

Alliance: CMS Survey and Requested Documents Webinar

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Hackensack
Meridian *Health*

CMS Recertification visit

Arrival: 2/19/2020

3 surveyors for recertification of our kidney and pancreas program

Departure: 2/21/2020



Requested Items (1/2)

Lists of Transplant Candidates, Recipients And Living Donors (by organ type)		✓
<u>A</u>	The transplant program's complete current active waiting list including the following information: patient name, date of listing, medical record number, address, country of primary residence, resident alien or non-resident alien status, race and gender and number of individuals on the waiting list (this would not include patients categorized as a "status 7" which means their waiting list status is "inactive");	
<u>B</u>	List and number of all patients removed from the waiting list including the reason for the removal within the past 12 months. (Removed due to death or transplant). Please include patient name, medical record number, date of removal and reason for removal:	
<u>C</u>	List and number of persons that were removed from the transplant program's waiting list over the last 12 months for reasons other than death or transplant. Please include patient name, medical record number, date of removal and reason for removal:	
<u>D</u>	List and number of persons evaluated for transplant that were not placed on the waiting list within the past 12 months; Please include patient name, decision date and medical record number. Do not include persons that are currently in the evaluation process;	
<u>E</u>	List and number of the transplants performed including patient name, date of transplant, medical record number, organ(s) transplanted, address, country of primary residence, resident alien or non-alien status, race and gender and date of transplant within the past three years;	
<u>F</u>	List and number of living donors to include all types: (Paired Exchange, Regional, Altruistic, Adult to Pediatric and Pediatric to Adult). Include the patient name, medical record number or UNOS number, organ(s) donated and date of donation within the past three years.	
Lists of Meeting Schedules, Scheduled Follow-up Visits and Current Transplant Inpatient Census		
5.	List and number of transplant patients and living donors that are <u>currently</u> an inpatient and the location of patient (unit, and floor);	
6.	List and number of post-transplant patients and post-donation individuals that are scheduled for follow-up visits during the survey timeframe;	
7.	A schedule of any multidisciplinary team meetings that will be held during the survey;	
8.	A schedule of any selection committee meetings that will be held during the survey;	
9.	A schedule of any QAPI committee meetings that will be held during the survey;	
List of Organ Offers		
10.	List and number of the organs that the transplant program received offers for within the past 3 years, and declined, and the reason for the declination/UNOS decline code;	



Requested Items (2/2)

Program Administration: Policies, Procedures, Personnel and QAPI Manuals Requested for Review/Administrative/Contracts	
11.	An organizational chart of the transplant program;
12.	Any contracts with external parties that the hospital or transplant program have for the services relevant to transplantation including but not limited to: Anesthesiology, Blood banking, Dialysis Services (in patient or outpatient), Histocompatibility (HLA) or Immunology Laboratory, Infectious Disease, Internal Medicine, Living Donor including (Paired Exchange, Regional, Altruistic, Adult to Pediatric, or Pediatric to Adult Donors), Nursing, Pathology, Radiology or Surgery
Personnel	
13.	List of all transplant associated professional personnel and their titles; (X082, X090, X091, X125)
14.	The curricula, training plan, and/or training schedule for personnel, (agenda, dates, evidence of attendance);
15.	On-call schedule for transplant surgeons and transplant physicians for the past 30 days; (Include Transplant Surgeon's distance & time from home to program. Does anyone have other program affiliations?)
Clinical Policies and Procedures	
16.	Patient selection criteria (transplant recipient and living donor), provide the criteria that your program uses to select patients for transplant and living donation; (X051-60)
17.	Organ Recipient policy for ABO and Other Vital Data Verification; (X071-73)
18.	Living Donor Recovery for ABO and Other Vital Data Verification; (X074)
19.	Transplant Recipient Patient Management Policies for Evaluation, Transplant and Discharge Planning Phases (X082, X090, X091, X125)
20.	Living Donor Patient Management for Evaluation, Donation and Discharge Planning Phases (X082, X125)
21.	Waitlist Management Policy; (X081-94)
22.	Informed Consent Policy for Recipients (include associated forms); (X149-158)
23.	Informed Consent Policy for Living Donors (include associated forms); (X060, 124, 149,159-168)
24.	Ongoing communication with patients and dialysis centers (Informing patient and dialysis centers of patient's listing status), (X120, 186)
Education Information, Policies and Procedures	
25.	A copy of the written material that is distributed to potential transplant recipients and living donors to explain the selection criteria (if different from #7);
26.	Any written educational materials used pre and post-transplant for transplant recipients; (X126, 150-158, 159-172)
27.	Any written educational materials used pre and post donation for living donors; (X060, 126,159-172)
QAPI	
28.	The written copy of the Quality Assessment and Performance Improvement (QAPI) program for the Transplant Program;
29.	Any QAPI reports, records and minutes of QAPI committee meetings, or consultation reports about the QAPI program;
30.	The written plan for processes to identify, assess, and address adverse events (if separate from QAPI plan)
31.	Log of any reported adverse events for the past 12 months and corresponding documentation of the investigation, analysis of those events and any follow-up action taken.



Special Survey Focus

- Follow-up on prior findings
- Consents
- Language service usage/documentation
- Adverse events and follow-up/reporting
- QAPI



Good to know/have

- Create CMS arrival protocol
- Items A-F were ready to download in an EPIC Workbench report
- Have chart for corresponding policies ready
- Surveyors did not have TQPRs, wanted to know how we get it
- Know where your UNOS Data Submission Compliance can be downloaded
- Shared surveyor questions from CMS surveyor training site with team members before interviews
- Do not hesitate to educate

