



# **PACE Quality Monitoring Integrated User Guide**

Version: 4/2/2018

**Centers for Medicare & Medicaid Services**

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# INTRODUCTION

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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.

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# I. GETTING STARTED

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## 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](mailto:HPMS_access@cms.hhs.gov).

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# II. PACE QUALITY MONITORING

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## 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



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# III. DATA ENTRY

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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

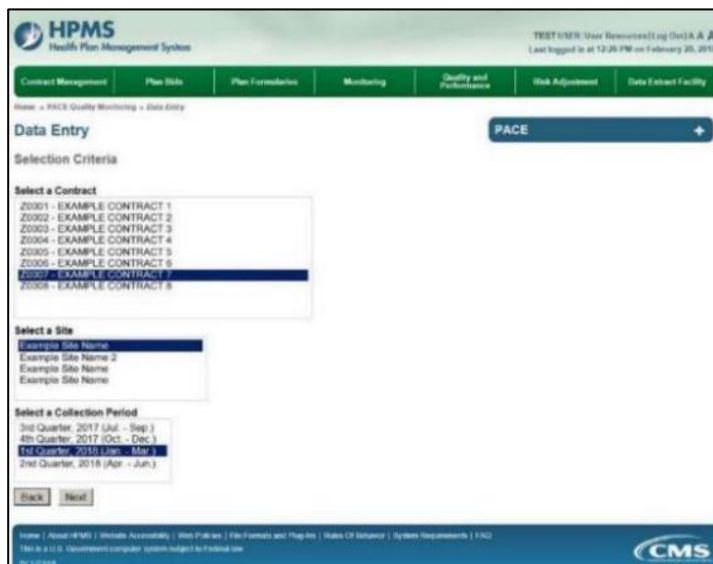


## SELECTION CRITERIA

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

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 Bids | Plan Formulates | Monitoring | **Quality and Performance** | Risk Adjustment | Data Extract Facility

Home » PACE Quality Monitoring » Data Entry

**Data Entry** PACE +

**Quality Indicator Selection**

Contract Number: 20001  
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="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

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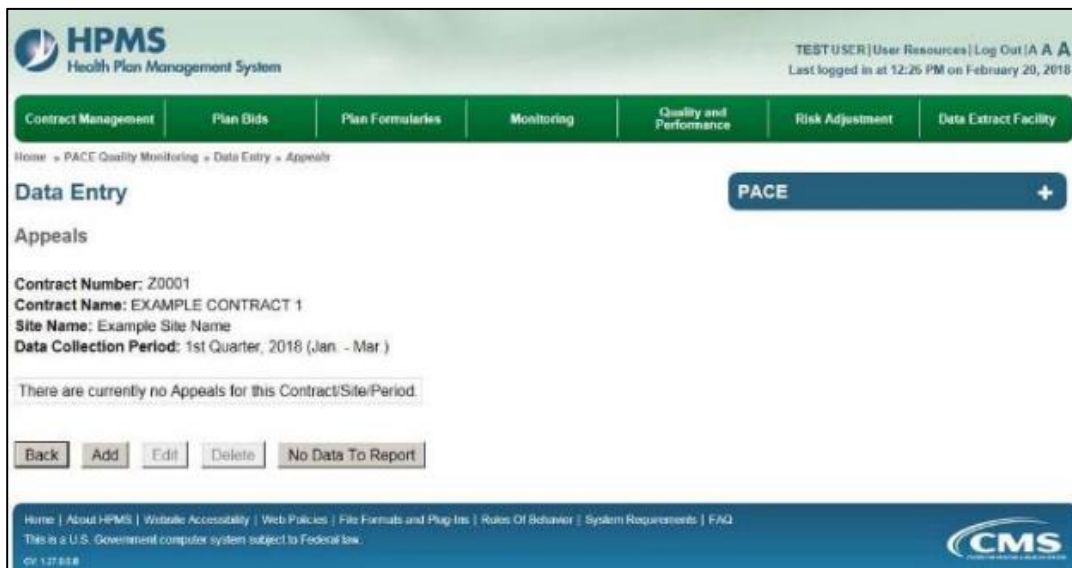
# PACE QUALITY INDICATOR: NO DATA TO REPORT

