

HOSPICE ITEM SET (HIS) DATA COLLECTION TRAINING

CMS CENTRAL OFFICE, BALTIMORE, MARYLAND

FEBRUARY 4, 2014 12:30 TO 4:30 AND FEBRUARY 5 12:30 TO 4:30

INSTRUCTIONS FOR REGISTERED ON-SITE ATTENDEES:

DIRECTIONS to CMS Central Office:

The CMS complex is within easy driving distance of Washington D.C. (35 miles), Philadelphia (100 miles), and New York City (185 miles). The Baltimore metropolitan area is served by a network of highways including the Baltimore Beltway (I-695), which circles Baltimore and connects with the Baltimore-Washington Parkway (MD-295), I-70, I-83, I-195 and the JFK Highway (I-95).

Southbound from New York City--Take I-95 South to I-695. Follow I-695 to Exit 17 (Security Boulevard West). CMS is at the end of Security Blvd.

Southbound from Central Pennsylvania--Take I-83 South to I-695 West towards Glen Burnie. Follow I-695 to Exit 17 (Security Boulevard West). CMS is at the end of Security Blvd.

Northbound from Washington, D.C.--Take I-95 North to I-695 West toward Towson. Follow I-695 to Exit 17 (Security Boulevard West). CMS is at the end of Security Blvd.

Northbound from Baltimore International Airport--Take MD-295 to I-695 West towards Towson. Follow I-695 to Exit 17 (Security Boulevard West). CMS is at the end of Security Blvd.

CMS SECURITY:

The CMS Central Office Facility is located at 7500 Security Blvd, Baltimore, MD 21244 and has been designated as a Level IV facility. This means that the CMS Complex is closed to the general public. Anyone who is not a CMS Employee, CMS Contractor, or HHS Office of the Secretary (HHS/OS) Employee is considered a visitor.

Persons wishing to attend this meeting must register in advance. Persons who are not registered in advance will not be permitted entrance to the CMS Complex and thus will be unable to attend the training.

Participants will need to allow ample time for security screening. Persons attending the meeting will be required to show U.S. Government issued photo identification, preferably a driver's license. If proper identification is not provided, the visitor will be asked to leave.

Persons attending the training are subject to vehicular inspection for prohibited items before entering the complex. If you drive a vehicle to the meeting, you will need to allow time for that vehicle to be inspected. Visitor vehicles MUST enter through the main entrance on Security Boulevard in the visitor lanes (right lane) for that purpose. It is also possible to arrive by taxi. Once the vehicle has been inspected, the security officers at the gate will provide the visitor with a temporary parking pass and direct them to visitor parking.

Visitor parking is located in Lot B on the front of the complex. Visitors are required to park in WHITE lined spaces.

Once the vehicle is parked, proceed to the Central Building 1st Floor entrance.

After entering the building, you will be signed in and verified to be an expected attendant of the meeting and will be issued a visitor sticker. The screening process then includes a walkthrough magnetometer and hand-wand (if necessary). Prior to passing through the magnetometer, you will have to remove all metallic items from your person and place them in a bin to be passed through the x-ray machine. This includes change, keys, cell phones, and other metallic devices. It is not necessary to remove belts, jewelry, and other such items. All belongings will be passed through a conveyor x-ray scanner including your purses, briefcases, laptops you may have with you. Once this process has been completed, you may proceed to the location of the training. You are urged to arrive at least 30 to 45 minutes (11:45 to 12:00pm) before the meeting time of 12:30pm to allow for time for this process.

THE CMS COMPLEX

- Conference attendees must enter the building through the main entrance on the first floor level of the Central Building. Once signed in and given a visitor sticker, attendees must wear the visitor sticker at all times and must restrict themselves to the first floor Central Building Lobby, Conference Room Center, and Lower Level Lobby/Cafeteria area without an escort. **PLEASE NOTE: VISITORS MUST BE ESCORTED BY A CMS EMPLOYEE OUTSIDE OF THE AREAS LISTED ABOVE.**
- CMS is a tobacco-free campus; smoking is not permitted anywhere in the CMS complex. Violators are subject to legal action. You must go offsite to smoke; if you go off site to smoke, you will be required to go through security procedures upon return. Telephones and restrooms are located just outside the pre-function area on the left before you reach the bank of TV screens and the path to the first floor lobby.
- CMS offers a cafeteria and a coffee cart within the lower level of the Central Building. Please have your money ready for the cashier when you get in line. If you plan on purchasing food and/or beverages before the meeting, please factor

this in to your arrival time as food and beverages are not permitted in the meeting rooms.

REASONABLE ACCOMODATIONS INSTRUCTIONS

If you require special accommodations (e.g., Disabled Persons Parking/ medical parking, assistive devices, interpreter services), please contact hospicemsettraining@cms.hhs.gov no later than 5 business days prior to the event. Please note which day(s) you will be in attendance.

PRINT DOCUMENTS IN ADVANCE

A large portion of the training will focus on familiarizing providers with the HIS Manual, which includes instructions on completing each item in the HIS. CMS **will not be providing hard copy handouts** for this training, so it is highly recommended that attendees have a copy of the HIS Manual accessible during the training.

All materials for the training (including the HIS Manual and the powerpoint slideshow that will be used during training) will be posted as downloads at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Hospice-Item-Set-HIS.html> and should be printed in advance and brought to the training by each attendee. Materials will be available on the CMS website for attendee download prior to the training.

WIRELESS WIFI ACCESS is available at CMS. Guest WiFi access instructions are available once you are here at CMS: http://cmsnet.cms.hhs.gov/ois/desktop-voice-video/support/files/wireless/CMS_Wireless_Network_Guest_User_Connection_Guide_V2.pdf

Please note, should you experience technical difficulty connecting to the wireless network, onsite technical assistance will not be available on February 4th and 5th. Thus, if you plan on using electronic copies of training materials (HIS Manual and PowerPoint slides), it is recommended you download a local copy of the materials to your device prior to arrival at the training.

INCLEMENT WEATHER PLAN:

In the event of inclement weather on February 4th or 5th, the training may be rescheduled for March 31st and April 1st. If inclement weather is forecast for either 2/4 or 2/5, registrants should call: 410 786 6010 or **1-800-448-4232** in the early morning of each day to learn if the CMS Central Office Building is closed. If the building is closed on 2/4, the event will be postponed until March. If the building is open, the event will take place as planned.