



PACE Quality Monitoring Integrated User Guide

Version: 4/2/2018

Centers for Medicare & Medicaid Services

TABLE OF CONTENTS

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

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

INTRODUCTION

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

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

HPMS PACE Organization Monitoring Functionality

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

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

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

I. GETTING STARTED

CMS USER IDS

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

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

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

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

II. PACE QUALITY MONITORING

PACE START PAGE

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

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

Table II-1



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

Table II-2



III. DATA ENTRY

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

Table III-1

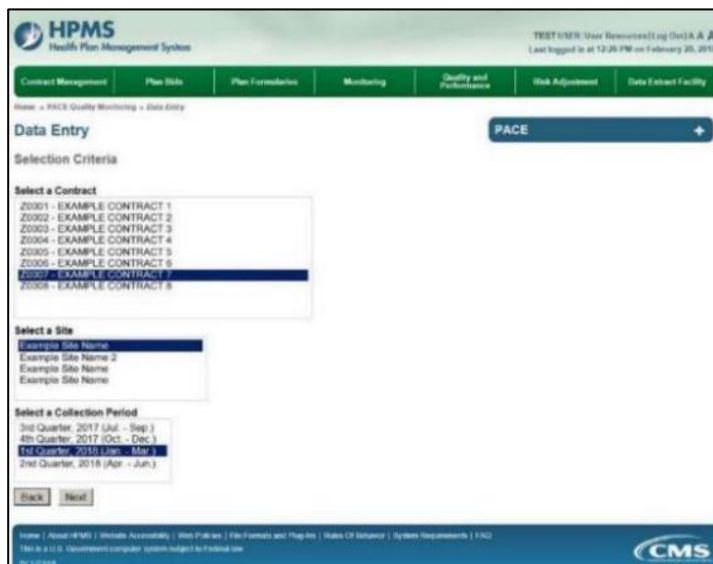


SELECTION CRITERIA

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

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

Table III-2



PACE QUALITY INDICATOR SELECTION

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

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

Table III-3

The screenshot displays the HPMS interface for 'Data Entry' under the 'PACE' category. It includes a navigation bar with options like 'Contract Management', 'Plan Bids', and 'Monitoring'. The main content area shows 'Quality Indicator Selection' for Contract Number 20001, with a list of 30 indicators. Each indicator has a radio button and a status of 'Not Started'. At the bottom, there are 'Back' and 'Edit Quality Indicator' buttons.

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

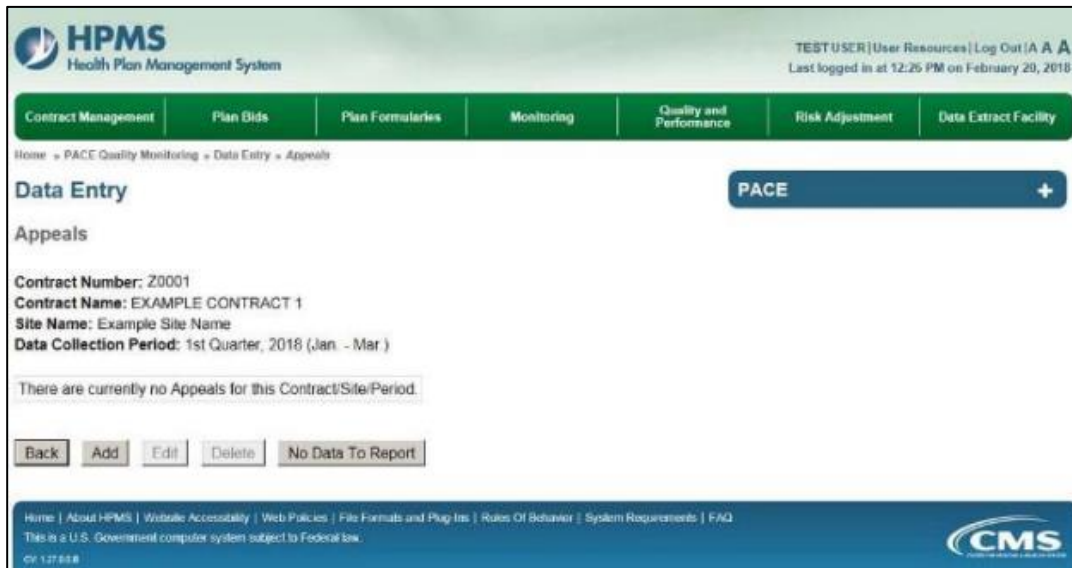
PACE QUALITY INDICATOR: NO DATA TO REPORT

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



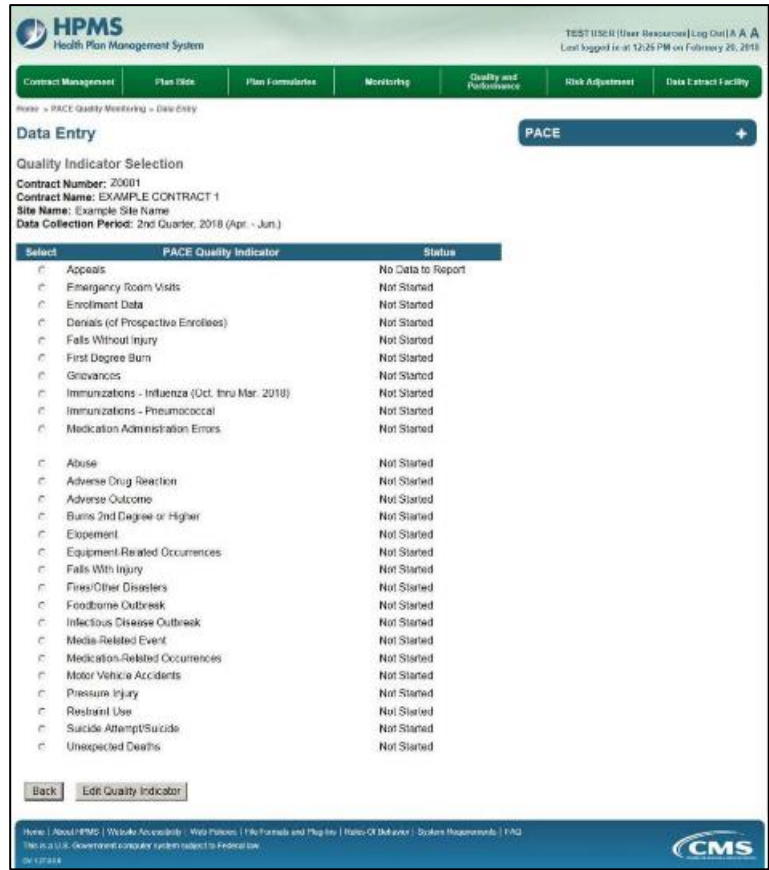
Review the confirmation data on the **Data Entry – Appeals – No Data to Report** screen (Table III-5). Select **Back** to make a correction, or select **Submit** to return to the **Data Entry – Quality Indicator Selection** screen.