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



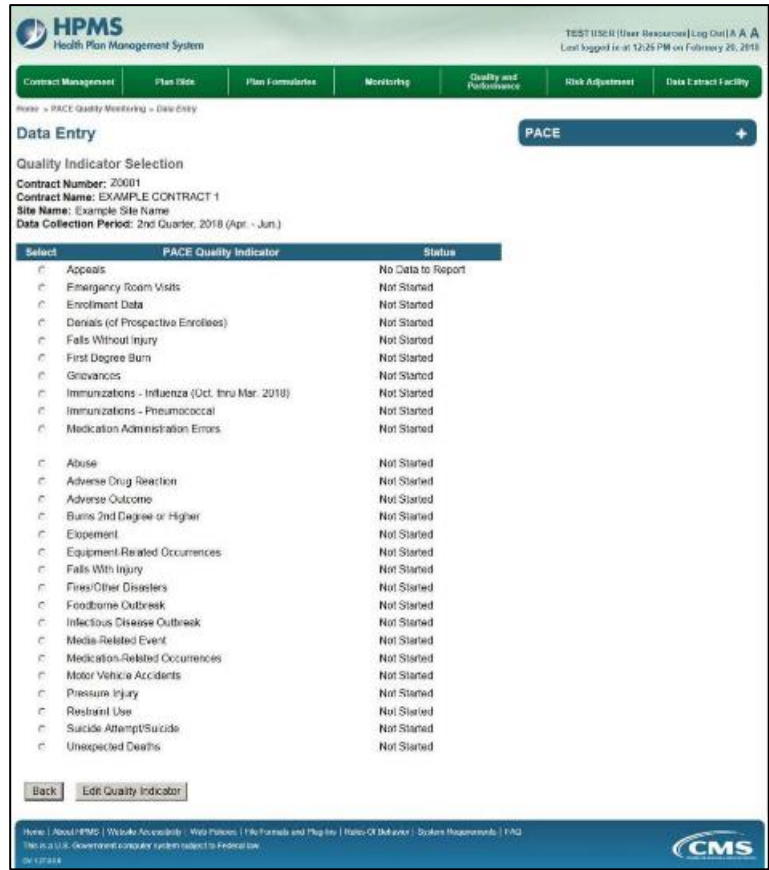
Review the confirmation data on the **Data Entry – Appeals – No Data to Report** screen (Table III-5). Select **Back** to make a correction, or select **Submit** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-5



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

**Table III-6**



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**



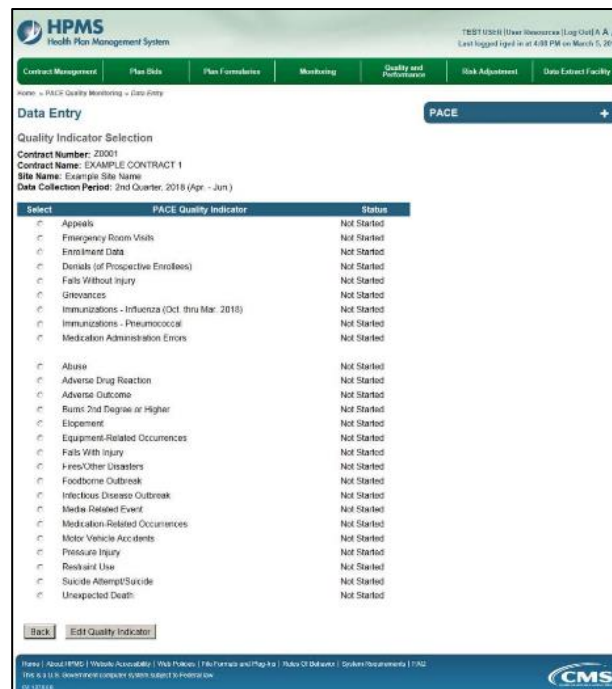
On the **Data Entry – Appeals – Data to Report** confirmation screen (Table III-8), review the information. Select **Back** to make a correction, or select **Submit** to be returned to the **Data Entry – Quality Indicator Selection** screen.

**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

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

Table III-11

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

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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

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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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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 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

Back Submit

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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 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

Back Add Edit Delete No Data To Report

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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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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.). The data is presented in four sections: 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), and Total Deaths (Total: 0). At the bottom, there are "Back" and "Submit" buttons. The footer contains a navigation menu, a disclaimer, and the CMS logo.

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

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 (Health Plan Management System) interface. At the top left is the HPMS logo. The top right shows the user 'TEST USER' with options for 'User Resources', 'Log Out', and 'A A A', along with the last login time: 'Last logged in at 6:27 AM on February 22, 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 is a breadcrumb trail: 'Home > PACE Quality Monitoring > Data Entry > Denials (of Prospective Enrollees)'. The main heading is 'Data Entry' with a 'PACE' dropdown menu. The sub-heading is 'Denials (of Prospective Enrollees)'. 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 Denials (of Prospective Enrollees) 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 text '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-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 and a plus sign. 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 left 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 and a plus sign. 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 left are 'Back' and 'Submit' 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.

