

**Commonwealth of Massachusetts**  
Executive Office of Health and Human Services



Department of Developmental Services

HCSIS Data Extracts Overview

*Updated November 2013*



# HCSIS Data Extracts Overview



## Agenda

- Background
- Business Process
- Key Screens
- Key Logic
- Access Database Details
- Switchboard Mapping

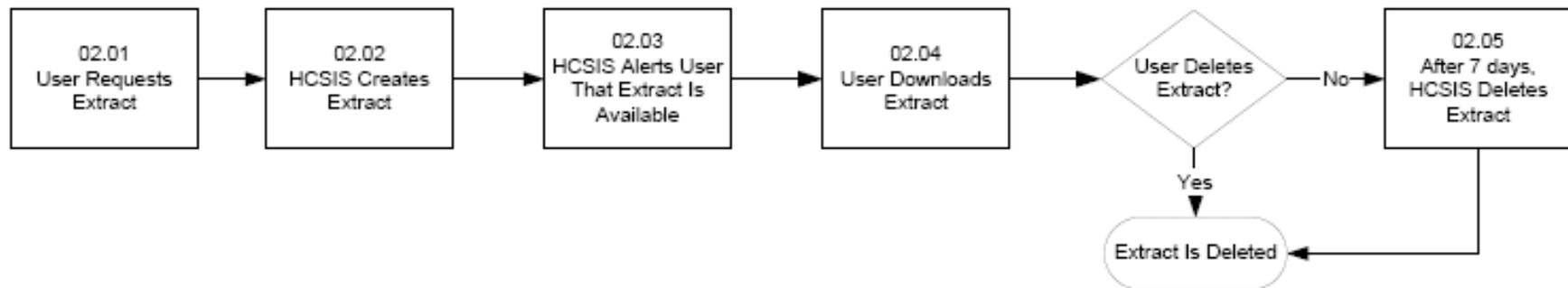


## Background

- What are Data Extracts?
  - Data Extracts is a tool in HCSIS that will allow users (DDS and Providers) to download HCSIS data in the form of a Microsoft Access database for the purpose of querying and reporting.
  - Extracts can only be requested and downloaded by users with the appropriate role.
  - Extracts will be available on a per-module basis
    - Event Management (Incident Reporting, Restraint Reporting, Medication Occurrence Reporting and Optionally Reportable Events)
    - Health Care Record
    - Death Reporting
    - Investigations
    - Audit Trail



## Business Process





## Key Screens – Request Extract

- Allows user to request one or more extracts by module (modules are in **bold**)
- Users can not submit a request which has been previously submitted and is in a New or Queued status

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Request Extract | Previous Requests  
Tools > Data Extracts > Request Extract > Request Extract

### Request Data Extract

<b>Event Management</b>	
Incidents	<input type="checkbox"/>
Restraints	<input type="checkbox"/>
Medication Occurrence Reports	<input type="checkbox"/>
<b>HCR:</b>	
Include all current HCRs (Begin and End Date not required)	<input type="checkbox"/>
Region:	<input type="text"/>
<b>Death Reporting</b>	<input type="checkbox"/>
<b>Investigations</b>	<input type="checkbox"/>
<b>Audit Trail</b>	<input type="checkbox"/>
Begin Date (MM/DD/YYYY):	<input type="text"/>
End Date (MM/DD/YYYY):	<input type="text"/>



# HCSIS Data Extracts Overview



## Key Screens – Previous Requests

- List all previous requests
- Provides the ability to delete extracts
  - Deleting a New or Queued request will remove it from the screen
  - Deleting a Processed request will delete the files from the server, but the record of the request will remain (without a link)

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**Previous Data Extract Requests**

Select Extract Title	Begin Date	End Date	Request Date	Processed Date	Status	File Size (KB)
<input type="checkbox"/> <a href="#">Event Management (IM,RT,MOR,ORE)</a>	01/01/2006	09/20/2006	09/20/2006	09/20/2006	Processed	43
<input type="checkbox"/> <a href="#">HCR (CURR,SNPSHT)</a>	01/01/2006	09/20/2006	09/20/2006	09/20/2006	Processed	33
<input type="checkbox"/> <a href="#">Death Reporting</a>	01/01/2006	09/20/2006	09/20/2006	09/20/2006	Processed	22
<input type="checkbox"/> <a href="#">Audit Trail</a>	01/01/2006	09/20/2006	09/20/2006	09/20/2006	Processed	6