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



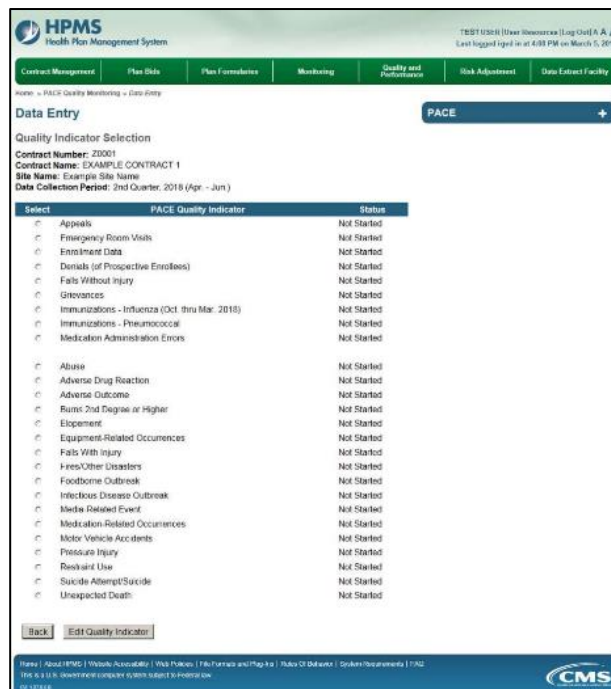
On the **Data Entry – Appeals – Data to Report** confirmation screen (Table III-8), review the information. Select **Back** to make a correction, or select **Submit** to be returned to the **Data Entry – Quality Indicator Selection** screen.

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 1.27.0.0.0

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 1.27.0.0.0

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 Emergency Room Visits 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)

Home | About HPMS | Website Accessibility | Web Patches | File Formats and Plug-ins | Rate of Return | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
www.cms.gov

Table III-16

HPMS Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-17

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Emergency Room Visits - Verify

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

ER Visit Date: 2/1/2018
Admitting Diagnosis: d45.3
Discharge Diagnosis: ■ d45.4
Admission to Hospital? Yes - Admitted
Participant Living Situation: Supportive Housing - Alone with Staff on Duty
Participant Outcome: ■ Discharged to Home
Has this Participant had repeat ER Visits? No

Back Submit

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127888 CMS

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

Table III-18

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Emergency Room Visits

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

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

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127888 CMS

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
09/12/2018

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 last logged in at 4:00 PM 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 information is: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). The 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 "This is a U.S. Government computer system subject to Federal law", and the version number 09-127348. The CMS logo is also present.

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

Enter data in all fields, picklists, and dropdowns.

Table III-22

The screenshot shows the HPMS (Health Plan Management System) interface. At the top left is the HPMS logo and name. At the top right, it displays 'TEST USER | User Resources | Log Out | A A A' and 'Last logged in at 9:57 AM on March 26, 2018'. Below this is a green navigation bar with tabs for 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The breadcrumb trail reads 'Home > PACE Quality Monitoring > Data Entry > Denials (of Prospective Enrollees)'. The main heading is 'Data Entry' with a 'PACE' button 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. A note states 'Note: All data entry fields are required.' The footer includes a navigation menu, a disclaimer 'This is a U.S. Government computer system subject to Federal law.', and the CMS logo.

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

Table III-24

The screenshot shows the HPMS Health Plan Management System interface. At the top, there is a navigation menu with options: Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The user is logged in as TESTUSER, and the last login was at 6:27 AM on February 22, 2018. The breadcrumb trail is: Home » PACE Quality Monitoring » Data Entry » Denials (of Prospective Enrollees). The main heading is 'Data Entry' with a 'PACE' button and a plus sign. Below this is the section '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 data is displayed:

Select	Control #	Is This Person?	Date of Denial Occurrence	Denial Reason
<input type="radio"/>	101	Medicaid Only	2/1/2018	■ Level-of-Care Denial initiated by the SAA

Below the table are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. At the bottom, there is a footer with links: Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ. It also includes the text 'This is a U.S. Government computer system subject to Federal law.' and the CMS logo.

PACE QUALITY INDICATOR: FALLS WITHOUT INJURY

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

Data Reporting Requirements:

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

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

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

Table III-25

The screenshot shows the HPMS interface for reporting Falls Without Injury. The top navigation bar includes the HPMS logo and system name, along with user information and a log out option. Below the navigation bar are several tabs, with 'Quality and Performance' selected. The main content area displays the 'Data Entry' screen for 'Falls Without Injury'. It shows contract details and a message indicating 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'. The footer contains links to various system pages and 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"> ■ Found on Floor ■ Loss of Balance 	<ul style="list-style-type: none"> ■ Family/Caregiver Education ■ Home Care Assessment ■ Implemented a New Policy

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-Ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127328

CMS

PACE QUALITY INDICATOR: GRIEVANCES

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

Data Reporting Requirements:

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

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

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

Table III-29

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

Enter data in all fields, picklists, and dropdowns.