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 displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Falls Without Injury' screen. 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, with the last login on February 22, 2018. The breadcrumb trail indicates the path: Home > PACE Quality Monitoring > Data Entry > Falls Without Injury. The main content area shows the 'Data Entry' section with a 'PACE' button and a plus sign. Below this, the 'Falls Without Injury' section displays contract 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 states: 'There are currently no Falls Without Injury for this Contract/Site/Period.' At the bottom, there 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, along with the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-26

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

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"> <li>■ Found on Floor</li> <li>■ Loss of Balance</li> </ul>	<ul style="list-style-type: none"> <li>■ Family/Caregiver Education</li> <li>■ Home Care Assessment</li> <li>■ Implemented a New Policy</li> </ul>

Back Add Edit Delete No Data To Report

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# 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 displays the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo and name. On the top right, it shows the user 'TESTUSER' with options for 'User Resources', 'Log Out', and 'A A', along with the login time 'Last logged in at 6:27 AM on February 22, 2018'. A green navigation bar contains several menu items: 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. Below the navigation bar, the breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Grievances'. The main heading is 'Data Entry', followed by a blue button labeled 'PACE' with a plus sign. Underneath, the section is titled 'Grievances'. Contract information is 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 Grievances for this Contract/Site/Period.' At the bottom of the main content area, there are five buttons: 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains a navigation menu with links like 'Home', 'About HPMS', 'Website Accessibility', etc., and the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-30

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

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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# 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:	15
Received immunization:	10
<b>DID NOT Receive Immunization:</b>	
Medically Contraindicated:	1
Prior Immunization:	1
Refused:	1
Vaccine Unavailable:	1
Missed Opportunity:	1
<b>Total:</b>	<b>5</b>
Had a Reaction to Vaccine:	5

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
<b>DID NOT Receive Immunization:</b>	
Medically Contraindicated:	1
Prior Immunization:	1
Refused:	1
Vaccine Unavailable:	1
Missed Opportunity:	1
<b>Total:</b>	<b>5</b>
Had a Reaction to Vaccine:	5

Back Submit

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# 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		
<b>Total Eligible to Receive Immunization:</b>		15
Received Immunization:	10	
<b>DID NOT Receive Immunization:</b>		
Medically Contraindicated:	1	
Prior Immunization:	1	
Refused:	1	
Vaccine Unavailable:	1	
Missed Opportunity:	1	
<b>Total:</b>	15	
<b>Had a Reaction to Vaccine:</b>		5

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# 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 (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. The main content area is titled 'Data Entry' and 'Medication Administration Errors'. It displays contract 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 states: 'There are currently no Medication Administration Errors for this Contract/Site/Period.' Below this message 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-38

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

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	

Back Add Edit Delete No Data To Report

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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

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 Formulas | 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:

NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsm, xlsx, 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 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 Formulators | 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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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, 2016

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, 2016 (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:  Browse...

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

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 (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. 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:**  
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 3-8 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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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**

**HPMS**  
Health Plan Management System

TEST USER | User Resources | Log Out | A A  
Last logged in at 1:57 PM 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 » Adverse Outcome

**Data Entry** PACE

**Adverse Outcome - 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:**

- Contributor Error
- Decrease in Center Attendance
- Decrease in Home Care
- Lack of Education - Caregiver
- Lack of Education - Contractor
- Lack of Education - Participant
- Lack of Education - Staff
- Non-Compliance with Medication(s)
- Non-Compliance with PO Policies
- Non-Compliance with Plan of Care - Caregiver

Other:

**Actions Taken:**

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

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, .gif, .jpg, .pdf, .pot, .pptx, .txt, .xlsm, .xlsx, .xsl, .xls

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

Table III-57

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

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

# PACE QUALITY INDICATOR: BURNS 2<sup>ND</sup> DEGREE OR HIGHER

The HPMS Pace Quality Reporting Module provides functionality for the reporting of Burns 2<sup>nd</sup> Degree or Higher data. Please refer to PACE Quality Monitoring and Reporting Guidance for operational guidance on reporting Burns 2<sup>nd</sup> 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 2<sup>nd</sup> Degree or Higher** Quality Indicator and then select **Edit Quality Indicator**.

On the **Data Entry – Burns 2<sup>nd</sup> Degree or Higher** screen (Table III-59), select **Add** to advance to the **Data Entry – Burns 2<sup>nd</sup> Degree or Higher – Add** screen (Table III-60). Note that the **Edit** and **Delete** buttons are disabled on the **Data Entry – Burns 2<sup>nd</sup> 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 2<sup>nd</sup> 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 details and a message indicating no incidents are currently reported. Action buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report' are located at the bottom of the main content area.

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 Formulary | 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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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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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 bar with tabs for Contract Management, Plan Title, Plan Formulary, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TEST USER (User Resources | Log Out | A A) and the last login was at 1:07 PM on March 26, 2018.

