location of Incident
2. Pressure Injury
3. Location of Pressure Injury
4. Was the Participant Hospitalized?
5. Participant's Current Status

ROOT CAUSE ANALYSIS:

6. Contributing Factors*
7. Actions Taken*
8. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Pressure Injury** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Pressure Injury** screen (Table III-115), select **Add** to advance to the **Data Entry – Pressure Injury – Add** screen (Table III-116). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Pressure Injury** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-115

Enter data in all fields, picklists, and dropdowns. To add a **Significant Diagnosis**, enter ICD-10 code in the Significant Diagnosis field, then select **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-117).

Table III-116

HPMS
Health Plan Management System

TEST USER [User Name] Log Out [A A A]
Last logged in at 9:57 AM on March 25, 2018

Contract Management | Plan Bids | Plan Formulations | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Pressure Injury

Data Entry PACE +

Pressure Injury - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: TO
Gender: Male Female
Enrollment Date:
Incident Date:
Location of Incident:
Pressure Injury:
Location of Pressure Injury:
Was the Participant Hospitalized?
Participant's Current Status:
Center Attendance:

Significant Diagnosis:

Assigned Diagnosis:

Note: All data entry fields are required.
ICD-10 Guidance:
 ICD Code is 3-8 characters in length
 Position 1 is alpha
 Position 2 is numeric
 Position 3 is alpha or numeric (not case sensitive)
 Position 4 is a period
 Position 5-8 are alpha or numeric (not case sensitive)

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03/13/2018

Table III-117

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-118). To upload an attachment, select “Browse” and then choose a document.

Table III-118

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A | A
Last logged in at 1:07 PM on March 26, 2018

Contract Management | Plan Rpts | Plan Formulates | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Pressure Injury

Data Entry PACE +

Pressure Injury - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun)

Root Cause Analysis

Contributing Factors:

- Adaptive Equipment Not Used
- Changes in Skin Condition Not Reported - Caregiver
- Changes in Skin Condition Not Reported - Contractor
- Changes in Skin Condition Not Reported - Participant
- Changes in Skin Condition Not Reported - Staff
- Decrease in Center Attendance
- Decrease in Home Care
- Delay or Cancellation of Scheduled Home Care
- Diagnosis of Dementia
- Dwelling Assessment Not Completed

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - DT
- Assessment - PCH
- Assessment - PI
- Assessment - RN
- Assessment - SW
- Change in Participant Diet
- Education - Contracted Provider/Facility

Other:

Ongoing Improvements:

- Education - Contracted Provider/Facility
- Education - Family Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Frequency of Repositioning
- Increased Frequency of Skin Assessments
- Increased Frequency of Toileting
- Increased Home Care
- Increased Staff at Contracted Provider/Facility

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: xls, xlsx, ppt, pdf, doc, pptx, xlsx, docx, zip

Back Next

Root Cause Analysis Guidance:

Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.

Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.

The Quality Indicator data submission will not be considered complete until the RCA data has been entered.

Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response.

Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Pressure Injury – Verify** screen (Table III-119). Review information. Select **Back** to make corrections, or **Submit**.

Table III-119

HPMS Health Plan Management System
 TEST USER | User Resources | Log Out | A A
 Last logged in at 10:34 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Pressure Injury

Data Entry PACE +

Pressure Injury - Verify

Contract Number: Z0001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
 Age Range: 70 to 74
 Gender: Female
 Enrollment Date: 2/1/2018
 Incident Date: 2/8/2018
 Incident Location: Community
 Pressure Ulcer Injury: Stage III
 Location of Pressure Ulcer: Elbow - Left
 Was the Participant Hospitalized? Yes - Admitted
 Participant's Current Status: Participant Home - Stable
 Center Attendance: 2 Days per Week

Significant Diagnosis: ■ w44.4

Root Cause Analysis

Contributing Factors: ■ Changes in Skin Condition Not Reported - Staff
 Actions Taken: ■ Assessment - Activities
 Ongoing Improvements: ■ Education - Participant
 New Attachment: test1.pdf

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A **Control Number** generates for each **Pressure Injury** record (Table III-120). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-120

HPMS Health Plan Management System
 TEST USER | User Resources | Log Out | A A
 Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Pressure Injury

Data Entry PACE +

Pressure Injury

Contract Number: Z0001
 Contract Name: EXAMPLE CONTRACT 1
 Site Name: Example Site Name
 Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Pressure Ulcer Injury	Location of Ulcer	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1028	Unassigned	70 to 74	Female	2/1/2018	2/8/2018	Community	Stage III	Elbow - Left	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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 CV 12-0008 CMS

PACE QUALITY INDICATOR: RESTRAINT USE

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Restraint Use data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Restraint Use data.

Data Reporting Requirements:

1. Location of Incident
2. Reason for Restraint Use*
3. Type of Restraint
4. Was the Participant Hospitalized?
5. Participant's Current Status

ROOT CAUSE ANALYSIS:

6. Contributing Factors*
7. Actions Taken*
8. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Restraint Use** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Restraint Use** screen (Table III-121), select **Add** to advance to the **Data Entry – Restraint Use – Add** screen (Table III-122). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Restraint Use** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-121

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TEST USER. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, it displays contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message indicates that there are currently no Restraint Use Occurrences for this Contract/Site/Period. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-Ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-123).