Table III-30

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
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	■ Counseled Staff

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127228

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

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

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

Data Reporting Requirements:

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

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

Frequency:

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

Flu Immunization data will be entered on the following screen.

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

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

Table III-33

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Immunizations - Influenza (Oct. - Mar. 2018)

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

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

Back Next

Note: All data entry fields are required.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
09/17/2018 CMS

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

Please Note:

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

Table III-34

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Immunizations - Influenza - Verify

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

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

Back Submit

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
09/17/2018 CMS

PACE QUALITY INDICATOR: IMMUNIZATIONS - PNEUMOCOCCAL

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

Data Reporting Requirements:

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

Pneumococcal Immunization data will be entered on the following screen.

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

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

Table III-35

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

Please Note:

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

Table III-36

HPMS
Health Plan Management System

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

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

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

Data Entry PACE +

Immunizations - Pneumococcal - Verify

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

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127.018

PACE QUALITY INDICATOR: MEDICATION ADMINISTRATION ERRORS

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

Data Reporting Requirements:

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

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

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

Table III-37

The screenshot displays the HPMS interface for reporting Medication Administration Errors. 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 'Data Entry' section for 'Medication Administration Errors' with a 'PACE' button. 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 errors for this contract/site/period. The bottom of the screen features a row of buttons: Back, Add, Edit, Delete, and No Data To Report. The footer contains the HPMS logo, a disclaimer, and 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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
09/12/2018

CMS

PACE QUALITY INDICATOR: ABUSE

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-41

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there's a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The current page is 'Data Entry - Abuse'. It displays contract information: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message states: 'There are currently no Abuse Incidents for this Contract/Site/Period.' Below this, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The 'Edit' and 'Delete' buttons are disabled. 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.

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 Stress
- 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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Terms Of Release | System Requirements | PACE
This is a U.S. Government proprietary system subject to Federal Law
10/12/18

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CMS

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CMS

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
OV 1.27.008

CMS

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

Table III-48

HPMS
Health Plan Management System

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

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

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

Data Entry PACE +

Adverse Drug Reaction - Add

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

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

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

Assigned Diagnosis

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
07/12/2018

Table III-49

HPMS
Health Plan Management System

Print | Close
Print Date: 3/25/2018

ICD-10 Code Lookup

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

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

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

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

Table III-50

HPMS
Health Plan Management System

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

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

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

Data Entry PACE +

Adverse Drug Reaction - Add

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

Root Cause Analysis

Contributing Factors:

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

Other:

Actions Taken:

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

Other:

Ongoing Improvements:

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

Other:

Attachments

Upload Attachment: Browse...

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

Back Next

Root Cause Analysis Guidance:

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
HPMS/11/18

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, and the last login was on February 21, 2018. The main content area is titled 'Data Entry' and includes a 'PACE' button with a plus sign. Below this, the '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)

[Home](#) | [About HPMS](#) | [Website Accessibility](#) | [Web Policies](#) | [Plan Formulas and Plug-ins](#) | [Rules Of Behavior](#) | [System Requirements](#) | [FAQ](#)
This is a U.S. Government computer system subject to Federal law.
CV 137426

Table III-55

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-56

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

Table III-57

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 2ND DEGREE OR HIGHER

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-59

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:
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.

Assigned Burn Type

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

Assigned Diagnosis

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

[Home](#) | [About HPMS](#) | [Website Accessibility](#) | [Web Policies](#) | [File Formats and Plug-ins](#) | [Rules Of Behavior](#) | [System Requirements](#) | [FAQ](#)
This is a U.S. Government computer system subject to Federal law.
03/13/2018

Table III-61

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-62

The screenshot displays the HPMS Health Plan Management System interface. At the top, there is a navigation menu with options: Contract Management, Plan Title, Plan Formulary, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The 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 below states: "NOTE: Valid attachment file types are: doc, docx, pdf, jpg, pdf, ppt, pptx, xls, xlsx, zip".

At the bottom, there are "Back" and "Next" buttons. A "Root Cause Analysis Guidance" section provides instructions:

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

The footer includes links for Home, About HPMS, Website Accessibility, Web Policies, Site Feedback, Progress, Rules of Behavior, System Requirements, and FAQ. It also states "This is a U.S. Government computer system subject to Federal law" and features the CMS logo.

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

Table III-63

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Burns 2nd Degree or Higher - Verify

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

Account Manager:
Age Range: 70 to 74
Gender: Female
Enrollment Date: 2/1/2016
Incident Date: 2/7/2016
Incident Location: Alternative Care Setting - Activity Area
Was the Participant Hospitalized?: Yes - Admitted
Participant's Current Status: Assisted Living Facility - Stable
Center Attendance: 2 Days per Week
Type of Burn: w33.3
Significant Diagnosis: e77.7

Root Cause Analysis

Contributing Factors:

Actions Taken:

- Assessment - SW
- Education - Contracted Provider-Facility

Ongoing Improvements:

- Increased Center Attendance
- Increased Home Care
- Increased Staff at Contracted Provider Facility

New Attachment: test1.pdf

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CM 127.0.0

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

Table III-64

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Burns 2nd Degree or Higher

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

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

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CM 127.0.0

PACE QUALITY INDICATOR: ELOPEMENT

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-65

The screenshot displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Elopement' 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 main content area shows the breadcrumb trail: Home > PACE Quality Monitoring > Data Entry > Elopement. A 'PACE' button with a plus sign is located in the top right corner. 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 Elopements for this Contract/Site/Period.' Below this message, 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 Health Plan Management System', user information 'TEST USER | User Resources | Log Out | A A', 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-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:

[]
 Add a Diagnosis >>
 << Remove a Diagnosis
 << Remove All

Back Next

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plugins | Rules Of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.
 IV 1.0-2018

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): chondromalacia, shoulder Search

ICD-10 Code	Description
M04.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

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

Table III-68

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

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

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

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

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

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

A "Root Cause Analysis Guidance" box provides instructions:

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

At the bottom, a footer contains navigation links: Home | About HPMS | Website Accessibility | Help/FAQs | For Providers and Payors | State of Illinois | System Requirements | F.A.Q. It also includes 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 – 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: 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: Assisted Living Facility
Time of Incident: AM
Was the Participant Hospitalized? Yes - Admitted
Participant's Current Status: Participant Home - Stable
Center Attendance: 2 Days per Week
Significant Diagnosis: ■ #14.4

Root Cause Analysis

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

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

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

New Attachment: bsc1.pdf

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/12/2018

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

Select	Control #	Account Manager	Age Range	Gender	Enrollment Date	Incident Date	Incident Location	Time of Incident	Taken to Hospital?	Participant's Current Status	RCA Complete?
<input type="radio"/>	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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/12/2018

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 interface for reporting equipment-related occurrences. It includes a navigation menu with options like 'Contract Management', 'Plan Bids', and 'Monitoring'. The main content area shows the current contract and site information, along with a message indicating no data is currently reported for the selected period. Action buttons for 'Add', 'Edit', and 'Delete' are present, though 'Edit' and 'Delete' are disabled in this view.

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

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

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

Data Entry PACE +

Equipment-Related Occurrences - Add

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

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

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

Assigned Diagnosis

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CR 131436

Table III-73

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-74

HPMS
Health Plan Management System

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

Contract Management | Plan Data | 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, txt, xls, xlsx, xml, zip

Back Next

Root Cause Analysis Guidance:

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

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

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

Users may 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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Data use | System Requirements | FAQ

This is a U.S. Government computer system subject to Federal law.

© 2018 CMS

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.
 06/10/2018 CMS

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.
 06/12/2018 CMS

PACE QUALITY INDICATOR: FALLS WITH INJURY

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-77

HPMS Health Plan Management System

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

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

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

Data Entry PACE +

Falls With Injury

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

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

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

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-Ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law
OV 1272.8.8 CMS

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)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.
 CMS

Table III-79

HPMS Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-80

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

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

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

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

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

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

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

Table III-81

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

Table III-85

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

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

Table III-86

HPMS
Health Plan Management System

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

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

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

Data Entry PACE +

Fires/Other Disasters - Add

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

Root Cause Analysis

Contributing Factors:

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

Other:

Actions Taken:

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

Other:

Ongoing Improvements:

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

Other:

Attachments

Upload Attachment: Browse...

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

Back Next

Root Cause Analysis Guidance:

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

Home | About HPMS | Website Accessibility | Web Proxies | File Formats and Packages | Rules of Behavior | System Requirements | FAQ
This is a U.S. Government work and, as such, is in the public domain in the United States of America.
© 12/2018

CMS

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

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

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

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 the heading, the contract and site 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.)'. A message states 'There are currently no Foodborne Outbreak Incidents 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, 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'. The CMS logo is also present in the bottom right corner.

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.

Home | About HPMS | Website Accessibility | Web Policies | The Forms and Plugins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
10/1/2018

CMS

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, 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 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.

Home | About HPMS | Website Accessibility | Web Policies | The Forms and Plugins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
10/1/2018

CMS

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-Ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/12/2018 **CMS**

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-Ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/12/2018 **CMS**

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), and the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-95

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

Table III-96

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
04/12/2018 CMS

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
04/12/2018 CMS

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 and a 'PACE' button. 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 indicates that there are currently no incidents for this contract/site/period. At the bottom, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The footer contains the HPMS logo, user information, and the CMS logo.

Enter data in all fields, picklists, and dropdowns.

Table III-100

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

Table III-101

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

Table III-102

The screenshot shows the HPMS interface for a 'Media-Related Event - Verify' screen. The page includes a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area displays event details for Contract Number 20001, Contract Name EXAMPLE CONTRACT 1, Site Name Example Site Name, and Data Collection Period 2nd Quarter, 2018 (Apr. - Jun.). It lists Account Manager, Incident Date (2/8/2018), Number of Participants Affected (10), and whether participants were hospitalized (Yes - Admitted). It also shows 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), and a New Attachment (test1.pdf). At the bottom, there are 'Back' and 'Submit' buttons.

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

The screenshot shows the HPMS interface for a 'Media-Related Event' screen. The page includes a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area displays event details for Contract Number 20001, Contract Name EXAMPLE CONTRACT 1, Site Name Example Site Name, and Data Collection Period 2nd Quarter, 2018 (Apr. - Jun.). Below the details is a table with the following columns: Select, Control #, Account Manager, Incident Date, Participants Affected, Taken to Hospital?, Participants Hospitalized, Participants' Current Status, Media Reporting Event, and RCA Complete?. The table contains one row with the following data: Control # 1025, Account Manager Unassigned, Incident Date 2/8/2018, Participants Affected 10, Taken to Hospital? Yes - Admitted, Participants Hospitalized 10, Participants' Current Status Assisted Living Facility - Stable, Media Reporting Event Magazine - Local, and RCA Complete? Yes. Below the table, there are 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report' buttons.

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

PACE QUALITY INDICATOR: MEDICATION-RELATED OCCURRENCES

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-104

The screenshot shows the HPMS Health Plan Management System interface. At the top, there is a navigation bar with tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. 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. Below this, the section is titled 'Medication-Related Occurrences'. The fields displayed 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 states: 'There are currently no Medication-Related Occurrences 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 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 | Over 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)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plugins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
03/18/2018

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
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-107). To upload an attachment, select “Browse” and choose a document.