The breadcrumb trail shows: Home > PACE Quality Monitoring > Data Entry > Burns 2nd Degree or Higher.

The main section is titled "Data Entry" with a "PACE" button and a "+" icon. Below this, the incident is identified as "Burns 2nd Degree or Higher - Add".

Key information provided includes:
 

- 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 contains three main 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 Disrepair, 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 specifies: "NOTE: Valid attachment file types are: doc, docx, pdf, jpg, pdf, ppt, pptx, xls, xlsx, zip". Below this are "Back" and "Next" buttons.

The "Root Cause Analysis Guidance" section provides the following 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 2<sup>nd</sup> 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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A **Control Number** generates for each **Burns 2<sup>nd</sup> 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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# 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).

Table III-66

**HPMS**  
Health Plan Management System

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

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

Home » PACE Quality Monitoring » Data Entry » Elopement

**Data Entry** PACE +

**Elopement - Add**

Contract Number: Z0001  
 Contract Name: EXAMPLE CONTRACT 1  
 Site Name: Example Site Name  
 Data Collection Period: 2nd Quarter, 2015 (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:**    
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 3-8 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-67

**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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	Chondromalacia, unspecified shoulder

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

**Table III-68**

**HPMS**  
Health Plan Management System

TEST USER: User Resources | Log Out | A A  
Last logged in at 1:57 PM on March 26, 2016

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

Home » PACE Quality Monitoring » Data Entry » Elopement

**Data Entry** PACE +

Elopement - Add

Contract Number: 20001  
Contract Name: EXAMPLE CONTRACT 1  
Site Name: Example Site Name  
Data Collection Period: 2nd Quarter, 2015 (Apr. - Jun.)

**Root Cause Analysis**

**Contributing Factors:**

- Decrease in Center Attendance
- Decrease in Home Care
- Diagnosis of Dementia
- Did Not Maintain Home Environment as Recommended by PO
- Equipment Malfunction
- Exit Door Not Alarmed
- Interventions Recommended by IDT Not Implemented
- Lack of Education - Caregiver
- Lack of Education - Contractor
- Lack of Education - Participant

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, .pdf, .jpg, .png, .ppt, .pptx, .xls, .xlsx, .zip, and .rar

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 – 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: ■ #44.4

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. 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. The main content area shows the 'Data Entry' section for 'Equipment-Related Occurrences'. It includes a 'PACE' dropdown menu and a message indicating that there are currently no occurrences for the specified contract and site period. Below the message, 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**

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

Back Next

**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

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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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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

Back Submit

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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.

Back Add Edit Delete No Data To Report

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# 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

The screenshot displays 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 current page is titled 'Data Entry' and 'Falls With Injury'. A 'PACE' button with a plus sign is visible. Below the title, contract information is 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 states: 'There are currently no Falls With Injury for this Contract/Site/Period.' Below this message, 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 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 'OV 1272.8.8'.

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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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 details are shown: "Falls With Injury - Add", 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" (listing items like Decrease in Center Attendance, Did Not Maintain Home Environment as Recommended by IDT, 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" box with instructions on how to use the system. The footer includes navigation links, a disclaimer, 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

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

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="checkbox"/>	1020	Unassigned	70 to 74	Female	2/1/2018	2/7/2018	Hospital - Therapy	AM	Yes - Admitted	Participant Home - Stable	Yes

# 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 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. The main content area is titled 'Data Entry' and includes a 'PACE' dropdown menu. Below this, the 'Fires/Other Disasters' 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 occurrences 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 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 Formulates | 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**

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 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 - 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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01/12/2018

CMS

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 Formulaires | 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', 'Risk Adjustment', and 'Data Extract Facility'. The 'Quality and Performance' tab is active. Below the navigation bar, the breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Foodborne Outbreak'. The main heading is 'Data Entry' with a 'PACE' button and a plus sign. Below this, the section is titled 'Foodborne Outbreak'. The form 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 box states: 'There are currently no Foodborne Outbreak Incidents for this Contract/Site/Period.' Below the message, there is a note: 'Use the Back Button to return to the Quality Indicator Selection page.' At the bottom of the form, there are five buttons: 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The 'Add' button is highlighted. The footer of the page 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.

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 top navigation bar includes 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 'Infectious Disease Outbreak' 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 incidents 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 the HPMS logo, user information (TEST USER | User Resources | Log Out | A A A), and the CMS logo.

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: \_\_\_\_\_  
Participants' Current Status: \_\_\_\_\_  
Incident Reported To: \_\_\_\_\_

Back Next

Note: All data entry fields are required.