Table III-122

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Entry | Plan Enrollment | Monitoring | Quality and Performance | Risk Adjustment | Data Entry Facility

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: _____ TO _____
Gender: Male Female
Enrollment Date: _____
Incident Date: _____
Location of Incident: _____
Reason for Restraint Use:
 (Please select one)
 Actual Harm to Others
 Actual Harm to Self
 Increased Agitation
 New Medical Diagnosis
 New Psychiatric Diagnosis
 Preexisting Medical Diagnosis
 Preexisting Psychiatric Diagnosis
 Threat of Harm to Others
 Type of Restraint: _____
 Was the Participant Hospitalized? _____
 Participant's Current Status: _____
 Gender Attendance: _____
 Does Adverse Outcome Apply? Yes No
 Significant Diagnosis: _____
 Enter an ICD-10 Code. Click [Go!](#) to search for an ICD-10 Code(s). Select [Add a Diagnosis](#) when complete to assign the ICD-10 Code(s). Assign up to 5 codes.
 Assigned Diagnosis
 Add a Diagnosis <<
 << Remove a Diagnosis
 << Remove All
 Back Next

Note: All data entry fields are required.
ICD-10 Guidance:
 ICD Code is 3-4 characters in length
 Position 1 is a alpha
 Position 2 is numeric
 Position 3 is alpha or numeric (not case sensitive)
 Position 4 is a period
 Position 5-6 are alpha or numeric (not case sensitive)

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 06/17/2018 Print | Close
Print Date: 3/26/2018

Table III-123

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s): chondromalacia, shoulder

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-124). To upload an attachment, select “Browse” and then choose a document.

Table III-124

HPMS
Health Plan Management System

TRIST USER [User Session] Log Out A A
Last logged in at 1:17 PM on March 20, 2018

Contract Management | Plan Data | Plan Formulation | Monitoring | Quality and Performance | Risk Adjustment | Data Connect Facility

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use - Add

Contract Number: 20021
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Root Cause Analysis

Contributing Factors:

- Actual Harm to Others
- Actual Harm to Self
- Decrease in Center Attendance
- Decrease in Home Care
- Delay or Cancellation of Scheduled Home Care
- Diagnosis of Dementia
- Increased Agitation
- Lack of Education - Caregiver
- Lack of Education - Contractor
- Lack of Education - Participant

Other:

Actions Taken:

- Assessment - Activities
- Assessment - Dietary
- Assessment - Home Care Coordinator
- Assessment - CT
- Assessment - PCP
- Assessment - PT
- Assessment - RN
- Assessment - SW
- Education - Contracted Provider/Facility
- Education - Family/Caregiver

Other:

Ongoing Improvements:

- Education - Contracted Provider/Facility
- Education - Family/Caregiver
- Education - Participant
- Education - Staff
- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider/Facility
- Increased Staff at PACE Center
- Medication Change
- Ongoing Contractor Oversight

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, txt, xlsx, xls, xml, zip

Back Next

Root Cause Analysis Guidance:

Users have until the end of the collection period to enter Root Cause Analysis (RCA) data.
Users can enter and save data for the Quality Indicator, and return at a later date to complete the RCA fields.
The Quality Indicator data submission will not be considered complete until the RCA data has been entered.
Users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlight, previously selected response.
Additionally, multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

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Select **Next** to advance to the **Data Entry – Restraint Use – Verify** screen (Table III-125). Review information. Select **Back** to make corrections, or **Submit**

Table III-125

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/8/2018
Incident Location: Participant Home

Reason for Restraint Use: Increased Agitation

Type of Restraint: Chemical Restraint - Benzodiazepine

Was the Participant Hospitalized? Yes - Admitted

Participant's Current Status: Participant Home - Stable

Center Attendance: 2 Days per Week

Adverse Outcome: w35.5

Significant Diagnosis: w44.4

Root Cause Analysis

Contributing Factors: Increased Agitation

Actions Taken: Assessment - RN

Ongoing Improvements: Increased Center Attendance

New Attachment: test1.pdf

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CMS

A **Control Number** generates for each **Restraint Use** record (Table III-126). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-126

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Type of Restraint	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1029	Unassigned	70 to 74	Female	2/1/2018	2/8/2018	Participant Home	Chemical Restraint - Benzodiazepine	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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CMS

PACE QUALITY INDICATOR: SUICIDE ATTEMPT/SUICIDE

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Suicide Attempt/Suicide data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Suicide Attempt/Suicide data.

Data Reporting Requirements:

1. Location of Incident
2. Type of Incident
3. Immediate Action Taken*
4. Was the Participant Hospitalized?
5. Participant's Current Status

ROOT CAUSE ANALYSIS:

6. Contributing Factors*
7. Actions Taken*
8. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Suicide Attempt/Suicide** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Suicide Attempt/Suicide** screen (Table III-127), select **Add** to advance to the **Data Entry – Suicide Attempt/Suicide – Add** screen (Table III-128). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Suicide Attempt/Suicide** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-127

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home > PACE Quality Monitoring > Data Entry > Suicide Attempt/Suicide

Data Entry PACE +

Suicide Attempt/Suicide

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

There are currently no Suicide Attempt/Suicide Occurrences for this Contract/Site/Period.

Use the Back Button to return to the Quality Indicator Selection page.

Back Add Edit Delete No Data To Report

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OV 121828

Enter data in all fields, picklists, and dropdowns. To add a **Significant Diagnosis**, enter ICD-10 code in the Significant Diagnosis field, then select **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-129).