Table III-107

The screenshot displays the HPMS Health Plan Management System interface. At the top, the HPMS logo and system name are visible, along with user information: TEST USER (User Resources | Log Out) [A A] and a login timestamp: Last logged in at 1:07 PM on March 25, 2018. A green navigation bar contains tabs for Contract Management, Plan Risk, Plan Formulation, Monitoring, Quality and Performance, Risk Adjustment, and Data/Extract Facility. 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. Below this is "Medication-Related Occurrences - Add".

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

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

- Contributing Factors:** 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, Decrease in Home Care.
- Actions Taken:** Assessment - Activities, Assessment - Dietary, Assessment - Home Care Coordinator, Assessment - OT, Assessment - PCP, Assessment - PT, Assessment - RN, Assessment - SW, Change in Contracted Provider, Change to Medication Administration Process.
- Ongoing Improvements:** 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, Increased Staff at PACE Center.

Each dropdown menu has an "Other:" text input field. Below the dropdowns is the "Attachments" section with an "Upload Attachment:" label, a text input field, and a "Browse" button. A note specifies: NOTE: Valid attachment file types are: .doc, .docx, .pdf, .ppt, .pptx, .txt, .rtm, .rtsc, .xml, .zip. At the bottom of the form are "Back" and "Next" buttons.

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.

At the very bottom, there is a footer with links: Home | About HPMS | Website Accessibility | Web Policies | Help/Contact and Help Links | Privacy of Information | Section Requirements | FAQ. Below this is the text: This is a U.S. Government computer system subject to Federal law. 10/12/14 11:08 AM and the CMS logo.

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

Table III-108

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 10:35 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 » 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

Back Submit

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV-1234567 CMS

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 10:35 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 » 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.

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV-1234567 CMS

PACE QUALITY INDICATOR: MOTOR VEHICLE ACCIDENTS

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-110

The screenshot shows the HPMS Data Entry interface for Motor Vehicle Accidents. The page header includes the HPMS logo and user information (TEST USER | User Resources | Log Out | A A). The navigation bar contains tabs for Contract Management, Plan Bids, Plan Formularies, Monitoring, Quality and Performance, Risk Adjustment, and Data Extract Facility. The main content area displays the 'Data Entry' section with a 'PACE' dropdown menu. Below this, it shows the 'Motor Vehicle Accidents' section with the following details: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message states: 'There are currently no Motor Vehicle Accidents 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 includes a navigation menu: 'Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ' and a disclaimer: 'This is a U.S. Government computer system subject to Federal law. CMS 1.07.0.0.0'.

Enter data in all fields, picklists, and dropdowns.

Table III-111

The screenshot shows the 'Motor Vehicle Accidents - Add' data entry form in the HPMS system. The form includes the following fields and options:

- Contract Information:** Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, Data Collection Period: 2nd Quarter, 2018 (Apr - Jun).
- Account Manager:** A dropdown menu for selecting the account manager.
- Incident Date:** A date selection field.
- Number of Participants Affected:** A numeric input field.
- Were the Participants Hospitalized?:** A dropdown menu with options like 'Yes', 'No', 'Unknown'.
- Number of Participants Hospitalized:** A numeric input field.
- Participants' Current Status:** A dropdown menu with options such as 'Home - Improving', 'Home - Stable', 'Hospitalized - Critical', 'Hospitalized - Deteriorating', 'Hospitalized - Improving', 'Hospitalized - Stable', 'Nursing Facility - Critical', 'Nursing Facility - Deteriorating', 'Nursing Facility - Improving', 'Nursing Facility - Stable'.
- Other Vehicles/Parties Involved:** A dropdown menu with options like 'Bicycle', 'Building', 'Non-PACE Owned Contracted vehicle(s)', 'PACE Center', 'PACE Owned Contracted vehicle(s)', 'Pedestrian(s)', 'Train'.
- Were any non-PACE participants injured?:** A dropdown menu.
- Was the PACE driver issued a citation?:** A dropdown menu.

Buttons for 'Back' and 'Next' are located at the bottom left. A 'PACE' button with a plus sign is at the top right. A note at the bottom states: 'Note: All data entry fields are required.'

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

Table III-112

The screenshot shows the 'Root Cause Analysis' section of the 'Motor Vehicle Accidents - Add' data entry form. It includes the following sections:

- Contract Information:** Same as Table III-111.
- Root Cause Analysis:**
 - Contributing Factors:** A dropdown menu with options: 'Equipment Malfunction', 'Equipment Not Properly Maintained', 'Improper Use of Equipment - Participant', 'Improper Use of Equipment - Staff', 'Improper Vehicle Maintenance', 'Incompetent Staff on PACE Vehicle', 'Lack of Education - Contractor', 'Lack of Education - Participant', 'Lack of Education - Staff', 'Lack of Training'.
 - Other:** A text input field.
 - Actions Taken:** A dropdown menu with options: 'Assessment - Activities', 'Assessment - Dietary', 'Assessment - Home Care Coordinator', 'Assessment - OT', 'Assessment - PCI', 'Assessment - PT', 'Assessment - RN', 'Assessment - SW', 'Education - Contracted Provider/Facility', 'Education - Family/Caregiver'.
 - Other:** A text input field.
 - Ongoing Improvements:** A dropdown menu with options: 'Education - Contracted Provider/Facility', 'Education - Participant', 'Education - Staff', 'Implemented Driver Training Program', 'Increased Carpool Attendance', 'Increased Home Care', 'Increased Staff on PACE Vehicles', 'Initiated Contractor Oversight', 'Medication Change', 'Ongoing Contractor Oversight'.
 - Other:** A text input field.
- Attachments:**
 - Upload Attachment:** A text input field with a 'Browse' button.
 - NOTE:** Valid attachment file types are: doc, docx, gif, jpg, pdf, ppt, pptx, xls, xlsx, xlsx, and zip.