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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: \_\_\_\_\_  
Type of Pathogen: \_\_\_\_\_  
Actions Taken: \_\_\_\_\_  
Ongoing Improvements: \_\_\_\_\_

Attachments

Upload Attachment: \_\_\_\_\_ Browse

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

The screenshot displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Media-Related Event' screen. The top navigation bar includes '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 February 21, 2018. The main content area shows the breadcrumb trail 'Home > PACE Quality Monitoring > Data Entry > Media-Related Event' and a 'PACE' button with a plus sign. Below this, the 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 states: 'There are currently no Media-Related Event incidents for this Contract/Site/Period.' Below the message, there is a note: '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 includes the HPMS logo, user information, and the CMS logo.

Enter data in all fields, picklists, and dropdowns.

**Table III-100**

HPMS Health Plan Management System

TEST USER (User Review) | Log Out | A A  
Last logged in at 9:57 AM on March 26, 2019

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

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

**Data Entry** PACE

Media-Related Event - 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?  Yes  No  
Number of Participants Hospitalized: \_\_\_\_\_

Participants' Current Status: \_\_\_\_\_  
 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

Media Reporting the Event: \_\_\_\_\_  
 Book  
 Magazine - Local  
 Magazine - National  
 Movie  
 Newspaper - Local  
 Newspaper - National  
 Radio - Local  
 Radio - National  
 Social Media  
 Television - Local  
 Television - National  
 Webcam

Media Details: \_\_\_\_\_  
 (Please include any articles, or stories, web pages, or transcripts.)  
 (Include any web addresses.)

[Back](#) [Next](#)

Note: All data entry fields are required.

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

**Table III-101**

HPMS Health Plan Management System

TEST USER (User Review) | Log Out | A A  
Last logged in at 1:47 PM on March 26, 2019

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

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

**Data Entry** PACE

Media-Related Event - 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

Abuse - Alleged  
Abuse - Substantiated  
Access to Care  
Closure of ACS  
Closure of PACE Center  
Closure of PACE Organization  
Criminal Activity - Alleged  
Criminal Activity - Substantiated  
Decrease in Center Attendance  
Decrease in Home Care

Other: \_\_\_\_\_

Assessment - Activities  
Assessment - Dietary  
Assessment - Home Care Coordinator  
Assessment - OT  
Assessment - PCP  
Assessment - PT  
Assessment - SN  
Assessment - SW  
Contacted Caregiver/Family  
Contacted Media

Other: \_\_\_\_\_

Expanded Provider Network  
Increased Center Attendance  
Increased Home Care  
Increased PT or OT  
Increased Staff at Contracted Provider's Facility  
Increased Staff at PACE Center  
Medication Change  
Medication Evaluation  
Ongoing Contractor Oversight  
Ongoing Press Release

Other: \_\_\_\_\_

Attachments

Upload Attachment:  [Browse](#)

NOTE: Valid attachment file types are: doc, docx, ppt, pptx, pdf, pdf, ppt, pptx, xls, xlsx, 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 unsubscribe to previously chosen responses 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 – 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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02/21/2018 CMS

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's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. Below the navigation bar, the 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. Underneath, it says 'Medication-Related Occurrences'. The form fields are: 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 Medication-Related Occurrences 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 of the form, there are buttons for Back, Add, Edit, Delete, and No Data To Report. The footer contains the HPMS logo, user information (TEST USER | User Resources | Log Out | A A A), 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).

Table III-105

**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 Sets | Plan Formulations | Monitoring | Quality and Performance | Risk Adjustment | Data Extract Facility

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

**Data Entry** PACE

Medication-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:   
Type of Medication Error:   
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-106

**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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	Chondromalacia, unspecified shoulder

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, there is a navigation bar with tabs for Contract Management, Plan Risk, Plan Formulation, Monitoring, Quality and Performance, Risk Adjustment, and Data/Extract Facility. The user is logged in as TEST USER. The breadcrumb trail shows the path: Home > PACE Quality Monitoring > Data Entry > Medication-Related Occurrences. The main heading is "Data Entry" with a "PACE" button and a plus sign. Below this, it says "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 main categories, each with a dropdown menu and an "Other:" text input field:

- Contributing Factors:** The dropdown menu lists options such as "Change in Method of Medication 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", "Decrease in Center Attendance", and "Decrease in Home Care".
- Actions Taken:** The dropdown menu lists options such as "Assessment - Activities", "Assessment - Dietary", "Assessment - Home Care Coordinator", "Assessment - OT", "Assessment - PCP", "Assessment - PT", "Assessment - RN", "Assessment - SW", "Change in Contracted Provider", and "Change to Medication Administration Process".
- Ongoing Improvements:** The dropdown menu lists options such as "Change in Contracted Provider", "Change in Medication Delivery System", "Education - Contracted Provider/Facility", "Education - Family/Caregiver", "Education - Participant", "Education - Staff", "Increased Center Attendance", "Increased Home Care", "Increased Staff at Contracted Provider/Facility", and "Increased Staff at PACE Center".

