

Hospice Quality Report Program (HQRP) Fact Sheet: Guidelines for Completion of the Hospice Item Set (HIS) Admission Record

This fact sheet provides guidance on completion timing policies for the HIS-Admission record **and replaces earlier guidance about updating the HIS.**

Background:

As part of HQRP requirements, hospice providers will be required to submit a HIS-Admission and HIS-Discharge record for each patient admission on or after July 1, 2014. With respect to completion of a HIS record, there are two timing definitions to consider: the Completion Date and the Completion Deadline. The **Completion Date** (Item Z0500B) is the actual date on which the hospice completes the HIS record. The Completion Date is defined as the date on which all required information has been collected and recorded in the HIS and completeness of the record has been verified and recorded in Item Z0500. The **Completion Deadline** is the latest possible date on which a provider should complete the HIS record. For the HIS-Admission record, the Completion Deadline is defined as the Admission Date + 14 calendar days.

Most of the items in the HIS-Admission relate to care processes that align with the initial assessment or the comprehensive assessment period, as required by the Medicare Hospice Conditions of Participation. Thus, completing the HIS-Admission sometime after the comprehensive assessment period ends and before the Completion Deadline meets the intent of the HIS. Completion timelines outlined above do not capture timing requirements for quality measure calculation purposes. For timing requirements specific to quality measure calculation, see **Appendix C** of the HIS Manual, which is available [here](#).

Completion Timing:

The completion deadlines define the latest possible date on which a hospice should complete any HIS record. To better align HIS completion processes with clinical workflow processes, hospices may develop internal policies to complete HIS records earlier than the Completion Deadline. In the case of the HIS-Admission, an early Completion Date would be any date prior to the Completion Deadline of Admission Date + 14 calendar days. If a hospice chooses to complete an HIS-Admission record early, the hospice should complete care process items in Sections F, J and N based on documentation in the clinical record up to the Completion Date. **If the patient's status with respect to a care process item changes between the Completion Date and Completion Deadline, the hospice should not update the HIS-Admission record to reflect these changes.**

Examples:

Example 1:

Admission Date:	Completion Deadline:	Completion Date:
07/01/2014	07/15/2014 (Admission Date + 14 calendar days)	Can be earlier than Completion Deadline, but must be no later than Completion Deadline (07/15/2014)

Patient admitted on 07/01/2014. Clinical record shows at time of comprehensive assessment (which took place on 7/05/2014), patient was not on any opioids. Hospice completes HIS-Admission "early" on 07/07/2014. Hospice should respond "0, No" for N0500A and N0510A since at the time of HIS completion (07/07/2014) patient was not on any type of opioid. If at a later date (sometime after the Completion Date but prior to the Completion Deadline) the patient was prescribed an opioid, the hospice **should not** update the items in Section N to reflect this change in patient status.

Example 2:

Admission Date:	Completion Deadline:	Completion Date:
07/01/2014	07/15/2014 (Admission Date + 14 calendar days)	Can be earlier than Completion Deadline, but must be no later than Completion Deadline (07/15/2014)

Patient admitted on 07/01/2014. On 07/01/2014 the patient was screened for shortness of breath and did not have shortness of breath. On 07/04/2014 the patient's shortness of breath was evaluated again; patient still negative for shortness of breath. Hospice completes HIS on 07/07/2014. On 07/09/2014, patient again evaluated for shortness of breath; clinical documentation shows patient reports shortness of breath when walking to the bathroom; hospice orders oxygen for patient use.

To complete Item J2030, the hospice should consider what was documented in the clinical record up to the **Completion Date**. Since the hospice completed the HIS on 07/07/2014, the hospice should only consider the documentation of dyspnea dated 07/01/2014 and 07/04/2014; do not consider what was documented on 07/09/2014 since that occurred after the Completion Date.

In addition, Item J2030 asks about the **first dated screening** for shortness of breath. Therefore, although there were two screenings documented prior to the Completion Date, when completing Item J2030, the hospice should only consider the screening that was conducted on 07/01/2014 since that is the **first** screening that appears in the clinical record.