Table III-128

HPMS
Health Plan Management System

TEST USER [User Resources] [Log Out] A A
Last logged in at 8:57 AM on March 26, 2018

Contract Management | Plan Side | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Utility

Home » PACE Quality Monitoring » Data Entry » Suicide Attempt/Suicide

Data Entry PACE +

Suicide Attempt/Suicide - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr - Jun.)

Account Manager: _____
Age Range: _____ TO _____
Gender: Male Female
Enrollment Date: _____
Incident Date: _____
Location of Incident: _____
Type of Incident: _____
Immediate Action Taken:

 Other: _____
 Was the Participant Hospitalized? _____
 Participant's Current Status: _____
 Center Attendance: _____
 Does Adverse Outcome Apply? Yes No

Significant Diagnosis:
Enter an ICD-10 Code. Click [Code Lookup](#) to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.

Assigned Diagnosis

Back Not

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-6 characters in length.
Position 1 is alpha.
Position 2 is numeric.
Position 3 is alpha or numeric (not case sensitive).
Position 4 is a period.
Position 5-6 are alpha or numeric (not case sensitive).

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CV 17-038

Table III-129

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s):

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-130). To upload an attachment, select “Browse” and then choose a document.

Table III-130

The screenshot displays the HPMS Health Plan Management System interface. At the top, the HPMS logo and user information (TEST USER, User Resources, Log Out) are visible. A navigation menu includes options like Contract Management, Plan Bids, Plan Formulary, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The current page is 'Data Entry' for 'Suicide Attempt/Suicide - Add'. It shows contract details (Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)). The 'Root Cause Analysis' section contains three dropdown menus: 'Contributing Factors' (listing items like Actual Harm to Others, Alcohol Abuse, etc.), 'Actions Taken' (listing Assessment - Activities, Assessment - Dietary, etc.), and 'Ongoing Improvements' (listing Education - Contracted Provider/Facility, Increased Center Attendance, etc.). Below these is an 'Attachments' section with an 'Upload Attachment' field and a 'Browse...' button. At the bottom, there is a 'Root Cause Analysis Guidance' section with instructions on data entry and a footer with HPMS contact information and a CMS logo.

Select **Next** to advance to the **Data Entry – Suicide Attempt/Suicide – Verify** screen (Table III-131). Review information. Select **Back** to make corrections, or **Submit**.

Table III-131

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Suicide Attempt/Suicide

Data Entry PACE +

Suicide Attempt/Suicide - Verify

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 3/8/2018
Incident Location: Participant Home
Type of Incident: Attempted Suicide

Immediate Action Taken: Evaluated in Hospital ER
Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week

Significant Diagnosis: W33.3

Root Cause Analysis

Contributing Factors: Alcohol Abuse
 Chronic Pain
 Decrease in Center Attendance

Actions Taken: Education - Contracted Provider/Facility

Ongoing Improvements: Medication Change
New Attachment: test1.pdf

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OV 127548

A **Control Number** generates for each **Suicide Attempt/Suicide** record (Table III-132). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-132

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Suicide Attempt/Suicide

Data Entry PACE +

Suicide Attempt/Suicide

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Type of Incident	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1030	Unassigned	70 to 74	Female	2/1/2018	2/8/2018	Participant Home	Attempted Suicide	Yes - Admitted	Participant Home - Stable	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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OV 127548

PACE QUALITY INDICATOR: UNEXPECTED DEATHS

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Unexpected Deaths data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Unexpected Deaths data.

Data Reporting Requirements:

1. Location of Incident
2. Was the Participant Hospitalized?
3. Participant's Current Status

ROOT CAUSE ANALYSIS:

4. Contributing Factors*
5. Actions Taken*
6. Ongoing Improvements*

On the **Data Entry - Quality Indicator Selection** screen (III-3), select **Unexpected Deaths** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Unexpected Deaths** screen (Table III-133), select **Add** to advance to the **Data Entry – Unexpected Deaths – Add** screen (Table III-134). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Unexpected Deaths** screen if there are no records available to edit or delete. To report no data for the collection period, see the **PACE Quality Indicator: No Data To Report** section of the manual.

Table III-133

The screenshot displays the HPMS interface for reporting Unexpected Deaths. It includes a navigation menu with options like Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area shows the 'Data Entry' section for 'Unexpected Deaths' with a 'PACE +' button. Contract information is provided, including Contract Number (Z0001), Contract Name (EXAMPLE CONTRACT 1), Site Name (Example Site Name), and Data Collection Period (2nd Quarter, 2018 (Apr. - Jun.)). A message indicates that there are currently no Unexpected Deaths for this Contract/Site/Period. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains HPMS branding, user information (TEST USER | User Resources | Log Out | A A), and CMS branding.

Enter data in all fields, picklists, and dropdowns. To add an **Adverse Outcome** or **Significant Diagnosis**, enter ICD-10 code in the Adverse Outcome or Significant Diagnosis field, then select **Add an Outcome** or **Add a Diagnosis**. To search for an ICD-10 code, select the **Code Lookup** link (Table III-135).

Table III-134

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 9:57 AM on March 26, 2018

Contract Management | Plan Site | Plan Formulary | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Unexpected Death

Data Entry PACE +

Unexpected Death - Add

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager: _____
Age Range: _____ TO _____
Gender: Male Female
Enrollment Date: _____
Incident Date: _____
Location of Incident: _____
Was the Participant Hospitalized? _____
Participant's Current Status: _____
Center Attendance: _____
Does Adverse Outcome Apply? Yes No

Significant Diagnosis:
Enter an ICD-10 Code. Click Code Lookup to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.