Below the RCA section is an "Attachments" section with an "Upload Attachment:" field and a "Browse" button. A note specifies valid attachment file types: pdf, docx, ppt, pptx, xls, xlsx, and zip.

At the bottom, there are "Back" and "Next" buttons. A "Root Cause Analysis Guidance" box 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 be considered complete until 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 includes a navigation bar with links for Home, Accessibility, Web Policies, Feedback and Help, and a 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

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 bar with tabs for Contract Management, Plan Data, Plan Enrollment, Monitoring, Quality and Performance, Risk Adjustment, and Data Export Facility. The breadcrumb trail is Home > PACE Quality Monitoring > Data Entry > Motor Vehicle Accidents. The form is titled "Data Entry" and "Motor Vehicle Accidents - Add". It contains several input 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), Were any non-PACE participants injured?, and Was the PACE driver issued a citation?. There are "Back" and "Next" buttons at the bottom. A note states: "Note: All data entry fields are required." The footer includes the CMS logo and system information.

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 same HPMS form as Table III-111, but with the "Root Cause Analysis" section expanded. 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. Below the form is an "Attachments" section with an "Upload Attachment:" field and a "Browse" button. A note specifies: "NOTE: Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsx, xlsx, and zip." At the bottom, there is a "Root Cause Analysis Guidance" section with instructions on how to use the form. The footer includes the CMS logo and system information.

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  
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Rides | 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  
Last logged in at 10:36 AM on February 21, 2018

Contract Management | Plan Rides | 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

The screenshot displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Pressure Injury' screen. The top navigation bar includes links 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 shows the breadcrumb trail: Home > PACE Quality Monitoring > Data Entry > Pressure Injury. A 'PACE' button with a plus sign is located on the right. Below this, the 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 states: 'There are currently no Pressure Ulcer Injury Occurrences for this Contract/Site/Period.' Below this, a note says '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 includes HPMS and CMS logos and a disclaimer: 'This is a U.S. Government computer system subject to Federal law. OV 127348'.

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: \_\_\_\_\_

Enter an ICD-10 Code. Click [Open 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.

**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-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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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, pptx, pdf, doc, docx, xlsb, 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 – 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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# 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 displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Restraint Use' screen. At the top, the HPMS logo and 'Health Plan Management System' are visible, along with user information: 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 10:36 AM on February 21, 2018'. A navigation bar contains links for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area shows the breadcrumb 'Home > PACE Quality Monitoring > Data Entry > Restraint Use' and a 'Data Entry' section with a 'PACE +' button. Below this, 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 states: 'There are currently no Restraint Use Occurrences for this Contract/Site/Period.' Below the message, it says 'Use the Back Button to return to the Quality Indicator Selection page.' 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 navigation menu with links like '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 127888'.

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: \_\_\_\_\_  
Please use ICD-10 Code. Click [Go to 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  
 Assigned Diagnosis: \_\_\_\_\_  
 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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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**

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

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

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

# 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

The screenshot shows the HPMS interface for reporting Suicide Attempt/Suicide data. The page title is "Data Entry" and the sub-section is "Suicide Attempt/Suicide". 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.). A message indicates that there are currently no occurrences for this contract/site/period. The page includes a "PACE" button with a plus sign and a row of buttons: "Back", "Add", "Edit", "Delete", and "No Data To Report". The footer contains the HPMS logo, user information, and the CMS logo.

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:   
 (Required)   
 Assessment - Activities  
 Assessment - Dietary  
 Assessment - Home Care Coordinator  
 Assessment - OT  
 Assessment - PCP  
 Assessment - PT  
 Assessment - RN  
 Assessment - SW  
 Evaluated in Hospital ER  
 Evaluation by a Psychiatrist  
 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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 07-12-2018 **CMS**