Buttons for 'Back' and 'Next' are located at the bottom left. A 'PACE' button with a plus sign is at the top right. A note at the bottom states: 'Note: All data entry fields are required.'

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

Back Submit

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ

This is a U.S. Government computer system subject to Federal law.

CV 1.27.0.0

CMS

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.

Back Add Edit Delete No Data To Report

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ

This is a U.S. Government computer system subject to Federal law.

CV 1.27.0.0

CMS

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 interface for reporting Pressure Injury data. It includes a navigation menu with options like Contract Management, Plan Bids, and Monitoring. The main content area shows the 'Data Entry' section for 'Pressure Injury' with a 'PACE' button. Contract information is provided, and a message indicates no current occurrences. Action buttons for 'Add', 'Edit', and 'Delete' are present, along with a 'No Data To Report' option.

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)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.

Table III-117

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-118

HPMS
Health Plan Management System

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

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

Home > PACE Quality Monitoring > Data Entry > Pressure Injury

Data Entry PACE +

Pressure Injury - Add

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

Root Cause Analysis

Contributing Factors:

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

Other:

Actions Taken:

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

Other:

Ongoing Improvements:

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

Other:

Attachments

Upload Attachment: Browse...

NOTE: Valid attachment file types are: xls, xlsx, ppt, 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.

Home | About HPMS | Website Accessibility | Web Policies | File Downloads and Programs | Patient Information | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
04-121488

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law
CV 12-0348

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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law
CV 12-0348

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, 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' on February 21, 2018. The main content area shows the following details: Contract Number: Z0001, Contract Name: EXAMPLE CONTRACT 1, Site Name: Example Site Name, and Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.). A message states: 'There are currently no Restraint Use Occurrences for this Contract/Site/Period.' Below this, there is a note: 'Use the Back Button to return to the Quality Indicator Selection page.' At the bottom of the main content area, there are buttons for 'Back', 'Add', 'Edit', 'Delete', and 'No Data To Report'. The 'Add' button is highlighted. The footer contains a 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 enter ICD-10 Code. Click [Go!](#) to search for an ICD-10 Code(s). Select 'Add a Diagnosis' when complete to assign the ICD-10 Code(s). Assign up to 5 codes.
 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)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Reports | Rules of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.
 06/17/2018 Print | Close
Print Date: 3/26/2018

Table III-123

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Reports | Rules of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system subject to Federal law.

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

HPMS Health Plan Management System

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

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

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use - Verify

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

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

Reason for Restraint Use: Increased Agitation

Type of Restraint: Chemical Restraint - Benzodiazepine

Was the Participant Hospitalized? Yes - Admitted

Participant's Current Status: Participant Home - Stable

Center Attendance: 2 Days per Week

Adverse Outcome: w35.5

Significant Diagnosis: w44.4

Root Cause Analysis

Contributing Factors: Increased Agitation

Actions Taken: Assessment - RN

Ongoing Improvements: Increased Center Attendance

New Attachment: test1.pdf

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127488

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

Table III-126

HPMS Health Plan Management System

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

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

Home » PACE Quality Monitoring » Data Entry » Restraint Use

Data Entry PACE +

Restraint Use

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

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

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 127488

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 displays the HPMS (Health Plan Management System) interface for the 'Data Entry - Suicide Attempt/Suicide' 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 main content area shows the following details:

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

A message indicates: "There are currently no Suicide Attempt/Suicide 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 of the main content area, there are five buttons: "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 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).

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
 This is a U.S. Government computer system, subject to Federal law.
 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
M94.21	Chondromalacia, shoulder
M94.211	Chondromalacia, right shoulder
M94.212	Chondromalacia, left shoulder
M94.219	Chondromalacia, unspecified shoulder

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

Table III-130

The screenshot displays the HPMS Health Plan Management System interface. At the top, 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: Z0001, 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:' field and a 'Browse...' button. At the bottom, there is a 'Root Cause Analysis Guidance' section with instructions on how to enter data and 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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
OV 127548

PACE QUALITY INDICATOR: UNEXPECTED DEATHS

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

Data Reporting Requirements:

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

ROOT CAUSE ANALYSIS:

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

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

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

Table III-133

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

Table III-134

HPMS
Health Plan Management System

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

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

Home » PACE Quality Monitoring » Data Entry » Unexpected Death

Data Entry PACE +

Unexpected Death - Add

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

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

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

Assigned Diagnosis

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).

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 1373338

Table III-135

HPMS
Health Plan Management System

Print | Close
Print Date: 3/26/2018

ICD-10 Code Lookup

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

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

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

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

Table III-136

HPMS
Health Plan Management System

TEST USER | User Resources | Log Out | A A
Last logged in at 1:07 PM on March 24, 2018

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

Home » PACE Quality Monitoring » Data Entry » Unexpected Death

Data Entry PACE +

Unexpected Death - Add

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

Root Cause Analysis

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

Other:

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

Other:

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

Other:

Attachments

Upload Attachment: Browse

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

Back Next

Root Cause Analysis Guidance:

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

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

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

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

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Programs | Rates Of Interest | System Requirements | FAQ
© 2018 U.S. Government works: some rights reserved.
CA 1/2018 **CMS**

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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/21/2018

A **Control Number** generates for each **Unexpected Deaths** record (Table III-138). To edit a record, select the radio button next to the appropriate control number, and select **Edit**. To delete a record, select the radio button next to the appropriate control number, and select **Delete**. Select **Back** to return to the **Data Entry – Quality Indicator Selection** screen.

Table III-138

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 10:36 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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
02/21/2018

IV. UPLOAD DATA

The HPMS PACE Quality Monitoring module provides PACE Org. users with the ability to upload certain NON-RCA indicator data in BULK, via the Upload Data functionality.

For detailed instructions on preparing your files for upload, please refer to the “Upload Instructions” and “Upload Templates and Record Layouts” documentation available under the Documentation section within the HPMS PACE Quality Monitoring module.