Assigned Diagnosis

Back Next

Note: All data entry fields are required.
ICD-10 Guidance:
ICD Code is 3-8 characters in length
Position 1 is alpha
Position 2 is numeric
Position 3 is alpha or numeric (not case sensitive)
Position 4 is a period
Position 5-8 are alpha or numeric (not case sensitive)

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Table III-135

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

Note: To search for a specific ICD-10 code and its description, enter a keyword(s) below and select 'Search.' Select the code link in the search results to populate the code in the appropriate field on the Data Entry page.

Enter a keyword(s) or an ICD-10 code(s): chondromalacia, shoulder Search

ICD-10 Code	Description
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

Make **Root Cause Analysis** selections (Table III-136). To upload an attachment, select “Browse” and then choose a document.

Table III-136

The screenshot displays the HPMS Health Plan Management System interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Hubs, Plan Enrollments, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TEST USER. The breadcrumb trail shows: Home > PACE Quality Monitoring > Data Entry > Unexpected Death.

The main section is titled "Data Entry" and includes a "PACE" button with a plus sign. Below this, the "Unexpected Death - Add" section contains the following information:

- Contract Number: 20001
- Contract Name: EXAMPLE CONTRACT 1
- Site Name: Example Site Name
- Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

The "Root Cause Analysis" section consists of three dropdown menus:

- Contributing Factors:** Includes options like Accident (other), Alcohol Use, Attempted Ambulance Unassisted, Attempted Use of Restroom Unassisted, Attempted to Stand on Vehicle, Attempted to Transfer out of Bed Unassisted, Decrease in Center Attendance, Did Not Maintain Home Environment as Recommended by PO, and Equipment Malfunction.
- Actions Taken:** Includes options like Education - Contracted Provider/Facility, Education - Family/Caregiver, Education - Participant, Education - Staff, Initiated Contractor Oversight, Initiated Quality Improvement Activities, Modified Environment - Assisted Living Facility, Modified Environment - Hospital, Modified Environment - Nursing Facility, and Modified Environment - PACE Center.
- Ongoing Improvements:** Includes options like Education - Contracted Provider/Facility, Education - Family/Caregiver, Education - Participant, Education - Staff, Implemented Safety Awareness Program, Ongoing Contractor Oversight, Ongoing Quality Improvement Activities, Policy - Implemented a New Policy, Policy - Revised an Existing Policy, and None.

Each dropdown menu has an "Other:" text input field next to it. Below the dropdowns is the "Attachments" section with an "Upload Attachment:" field and a "Browse..." button. A note specifies valid attachment file types: .doc, .docx, .gif, .jpg, .pdf, .ppt, .pptx, .xls, .xlsx, .xml, .zip.

At the bottom, there are "Back" and "Next" buttons. A "Root Cause Analysis Guidance" section provides instructions: users have until the end of the collection period to enter RCA data; users can enter and save data for the Quality Indicator and return later to complete RCA fields; the Quality Indicator data submission will not be considered complete until the RCA data has been entered; users may unselect a previously chosen response by holding down the Ctrl key and clicking on the highlighted, previously selected response; and multiple selections can be made by holding down the Ctrl key and clicking on each response users want to select.

The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Printing, User Of Interest, System Requirements, and FAQ. It also includes the CMS logo and the text "CMS SENSITIVE INFORMATION—REQUIRES SPECIAL HANDLING".

Select **Next** to advance to the **Data Entry – Unexpected Deaths – Verify** page (Table III-137). Review information. Select **Back** to make corrections, or **Submit**.

Table III-137

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:26 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Unexpected Deaths

Data Entry PACE +

Unexpected Deaths - Verify

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2018
Incident Date: 2/8/2018
Incident Location: Participant Home

Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Medical Examiner Post-Mortem Exam
Center Attendance: 2 Days per Week

Adverse Outcome: ■ w33.3

Significant Diagnosis: ■ e44.4

Root Cause Analysis

Contributing Factors: ■ Alcohol Use

Actions Taken: ■ Education - Staff

Ongoing Improvements: ■ Education - Staff

New Attachment: test1.pdf

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02/21/2018

A **Control Number** generates for each **Unexpected Deaths** record (Table III-138). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-138

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:35 AM on February 21, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry » Unexpected Deaths

Data Entry PACE +

Unexpected Deaths

Contract Number: 20001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name
Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	1031	Unassigned	70 to 74	Female	2/1/2018	2/8/2018	Participant Home	Yes - Admitted	Medical Examiner Post-Mortem Exam	Yes

Use the Back Button to return to the Quality Indicator Selection page.

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IV. UPLOAD DATA

The HPMS PACE Quality Monitoring module provides PACE Org. users with the ability to upload certain NON-RCA indicator data in BULK, via the Upload Data functionality.

For detailed instructions on preparing your files for upload, please refer to the “Upload Instructions” and “Upload Templates and Record Layouts” documentation available under the Documentation section within the HPMS PACE Quality Monitoring module.

To process the uploads once your file(s) are prepared, on the **PACE Start Page** (Table II-2), select on the **Upload Data** link on the Right-hand menu to advance to the **Upload Data – Selection Criteria** screen (Table IV-1).