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
<a href="#">M94.21</a>	Chondromalacia, shoulder
<a href="#">M94.211</a>	Chondromalacia, right shoulder
<a href="#">M94.212</a>	Chondromalacia, left shoulder
<a href="#">M94.219</a>	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, there is a navigation menu with options: Contract Management, Plan Bids, Plan Formulary, Monitoring, Quality and Performance, Site Adjustment, and Data Extract Facility. The user is logged in as 'TEST USER' with the role 'User Resources'. The current page is 'Data Entry' for 'Suicide Attempt/Suicide - Add'. The page includes a 'PACE' button with a plus sign. Below this, there is a section for 'Contract Information' with details: Contract Number: 20001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). The main section is 'Root Cause Analysis', which contains three dropdown menus: 'Contributing Factors', 'Actions Taken', and 'Ongoing Improvements'. Each dropdown menu has an 'Other:' text input field. Below the dropdowns is an 'Attachments' section with an 'Upload Attachment:' label, a text input field, and a 'Browse...' button. A note below the button states: 'NOTE: Valid attachment file types are: doc, docx, ppt, pptx, xls, xlsx, xml, zip'. At the bottom of the form, there are 'Back' and 'Next' buttons. A 'Root Cause Analysis Guidance' section provides instructions on when to enter RCA data and how to use the Ctrl key for multi-select. The footer contains the HPMS logo, CMS logo, and a disclaimer: 'This is a U.S. Government computer system subject to Federal law.' and '20130408'.

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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# 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. 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 'Unexpected Deaths' with a 'PACE +' button. Contract details are provided, and a message indicates no data is currently reported. 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. 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).





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 main content area is titled "Data Entry" and includes a "PACE" button. Below this, the "Unexpected Death - Add" section shows contract details: 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:** 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, Equipment Malfunction.
- Actions Taken:** 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, Modified Environment - PACE Center.
- Ongoing Improvements:** 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, None.

Each dropdown menu has an "Other:" text input field. Below the dropdowns is an "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, and a "Root Cause Analysis Guidance" section with instructions on data entry and selection.

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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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 10:36 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 » 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

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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 displays the HPMS (Health Plan Management System) interface for the 'Upload Data' functionality. At the top, the HPMS logo and system name are visible, along with user information: 'PLAN ORGANIZATION USER | User Resources | Log Out | A A A' and 'Last logged in at 3:08 PM on March 2, 2018'. A 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 is titled 'Upload Data' and features a 'PACE' button with a plus sign. Below this, the 'Selection Criteria' section is divided into three parts: 'Select a Contract' with a list of example contracts (Z0001 - EXAMPLE CONTRACT 1 through Z0008 - EXAMPLE CONTRACT 8), 'Select a Site' with a dropdown menu showing 'Example Site Na', and 'Select a Collection Period' with options for '2nd Quarter, 2018 (Apr. - Jun.)' and '1st Quarter, 2018 (Jan. - Mar.)'. A 'Next' button is located at the bottom of the selection area. The footer contains links for 'Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ', a disclaimer 'This is a U.S. Government computer system subject to Federal law.', and the CMS logo.

# 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' 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.

Invalid Entry			
Line Number	Field	Field Text	Error Message
3	Contract Number (2)	x	Invalid contract number

[Back](#)

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OV 127.00.0

CMS

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# V. REQUEST EXTENSION

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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 is 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 includes a "PACE" button with a plus sign. Below the title, there is a "Selection Criteria" section. Under "Select a Contract", a list of contracts is displayed, with "Z0005 - EXAMPLE CONTRACT 5" selected. Under "Select a Site", a dropdown menu shows "Example Site Na" selected. A "Next" button is located at the bottom of the form. 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	6/15/2017