To process the uploads once your file(s) are prepared, on the **PACE Start Page** (Table II-2), select on the **Upload Data** link on the Right-hand menu to advance to the **Upload Data – Selection Criteria** screen (Table IV-1).

SELECTION CRITERIA

The **Upload Data – Selection Criteria** screen (Table IV-1) displays the list of H Numbers assigned to the user based on the PACE Organization affiliation. The user selects the H Number for which they would like to upload data; the screen will auto-populate with the site names tied to that H number. Select the site name for which the data is to be uploaded; the collection period will auto-populate. Select the data collection quarter.

Generally, only the current data collection quarter will be displayed for selection. However, previous periods may be displayed under some circumstances.

Table IV-1

The screenshot displays the HPMS (Health Plan Management System) interface for the 'Upload Data' functionality. At the top, the HPMS logo and 'Health Plan Management System' 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 to Z0008 - EXAMPLE CONTRACT 8), 'Select a Site' with a dropdown menu showing 'Example Site Na', and 'Select a Collection Period' with a dropdown menu showing '2nd Quarter, 2018 (Apr. - Jun.)'. A 'Next' button is located at the bottom of the selection area. The footer contains the HPMS logo, user information, and a 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, it displays the user 'TEST USER' and the date 'Last logged in at 8:08 PM on March 2, 2018'. The main navigation bar includes 'Contract Management', 'Plan Bids', 'Plan Formularies', 'Monitoring', 'Quality and Performance', 'Risk Adjustment', and 'Data Extract Facility'. The current page is 'Upload Data' for contract 'Z0001'. It lists contract details: 'Contract Name: EXAMPLE CONTRACT 1', 'Site Name: Example Site Name', and 'Data Collection Period: 2nd Quarter, 2018 (Apr. - Jun.)'. Below this, there are four numbered steps for uploading a file. A table titled 'Select PACE Quality Indicator' lists six options with radio buttons: Appeals, Emergency Room Visits, Denials (of Prospective Enrollees), Falls Without Injury, Grievances, and Medication Administration Errors. At the bottom, there is a 'Select file for upload:' field with a 'Browse...' button, and 'Back' and 'Upload' buttons.

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 main heading is 'Upload Data' with a 'PACE' button. The status is 'Appeals File Uploaded Successfully'. Under 'Upload Statistics', it shows 'Contract Number: Z0001' and 'Valid Rows: 1'. There are 'Back' and 'OK' buttons at the bottom.

UPLOAD FILE VALIDATION ERROR

A screen similar to Table IV-4 will display when an upload fails. It indicates the line number(s) and field(s) where the error occurred, the text of the field with the invalid data, and an error message. **Note that a file with a single error will be rejected in its entirety.**

Table IV-4

HPMS Health Plan Management System

TEST USER | User Resources | Log Out | A A A
Last logged in at 8:08 PM on March 2, 2018

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

Home » PACE Quality Monitoring » Upload Data

Upload Data PACE +

Appeals

Upload File Validation Error
The following errors must be corrected before the upload file can be submitted. Only the first 100 errors are displayed. Please correct the errors and upload your file again.

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

[Back](#)

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
OV 127.00.0

CMS

V. REQUEST EXTENSION

The HPMS PACE Quality Reporting Module allows for the reporting of data for a quarter 45 days after the close of the quarter. In certain cases, it may be required to request an extension to allow further time to report.

On the **PACE Quality Monitoring Start Page** (Table II-2), select the **Request Extension** link on the right-hand menu to advance to the **Request Extension – Selection Criteria** screen (Table V-1).

SELECTION CRITERIA

The **Request Extension – Selection Criteria** screen (Table V-1) displays the list of H Numbers assigned to the user based on the PACE Organization affiliation. The user selects the H Number for which they would like to request an extension. Once the H number has been selected, the Select a Site field auto-populates with the site names associated with the H number. The user will then select the site name for which they wish to request an extension and select **Next**.

Table V-1

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, there 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	8/15/2017

Extension Request: 2/29/2018

Reason for Extension Request

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
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.

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
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.