SELECTION CRITERIA

The **Upload Data – Selection Criteria** screen (Table IV-1) displays the list of H Numbers assigned to the user based on the PACE Organization affiliation. The user selects the H Number for which they would like to upload data; the screen will auto-populate with the site names tied to that H number. Select the site name for which the data is to be uploaded; the collection period will auto-populate. Select the data collection quarter.

Generally, only the current data collection quarter will be displayed for selection. However, previous periods may be displayed under some circumstances.

Table IV-1

The screenshot shows the HPMS (Health Plan Management System) interface for the 'Upload Data' section. The page title is 'Upload Data' and it includes a 'PACE' button with a plus sign. The 'Selection Criteria' section contains three dropdown menus: 'Select a Contract' (with options Z0001 through Z0008), 'Select a Site' (with 'Example Site Na' repeated), and 'Select a Collection Period' (with '2nd Quarter, 2018 (Apr. - Jun.)' and '1st Quarter, 2018 (Jan. - Mar.)'). A 'Next' button is located at the bottom of the form. The footer includes navigation links, a CMS logo, and the text 'This is a U.S. Government computer system subject to Federal law. 03/12/2018'.

UPLOAD DATA

From the **Upload Data** screen (Table IV-2) follow the on-screen instruction for uploading data. Consult the “Upload Instructions” link under **Documentation** on the **PACE Start Page** screen for more detailed instructions.

Table IV-2

The screenshot shows the HPMS Health Plan Management System interface. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 8:08 PM on March 2, 2018'. A navigation bar includes 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The breadcrumb trail is 'Home > PACE Quality Monitoring > Upload Data'. The main heading is 'Upload Data' with a 'PACE' button and a plus sign. Contract details are listed: 'Contract Number: Z0001', 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. Four steps are provided: Step 1 (select indicator and create file), Step 2 (enter file name), Step 3 (click 'Upload'), and Step 4 (wait for validation). A table of 'PACE Quality Indicator' options is shown with radio buttons: Appeals, Emergency Room Visits, Denials (of Prospective Enrollees), Falls Without Injury, Grievances, and Medication Administration Errors. Below the table is a 'Select file for upload:' field with a 'Browse...' button. At the bottom are 'Back' and 'Upload' buttons. The footer contains navigation links, a disclaimer, and the CMS logo.

FILE UPLOADED SUCCESSFULLY

When an upload is successful the user will receive a screen similar to Table IV-3. The relevant items on this screen are the Contract Number and the Valid Rows. The number of Valid Rows should match the number of rows, absent the header row, in the text file which was uploaded.

Table IV-3

The screenshot shows the HPMS Health Plan Management System interface after a successful upload. The breadcrumb trail is 'Home > PACE Quality Monitoring > Upload Data'. The main heading is 'Upload Data' with a 'PACE' button and a plus sign. A confirmation message reads 'Appeals File Uploaded Successfully'. Under 'Upload Statistics:', a box displays 'Contract Number: Z0001' and 'Valid Rows: 1'. Below this are 'Back' and 'OK' buttons. The footer contains navigation links, a disclaimer, and the CMS logo.

UPLOAD FILE VALIDATION ERROR

A screen similar to Table IV-4 will display when an upload fails. It indicates the line number(s) and field(s) where the error occurred, the text of the field with the invalid data, and an error message. **Note that a file with a single error will be rejected in its entirety.**

Table IV-4

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 8:08 PM on March 2, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Upload Data

Upload Data PACE +

Appeals

Upload File Validation Error
The following errors must be corrected before the upload file can be submitted. Only the first 100 errors are displayed. Please correct the errors and upload your file again.

Line Number	Field	Field Text	Error Message
3	Contract Number (2) x		Invalid contract number

[Back](#)

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V. REQUEST EXTENSION

The HPMS PACE Quality Reporting Module allows for the reporting of data for a quarter 45 days after the close of the quarter. In certain cases, it may be required to request an extension to allow further time to report.

On the **PACE Quality Monitoring Start Page** (Table II-2), select the **Request Extension** link on the right-hand menu to advance to the **Request Extension – Selection Criteria** screen (Table V-1).

SELECTION CRITERIA

The **Request Extension – Selection Criteria** screen (Table V-1) displays the list of H Numbers assigned to the user based on the PACE Organization affiliation. The user selects the H Number for which they would like to request an extension. Once the H number has been selected, the Select a Site field auto-populates with the site names associated with the H number. The user will then select the site name for which they wish to request an extension and select **Next**.

Table V-1

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The current page is titled 'Request Extension' and has a 'PACE' button. Under 'Selection Criteria', there are two dropdown menus: 'Select a Contract' and 'Select a Site'. The 'Select a Contract' menu is open, showing a list of contracts from Z0001 to Z0009, with Z0005 highlighted. The 'Select a Site' menu is also open, showing 'Example Site Na' selected. A 'Next' button is located at the bottom left of the form area. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo.

REQUEST EXTENSION

At the **Request Extension** screen (Table V-2) select the checkbox next to each Collection Period that is to be included in this extension request. **Extension Request** date is the date to which you wish to extend the reporting period. The extension date must be a future date from the **End Data Collection** date. Enter the reasons for the extension in the **Reason for Extension Request** text box; select **Next**. The user will advance to the **Request Extension – Extension Request – Confirmation** screen (Table V-3).

Select **Back** to return to the **Request Extension** screen.

Table V-2

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 6:08 PM on March 2, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Request Extension

Request Extension PACE

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name

Select the checkbox beside each Collection Period that is to be included in this Extension Request.
Note: If a checkbox is disabled then there already exists an extension request awaiting review. (Please contact your CMS Plan Manager for further information.)