Extension Request: 2/29/2018

Reason for Extension Request

Back Next

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CM 1.27.0.0.0

CMS

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

Back Submit

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CM 1.27.0.0.0

CMS

## 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.

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# VI. PACE REPORTS

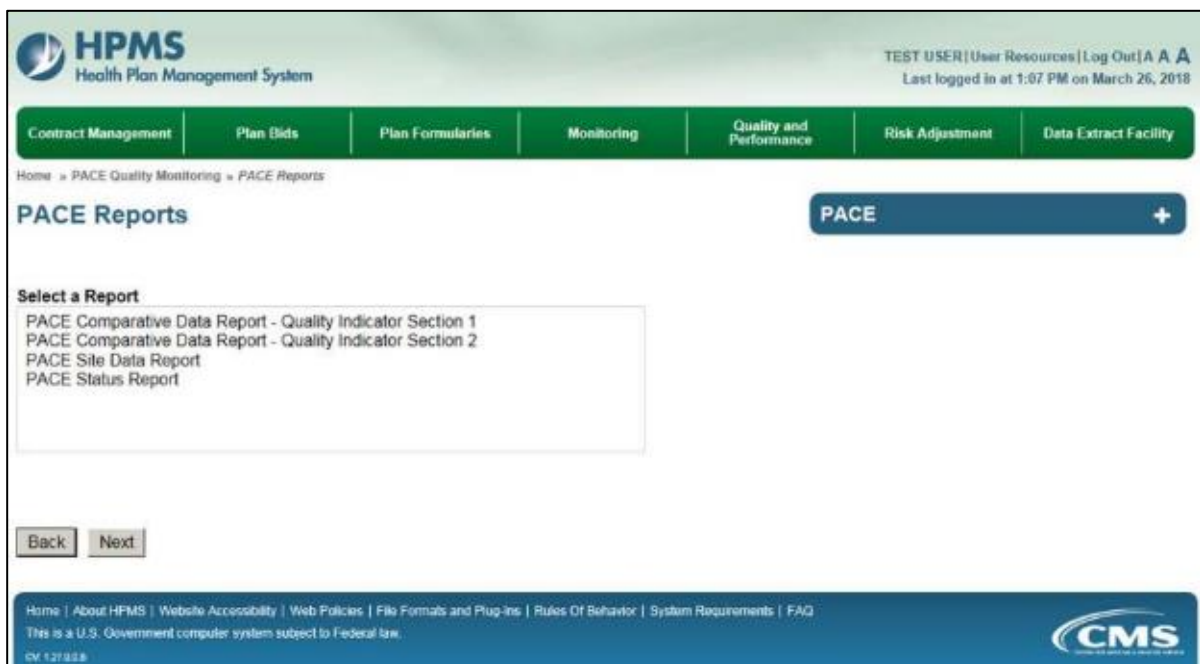
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The **PACE Reports** allow users to access and view the Comparative Data Report – Quality Indicator Section 1, Comparative Data Report – Quality Indicator Section 2, Root Cause Analysis Report, Site Data Report, and Status Report. The reports provide 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 interface for configuring a PACE report. 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. Below this, 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. Under "Select one or more Reporting Period(s)", a dropdown menu is open showing 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). Under "Select one or more Region(s)", a dropdown menu shows: -- All Regions --, 00 - Unknown, 01 - Boston, 02 - New York, 03 - Philadelphia, and 04 - Atlanta. Under "Select a Report Section", there are three radio button options: All Non-Immunization Totals, Immunizations - Pneumococcal, and Immunizations - Influenza. At the bottom of the configuration area, there 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 a CMS logo and a disclaimer: "This is a U.S. Government computer system subject to Federal law." The version number "OV 1.27.0.0.B" is also visible.

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 interface displaying the report details for the PACE Comparative Data Report - Quality Indicator Section 1. The breadcrumb trail is: 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: 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 of the configuration area, there are "Back" and "Generate Report" 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 a CMS logo and a disclaimer: "This is a U.S. Government computer system subject to Federal law." The version number "OV 1.27.0.0.B" is also visible.



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 displays the data table for the 'PACE Comparative Data Report - Quality Indicator Section 2'. The report title and 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 19 columns: 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, and Unexplained Death. The data rows show counts for each incident type across multiple contract and site entries. A red note at the bottom states: 'S' - Suppressed Results, Total Observations Less Than 10. A 'Download to Excel' button is located at the bottom left of the table area.

# 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 a 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, but with the "Reporting Period" set to "2nd Quarter, 2018 (Apr. - Jun.)". Below the reporting period, 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 a 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, 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. The main content area is titled 'PACE Status Report' and features 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.). Below the dropdown are 'Back' and 'Next' buttons. A 'PACE' button with a plus sign is also visible.

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

The screenshot shows the HPMS Health Plan Management System interface. The 'Reporting Period' is set to '2nd Quarter, 2018 (Apr. - Jun.)'. Below this, there are two dropdown menus: 'Select a Contract Number' and 'Select a Site'. The 'Select a Contract Number' dropdown lists options from Z0001 to Z0008, with Z0007 selected. The 'Select a Site' dropdown lists 'Example Site Name' through 'Example Site Name 4'. Below the dropdowns are 'Back' and 'Next' buttons. A 'PACE' button with a plus sign is also visible.

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

Back | Download to Excel

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 CV 1.27.0.0

**CMS**

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# APPENDIX I: HPMS CONTACT INFORMATION

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Subject Matter	Name	Phone	Email Address
HPMS Technical Help	HPMS Help Desk	800-220-2028	<a href="mailto:hpms@cms.hhs.gov">hpms@cms.hhs.gov</a>
HPMS Password Reset Requests	CMS IT Help Desk	410-786-2580	N/A
HPMS User Access Questions	HPMS User Access Mailbox	N/A	<a href="mailto:hpms_access@cms.hhs.gov">hpms_access@cms.hhs.gov</a>
HPMS PACE Monitoring Related Questions	CMS DMAO Mailbox	N/A	<a href="mailto:DMAO.lmi.org">DMAO.lmi.org</a>
General HPMS PACE Monitoring Module Inquiries	Timothy Hoogerwerf	410-786-9962	<a href="mailto:Timothy.hoogerwerf@cms.hhs.gov">Timothy.hoogerwerf@cms.hhs.gov</a>