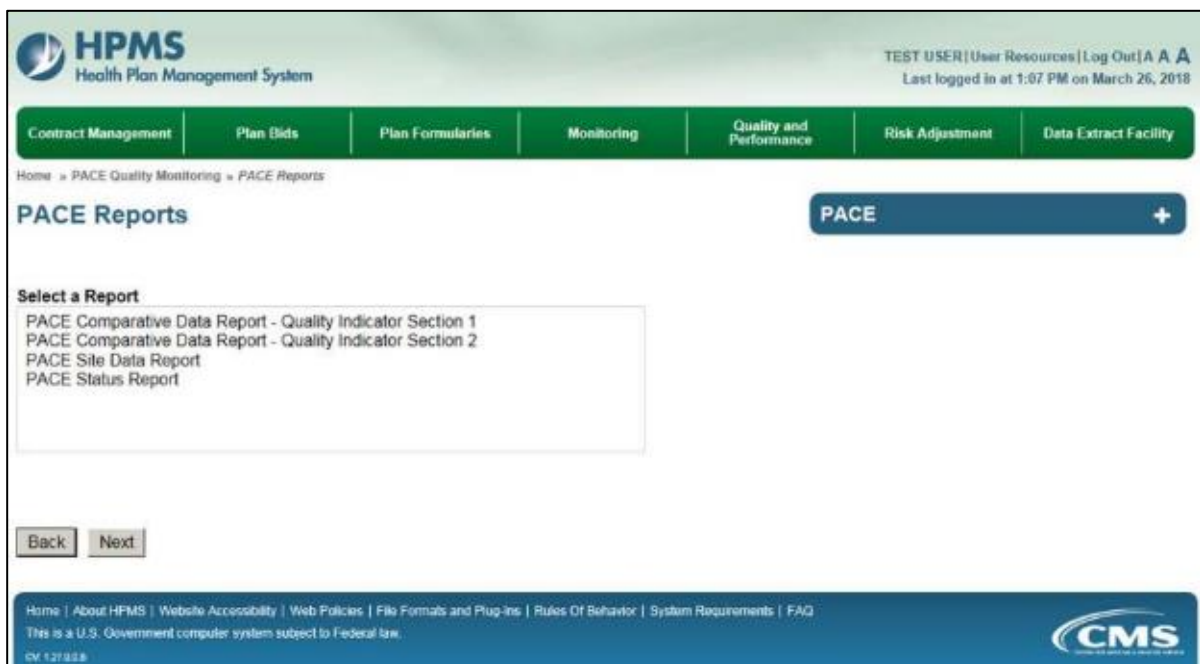
VI. PACE REPORTS

The **PACE Reports** allow users to access and view the Comparative Data Report – Quality Indicator Section 1, Comparative Data Report – Quality Indicator Section 2, Root Cause Analysis Report, Site Data Report, and Status Report. The reports provide easy and quick reference for data comparison across PACE Organizations, the review of site data, and the data entry status of each quality indicator for each PACE site.

On the **PACE Quality Monitoring Start Page** (Table II-2), select the **PACE Reports** link on the right-hand menu to advance to the **HPMS PACE Reports – Select a Report** screen (Table VI-1). This screen displays a list of the reports available to PACE Organizations. To view a PACE report, select the report name and then select **Next**.

Please Note: The reports contain, except for the comparative reports, only data submitted by the user’s PACE Organization. No data, other than contact information, is viewable by other PACE Organizations.

Table VI-1



PACE COMPARATIVE DATA REPORT – QUALITY INDICATOR SECTION 1

The **Comparative Data Report – Quality Indicator Section 1** displays comparative data of like organizations without revealing identifiable information.

Select the Reporting Period(s), Region(s), and Reporting Section for which you wish to run the report, and select **Next** (Table VI-2). To choose a different PACE report, select **Back**.

Table VI-2

The screenshot shows the HPMS (Health Plan Management System) interface. At the top, 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, last on March 4, 2018. The main heading is "PACE Comparative Data Report - Quality Indicator Section 1". Below this, there are three selection sections: "Select one or more Reporting Period(s)" with a dropdown menu showing options from 1st Quarter 2018 to 4th Quarter 2016; "Select one or more Region(s)" with a dropdown menu showing options from All Regions to 04 - Atlanta; and "Select a Report Section" with radio buttons for All Non-Immunization Totals, Immunizations - Pneumococcal, and Immunizations - Influenza. At the bottom of the selection area are "Back" and "Next" buttons.

Select **Generate Report** to view the report, or select **Back** to choose a different Reporting Period, Region, or Report Section (Table VI-3).

Table VI-3

The screenshot shows the summary screen for the PACE Comparative Data Report. The heading is "PACE Comparative Data Report - Quality Indicator Section 1". Below the heading, the following information is displayed: "Report Date: 3/4/2018", "Reporting Period(s): 2nd Quarter, 2018 (Apr. - Jun.)", "Region(s): 04 - Atlanta", and "Report Section: Influenza Immunizations Section". At the bottom of the summary area are "Back" and "Generate Report" buttons.

Select **Generate Report** to view the report, or select **Back** to choose a different Reporting Period or Region (Table VI-6).

Table VI-6



The **PACE Comparative Data Report – Quality Indicator Section 2** will display (Table VI-7). Select **Download to Excel** to export the report contents to Excel, or select **Back** to return to the previous screen.

Table VI-7

The screenshot shows the HPMS interface displaying a detailed data table. The report title is 'PACE Comparative Data Report - Quality Indicator Section 2'. Report Date: 3/4/2018. Reporting Period(s): 1st Quarter, 2018 (Jan - Mar). Region(s): 04 - Atlanta. The table has columns for Contract Number, Contract Name, Site Name, and various incident types under the heading 'Total Incidents'. The incident types are: Abuse, Adverse Drug Reaction, Adverse Outcome, Burns 2nd Degree or Higher, Elopement, Equipment-Related Occurrences, Falls with Injury, Fires/Other Disasters, Foodborne Outbreak, Infectious Disease Outbreak, Media-Related Event, Medication-Related Occurrences, Motor Vehicle Accidents, Pressure Injury, Restraint Use, Suicide Attempt/Suicide, and Unexplained Death. The table contains several rows of data, with some cells containing 'S' for suppressed results. 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, 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 the CMS logo and the text "This is a U.S. Government computer system subject to Federal law."

Select the Contract Number and Site for which you wish to run the report, and select **Next** (Table VI-9). To choose a different Reporting Period, select **Back**.

Table VI-9

The screenshot shows the HPMS (Health Plan Management System) interface, similar to the previous one, but with the "Reporting Period" 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 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, 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 the CMS logo and the text "This is a U.S. Government computer system subject to Federal law."

Select **Generate Report** to view the report, or select **Back** to choose a different Contract Number or Site (Table VI-10).

Table VI-10

The **PACE Site Data Report** will display (Table VI-11). Select **Download to Excel** to export the report contents to Excel, or select **Back** to return to the previous screen.

Table VI-11

PACE STATUS REPORT

The PACE Status Report displays the PACE site quality indicators for which data has not been submitted.

Select the Reporting Period(s) for which you wish to run the report, and select **Next** (Table VI-12). To choose a different PACE report, select **Back**.

Table VI-12

The screenshot shows the HPMS Health Plan Management System interface. At the top, 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 options from Example Site Name to 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

Home | About HPMS | Website Accessibility | Web Policies | File Formats and Plug-ins | Rules Of Behavior | System Requirements | FAQ
This is a U.S. Government computer system subject to Federal law.
CV 1.27.0.0

CMS

APPENDIX I: HPMS CONTACT INFORMATION

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