Select Collection Period	Begin Data Collection	End Data Collection
<input type="checkbox"/> 3rd Quarter, 2015 (Jul - Sep)	7/1/2015	10/31/2015
<input type="checkbox"/> 4th Quarter, 2015 (Oct - Dec)	10/1/2015	1/31/2016
<input type="checkbox"/> 1st Quarter, 2016 (Jan - Mar)	1/1/2016	4/30/2016
<input type="checkbox"/> 2nd Quarter, 2016 (Apr - Jun)	4/1/2016	7/31/2016
<input type="checkbox"/> 3rd Quarter, 2016 (Jul - Sep)	7/1/2016	10/31/2016
<input type="checkbox"/> 4th Quarter, 2016 (Oct - Dec)	10/1/2016	1/31/2017
<input type="checkbox"/> 1st Quarter, 2017 (Jan - Mar)	1/1/2017	5/15/2017
<input type="checkbox"/> 2nd Quarter, 2017 (Apr - Jun)	4/1/2017	8/15/2017

Extension Request: 3/29/2018

Reason for Extension Request

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On the **Request Extension – Extension Request – Confirmation** screen (Table V-3) review the information. Select **Back** to make a correction, or select **Submit**.

Subsequent to the submission, the user will receive an HPMS email informing them that the extension request has been received by CMS.

Table V-3

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 8:08 PM on March 2, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Request Extension

Request Extension PACE

Extension Request - Confirmation

Contract Number: Z0001
Contract Name: EXAMPLE CONTRACT 1
Site Name: Example Site Name

The End Date of the Data Collection Period will be adjusted for the Periods listed below.

Collection Period	Begin Data Collection	End Data Collection (current value)
2nd Quarter, 2018 (Apr - Jun)	4/1/2018	8/15/2018

* Resubmission Request - End Data Collection Date: 3/5/2018
* Reason for Resubmission Request: Extension Requested Example.

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CM 1.27.0.0.0

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CMS APPROVAL

Once the user has submitted the extension request, CMS will review the submission and determine if it is approved. Each user will be notified of its approval status by CMS via an HPMS email. If CMS approves the request for extension, the users will have until the CMS approved date to submit all data.

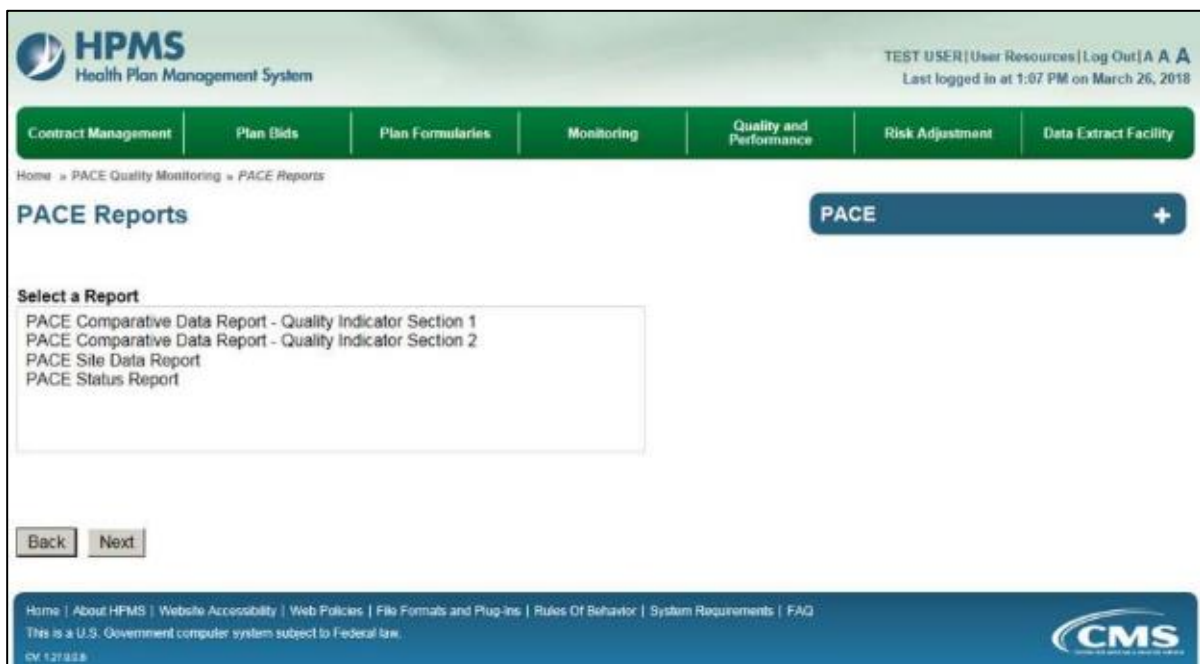
VI. PACE REPORTS

The **PACE Reports** allow users to access and view the Comparative Data Report – Quality Indicator Section 1, Comparative Data Report – Quality Indicator Section 2, Root Cause Analysis Report, Site Data Report, and Status Report. The reports provide easy and quick reference for data comparison across PACE Organizations, the review of site data, and the data entry status of each quality indicator for each PACE site.

On the **PACE Quality Monitoring Start Page** (Table II-2), select the **PACE Reports** link on the right-hand menu to advance to the **HPMS PACE Reports – Select a Report** screen (Table VI-1). This screen displays a list of the reports available to PACE Organizations. To view a PACE report, select the report name and then select **Next**.

