

CROWN Memorandum



MEMO NUMBER: 14-0843-NW

TO: ESRD Executive Directors, ESRD Data Managers, Regional Contracting Officer Representatives

FROM: Teresa Titus-Howard
Director, ESRD Program, Population and Community Health
Quality Improvement Group
Center for Clinical Standards and Quality
Centers for Medicare & Medicaid Services

DATE: September 19, 2014

SUBJECT: CROWNWeb Clinical Month Closure Schedule – Revised

The purpose of this memo is to inform the ESRD community of an upcoming change to the schedule of clinical month closures in CROWNWeb.

Beginning with CROWNWeb data January 2015, CMS will move to a monthly clinical closure schedule two calendar months after the end of each month. Please see the table below for details on the new clinical closure schedule effective January 2015:

Clinical Month(s)	Date of Closure for Clinical Submissions
October 2014 November 2014 December 2014	January 31, 2015 at 11:59 p.m. ET
January 2015	March 31, 2015 at 11:59 p.m. ET
February 2015	April 30, 2015 at 11:59 p.m. ET
March 2015	May 31, 2015 at 11:59 p.m. ET
April 2015	June 30, 2015 at 11:59 p.m. ET
May 2015	July 31, 2015 at 11:59 p.m. ET
June 2015	August 30, 2015 at 11:59 p.m. ET

July 2015 and future months will close two months after the end of each month.

If you have any questions about the information in this memo, please contact Janis Grady at janis.grady@cms.hhs.gov or 410-786-7217.