

## Change Crosswalk

### Revision to CMS-369 Form - Comprehensive Outpatient Rehabilitation Facility Report

Page #	Section	Action to be performed	Changes to the Application	Reasons for the Change
1	Section 1 Row 1, Column 1	Change title of data item #1	Change title of data item #1 from:  <i>"Name of Facility"</i> to <i>"Facility Name"</i>	The new title is more succinct.
1	Section 1, Row 1. Column 2	<ol style="list-style-type: none"> <li>1. Add a new column to row #1 of section #1.</li> <li>2. Add a title to this new data field.</li> </ol>	<ol style="list-style-type: none"> <li>1. Add a 2<sup>nd</sup> column to row 1 of section 1, and</li> <li>2. Add the following text to new data field:  <i>"Facility CCN"</i></li> </ol>	<ul style="list-style-type: none"> <li>• We have moved the space for facility CCN number up to Row 1 to save space.</li> <li>• Since this form will be a fillable .pdf form, the facility will be able to type in their responses. It will not require an entire row for the <i>"Facility Name"</i> because this field has been formatted to accommodate multiline text.</li> </ul>
1	Section 1, Row 2, Column 1	Add a new title to column 1 of row 2 of section 1.	Change the current text in the data field from  <i>"Number"</i> to <i>"Facility Street Address"</i>	<ul style="list-style-type: none"> <li>• In the current version of the CMS-360 form, it asks for the person completing the form to insert a <i>"Number"</i> in this data field.</li> <li>• While we know that <i>"Number"</i> refers to the facility's CCN number, many persons would not because this text is vague and non-descriptive.</li> <li>• To solve this issue, we have moved the section for the facilities CCN number to</li> </ul>

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				<p>row 1, column 2 and retitled it as <b><i>“Facility CCN.”</i></b></p> <ul style="list-style-type: none"> <li>• We placed this data field at row 1, column 2 because we believe that the logical order of the data to be required should be: 1. Facility Name and 2. Facility CCN.....</li> <li>• We have changed the text in row 2, column 1 from <b><i>“Number”</i></b> to <b><i>“Facility Street Address.”</i></b></li> <li>• We made this change for several reasons. First, we believe that the facility address would be the next data point to be collected in the logical order of the data collected.</li> <li>• Second. We have made this change to place each component of the facilities address into separate data fields.</li> <li>• We believe that this is better for ease of data input and use of data that will be downloaded from the CMS-360 form.</li> </ul>

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1	Section 1, Rows 2 & 3, Column 2	Delete current title and replace it with a new tile for this data field	<p>Change the text in this data field from:</p> <p style="text-align: center;"><b><i>“Facility Address, Street, City, State, Zip Code”</i></b></p> <p style="text-align: center;">to</p> <p style="text-align: center;"><b><i>“City”</i></b></p>	<ul style="list-style-type: none"> <li>• In the current version of the CMS-360 form, it asks for the person completing the form to enter the entire address of the facility into this one data field.</li> <li>• We have made this change to place each component of the facilities address into separate data fields.</li> <li>• We believe that this is better for ease of data input and use of data that will be downloaded from the CMS-360 form.</li> </ul>
1	Section 1, (New) Row 3, Column 1	<ul style="list-style-type: none"> <li>• Add a new row 3 to section 1</li> <li>• Add title text to column 1 of row 3</li> </ul>	<ul style="list-style-type: none"> <li>• Add a new row 3 containing 3 columns to section 1.</li> <li>• Add the following text to column 1 of row 3: <b><i>“State”</i></b></li> <li>• Add the following text to column 2 of row 3: <b><i>“Zip Code”</i></b></li> <li>• Add the following text to column 3 of row 3: <b><i>“Telephone Number”</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• In the current version of the CMS-360 form, it asks for the person completing the form to enter the entire address of the facility into this one data field.</li> <li>• We have added a third row to section 1 to allow for placement of each individual component of the facilities address into separate data fields.</li> <li>• We believe that format provides easier data input and use of the data that will be downloaded from the CMS-360 form.</li> </ul>

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1	<p>Section. Row 4 <i>(row 3 in existing version of CMS-360 form),</i></p> <p>Column 1</p>	<ul style="list-style-type: none"> <li>Retitle the data field in column 1 of row 4.</li> </ul> <p><b>NOTE:</b> Row 3 in the existing version of the form becomes row 4 in the new version of the form due to the addition of a new row 3.</p>	<p>Change the text in this data field from:</p> <p style="text-align: center;"><i>“Survey Date”</i></p> <p style="text-align: center;">to</p> <p style="text-align: center;"><i>“Survey Start Date”</i></p>	<ul style="list-style-type: none"> <li>In this data fiend on the existing version of the CMS-360 form, it asks for the <b>“Survey date.”</b> We believe that this title would be confusing to persons completing the form because they might not know whether to record the survey start date or end date.</li> <li>To solve this issue, we have modified the title of this data field to <b>“Survey Start Date.”</b> This is much more specific.</li> <li>We have also added a new data field in column 2 for the survey end date (see below).</li> </ul>
1	<p>Section. Row 4 <i>(row 3 in existing version of CMS-360 form),</i></p> <p>Column 2</p>	<ul style="list-style-type: none"> <li>Retitle the data field in column 2 of row 4.</li> </ul> <p><b>NOTE:</b> Row 3 in the existing version of the form becomes row 4 in the new version of the form due to the addition of a new row 3.</p>	<p>Change the text in this data field from:</p> <p style="text-align: center;"><i>“Type of Survey”</i> <i>“Initial Resurvey”</i></p> <p style="text-align: center;">to</p> <p style="text-align: center;"><i>“Survey End Date”</i></p>	<ul style="list-style-type: none"> <li>We have made this change so that the person completing this form can document both the survey start and end dates.</li> <li>Also, when referring to the survey date, for most purposes CMS uses the survey end data, so adding this data field is necessary.</li> <li>We have moved the data field for type of survey to a newly created data field in column 3 of row 4. (see below).</li> </ul>

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1	<p>Section. Row 4 <b><i>(row 3 in existing version of CMS-360 form),</i></b></p> <p>Column 3</p>	<ul style="list-style-type: none"> <li>• Divide the rows 3 and 4 in the 3<sup>rd</sup> column into separate data fields.</li> <li>• Add a title the new data field in column 3 of row 4.</li> </ul> <p><b>NOTE:</b> Row 3 in the existing version of the form becomes row 4 in the new version of the form due to the addition of a new row 3.</p>	<ul style="list-style-type: none"> <li>• Divide the rows 3 and 4 in the 3<sup>rd</sup> column into separate data fields.</li> <li>• Add the following title to the new data field in column 3 of row 4:   <p style="text-align: center;"><b><i>“Type of Survey Initial Recertification survey Complaint Other (specify)”</i></b></p> </li> </ul>	<ul style="list-style-type: none"> <li>• In the existing version of the CMS-360 form, rows 2 &amp; 3 in column 3 are merged into one data field for <b><i>“Facility Address”</i></b></li> <li>• As explained above, in the revised version of the CMS-360 form, we have placed the individual components of the facility’s address into data field. Therefore, there was no longer a need for the 2 cells in rows 2 and 3 in column 3 to be merged.</li> <li>• We separated this merges cell into 2 separate data cells to maximize the amount of data that could be collected in section 1.</li> <li>• As stated above, we added “Telephone Number” to column 3 of row 3.</li> <li>• We also moved the data field for “Type of Survey to the cell at column 3 in row 4.</li> </ul>