Please Note: The reports contain, except for the comparative reports, only data submitted by the user’s PACE Organization. No data, other than contact information, is viewable by other PACE Organizations.

Table VI-1



PACE COMPARATIVE DATA REPORT – QUALITY INDICATOR SECTION 1

The **Comparative Data Report – Quality Indicator Section 1** displays comparative data of like organizations without revealing identifiable information.

Select the Reporting Period(s), Region(s), and Reporting Section for which you wish to run the report, and select **Next** (Table VI-2). To choose a different PACE report, select **Back**.

Table VI-2

The screenshot shows the HPMS Health Plan Management System interface. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 8:46 PM on March 4, 2018'. Below the navigation tabs, the breadcrumb trail reads 'Home » PACE Quality Monitoring » PACE Reports » PACE Comparative Data Report'. The main heading is 'PACE Comparative Data Report - Quality Indicator Section 1' with a 'PACE' button and a plus sign. The 'Select one or more Reporting Period(s)' dropdown is open, showing options from '1st Quarter, 2018 (Jan - Mar)' to '4th Quarter, 2016 (Oct - Dec)'. The 'Select one or more Region(s)' dropdown is also open, showing options from 'All Regions' to '04 - Atlanta'. The 'Select a Report Section' section has three radio button options: 'All Non-Immunization Totals', 'Immunizations - Pneumococcal', and 'Immunizations - Influenza'. At the bottom, there are 'Back' and 'Next' buttons.

Select **Generate Report** to view the report, or select **Back** to choose a different Reporting Period, Region, or Report Section (Table VI-3).

Table VI-3

The screenshot shows the HPMS Health Plan Management System interface. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 8:46 PM on March 4, 2018'. Below the navigation tabs, the breadcrumb trail reads 'Home » PACE Quality Monitoring » PACE Reports » PACE Comparative Data Report'. The main heading is 'PACE Comparative Data Report - Quality Indicator Section 1' with a 'PACE' button and a plus sign. The report details are displayed: 'Report Date: 3/4/2018', 'Reporting Period(s): 2nd Quarter, 2018 (Apr. - Jun.)', 'Region(s): 04 - Atlanta', and 'Report Section: Influenza Immunizations Section'. At the bottom, there are 'Back' and 'Generate Report' buttons.

Select **Generate Report** to view the report, or select **Back** to choose a different Reporting Period or Region (Table VI-6).

Table VI-6



The **PACE Comparative Data Report – Quality Indicator Section 2** will display (Table VI-7). Select **Download to Excel** to export the report contents to Excel, or select **Back** to return to the previous screen.

Table VI-7

The screenshot shows the HPMS interface displaying a data table for the 'PACE Comparative Data Report - Quality Indicator Section 2'. The report details are: Report Title: PACE Comparative Data Report - Quality Indicator Section 2, Report Date: 3/4/2018, Reporting Period(s): 1st Quarter, 2018 (Jan - Mar), and Region(s): 04 - Atlanta. The table has columns for Contract Number, Contract Name, Site Name, and 17 incident categories under 'Total Incidents'. The incident categories are: Abuse, Adverse Drug Reaction, Adverse Outcome, Burns 2nd Degree or Higher, Elopement, Equipment-Related Occurrences, Falls with Injury, Fires/Other Disasters, Foodborne Outbreak, Infectious Disease Outbreak, Media-Related Event, Medication-Related Occurrences, Motor Vehicle Accidents, Pressure Injury, Restraint Use, Suicide Attempt/Suicide, and Unexplained Death. The data rows show counts for each category, with some cells containing 'S' for suppressed results. A note at the bottom states: 'S - Suppressed Results, Total Observations Less Than 10'. There is a 'Download to Excel' button at the bottom left.

Contract Number	Contract Name	Site Name	Abuse	Adverse Drug Reaction	Adverse Outcome	Burns 2nd Degree or Higher	Elopement	Equipment-Related Occurrences	Falls with Injury	Fires/Other Disasters	Foodborne Outbreak	Infectious Disease Outbreak	Media-Related Event	Medication-Related Occurrences	Motor Vehicle Accidents	Pressure Injury	Restraint Use	Suicide Attempt/Suicide	Unexplained Death
20001	EXAMPLE CONTRACT	Example Site Name	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20001	EXAMPLE CONTRACT	Example Site Name	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20001	EXAMPLE CONTRACT	Example Site Name	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20001	EXAMPLE CONTRACT	Example Site Name	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20001	EXAMPLE CONTRACT	Example Site Name	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20001	EXAMPLE CONTRACT	Example Site Name	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

PACE SITE DATA REPORT

The PACE Site Data Report displays the monitoring data for the twenty-six PACE quality indicators by Site.

Select the Reporting Period(s), and select **Next** (Table VI-8). To choose a different PACE report, select **Back**.

Table VI-8

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER, and the last login was on March 4, 2018. The breadcrumb trail is Home > PACE Quality Monitoring > PACE Reports > PACE Site Data Report. The main heading is "PACE Site Data Report" with a "PACE" button and a plus sign. Below this is a "Select a Reporting Period" dropdown menu with the following options: 1st Quarter, 2018 (Jan. - Mar.), 4th Quarter, 2017 (Oct. - Dec.), 3rd Quarter, 2017 (Jul. - Sep.), 2nd Quarter, 2017 (Apr. - Jun.), 1st Quarter, 2017 (Jan. - Mar.), and 4th Quarter, 2016 (Oct. - Dec.). At the bottom of the form are "Back" and "Next" buttons. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-Ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo and the text "This is a U.S. Government computer system subject to Federal law."

Select the Contract Number and Site for which you wish to run the report, and select **Next** (Table VI-9). To choose a different Reporting Period, select **Back**.

Table VI-9

The screenshot shows the HPMS (Health Plan Management System) interface, similar to the previous one. The breadcrumb trail is Home > PACE Quality Monitoring > PACE Reports > PACE Site Data Report. The main heading is "PACE Site Data Report" with a "PACE" button and a plus sign. Below this, the "Reporting Period" is set to "2nd Quarter, 2018 (Apr. - Jun.)". There are two dropdown menus: "Select a Contract Number" and "Select a Site". The "Select a Contract Number" dropdown has the following options: Z0001 - EXAMPLE CONTRACT 1, Z0002 - EXAMPLE CONTRACT 2, Z0003 - EXAMPLE CONTRACT 3, Z0004 - EXAMPLE CONTRACT 4, Z0005 - EXAMPLE CONTRACT 5, Z0006 - EXAMPLE CONTRACT 6, Z0007 - EXAMPLE CONTRACT 7 (highlighted), and Z0008 - EXAMPLE CONTRACT 8. The "Select a Site" dropdown has the following options: Example Site Name, Example Site Name 2, Example Site Name 3, and Example Site Name 4. At the bottom of the form are "Back" and "Next" buttons. The footer contains links for Home, About HPMS, Website Accessibility, Web Policies, File Formats and Plug-Ins, Rules Of Behavior, System Requirements, and FAQ, along with the CMS logo and the text "This is a U.S. Government computer system subject to Federal law."

Select **Generate Report** to view the report, or select **Back** to choose a different Contract Number or Site (Table VI-10).

Table VI-10

The **PACE Site Data Report** will display (Table VI-11). Select **Download to Excel** to export the report contents to Excel, or select **Back** to return to the previous screen.

Table VI-11

PACE STATUS REPORT

The PACE Status Report displays the PACE site quality indicators for which data has not been submitted.

Select the Reporting Period(s) for which you wish to run the report, and select **Next** (Table VI-12). To choose a different PACE report, select **Back**.

Table VI-12

The screenshot shows the HPMS Health Plan Management System interface. At the top right, it displays 'TESTUSER | User Resources | Log Out | A A A' and 'Last logged in at 8:46 PM on March 4, 2018'. A green navigation bar contains links for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. Below this, a breadcrumb trail reads 'Home > PACE Quality Monitoring > PACE Reports > PACE Status Report'. The main heading is 'PACE Status Report' with a blue 'PACE +' button to its right. A section titled 'Select a Reporting Period' features a dropdown menu with the following options: '1st Quarter, 2018 (Jan. - Mar.)', '4th Quarter, 2017 (Oct. - Dec.)', '3rd Quarter, 2017 (Jul. - Sep.)', '2nd Quarter, 2017 (Apr. - Jun.)', '1st Quarter, 2017 (Jan. - Mar.)', and '4th Quarter, 2016 (Oct. - Dec.)'. At the bottom left of this section are 'Back' and 'Next' buttons. The footer includes a navigation menu, a disclaimer 'This is a U.S. Government computer system subject to Federal law.', and the CMS logo.

Select the Contract Number and Site for which you wish to run the report, and select **Next** (Table VI-13). To choose a different Reporting Period, select **Back**.

Table VI-13

This screenshot shows the HPMS PACE Status Report interface with the reporting period set to '2nd Quarter, 2018 (Apr. - Jun.)'. The 'Select a Contract Number' dropdown menu is open, showing a list of contract numbers from Z0001 to Z0008, with 'Z0007 - EXAMPLE CONTRACT 7' selected. The 'Select a Site' dropdown menu is also open, showing a list of site names from 'Example Site Name' to 'Example Site Name 4'. 'Back' and 'Next' buttons are visible at the bottom left. The footer contains the same navigation menu, disclaimer, and CMS logo as seen in the previous screenshot.

The **PACE Status Report** will display (Table VI-14). Select **Download to Excel** to export the report contents to Excel, or select **Back** to return to the previous screen.

Table VI-14

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 4:34 PM on March 26, 2018

Contract Management | Plan Bids | Plan Formularies | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » PACE Reports » PACE Status Report

PACE Status Report

PACE +

Report Date: 3/27/2018
Reporting Period: 1st Quarter, 2018 (Jan. - Mar.)
Contract(s): Z0001 - EXAMPLE CONTRACT 1

Z0001 - EXAMPLE CONTRACT 1	
PACE Site	Indicator Information Not Submitted
Example Site Name	Appeals

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APPENDIX I: HPMS CONTACT INFORMATION

Subject Matter	Name	Phone	Email Address
HPMS Technical Help	HPMS Help Desk	800-220-2028	hpms@cms.hhs.gov
HPMS Password Reset Requests	CMS IT Help Desk	410-786-2580	N/A
HPMS User Access Questions	HPMS User Access Mailbox	N/A	hpms_access@cms.hhs.gov
HPMS PACE Monitoring Related Questions	CMS DMAO Mailbox	N/A	DMAO.lmi.org
General HPMS PACE Monitoring Module Inquiries	Timothy Hoogerwerf	410-786-9962	Timothy.hoogerwerf@cms.hhs.gov