# HCSIS Data Extracts Overview



## Key Logic

- Data Extracts represent a point-in-time snapshot of information and require the user to limit the data in the extract based on a date range.
  - The date range does not apply to the Health Care Record.
- Limited to a maximum year of data per request.
  - There may be additional restrictions based on user's scope and module. For example, a user at the Commonwealth Scope may be limited to 3 months of Incidents.
- Data Extracts are created by HCSIS on a nightly basis and are available for download on the following day.
- Data Extracts are downloaded as compressed Access Databases via ZIP files.



# HCSIS Data Extracts Overview



## Key Logic

- Social Security Numbers are not masked; they include the full SSN.
- The security policies that control access to an organization (and to a user) within the online HCSIS application also control what data is included in the Data Extracts. For example, an SC only sees information about the individuals in their caseload.
- Provider Enhanced Security is not enforced within Data Extracts. A provider user who requests a data extract will receive all the data for their organization and will not be limited by their security groups.
- All of the information that is stored in HCSIS from the Meditech Data Repository will be contained in tables in each extract, except the Audit Trail. This information relates to Individuals, Providers, and the caseload of SCs.
- The information in the Meditech tables will represent the data stored in HCSIS from the Meditech Data Repository at the time the extract was run. Therefore, a Provider may be able to view the demographic information for an individual at the time of an incident, which is stored in the Incident Tables, and the most recent demographic information for the individual, which is stored in the Individual Demographic Tables.
- If a Provider requests an extract, the only information contained in the tables which store information about Providers from the Meditech Data Repository will be information for that Provider Agency.



### Key Logic – Event Management

- Users have the option to specify if the extract should include Incidents, Medication Occurrences, Restraints, and Optionally Reportable Events (for Providers only).
- Extracts do not include events that have been logically deleted.
- Includes events with a date occurred during the date range that the user specifies - or date discovered, if date occurred is unknown.
- Includes information about the Individuals and Providers that are connected to an event during the date range.
  - This includes all information for the related records for the scope from the tables from the Meditech Data Repository, regardless of whether the information displays on a screen within that module.
- Does not include information for incidents that the Provider has limited information about (if another provider or agency created the incident)
- Includes events once they have been created in HCSIS.
- Includes information about “In Progress” documents or reviews only if they were created by the user’s own organization.
  - For example, if a Provider creates an Incident and has not yet submitted the Initial Report, the Initial Report will be contained in the Data Extract requested by a user from that Provider Agency. In HCSIS, the Area Office will not be able to view this Initial Report until after it has been submitted. Therefore, the Initial Report will not be included in the Data Extract for an Area Office user until after it has been submitted.



### Key Logic – Health Care Record

- Includes all current Health Care Records - a date range is not required.
- Includes information about the Individuals and Providers that are connected to a HCR during the time period
  - Includes all information for the related records for the scope from the tables from the Meditech Data Repository, regardless of whether the information displays on a screen within HCR.
- Providers are able to view all information for HCR for individuals they currently support, not just the HCR they create.
- Due to the amount of information captured in the HCR, it became necessary to split the data into four tables: T\_EXRCT\_HCR\_1 through T\_EXRCT\_HCR\_4.



### Key Logic – Death Reporting

- Includes only deaths that occurred during the date range that the user specifies.
- Includes information about the Individuals and Providers that are connected to a death during the date range.
  - Includes all information for the related records for the scope from the tables from the Meditech Data Repository, regardless of whether the information displays on a screen within Death Reporting.
- Only includes deaths that have an “accepted” Death Report. This status requires the Initial/Investigations Review with a status of Accepted to be finalized. This does not require a finalized Central Office Review.
- Only includes information about documents (reports or reviews) that have been finalized.
  - For example, if Central Office begins a Central Office review on an “accepted” Death Report, the Death Report will be included in an extract. However, information about the incomplete Central Office Review will not be included in an extract, even for Central Office Users. It will be included in extracts requested after it has been finalized.



### Key Logic – Investigations

- Includes only intakes that were received during the date range that the user specifies.
- Only includes documents for the current disposition.
  - If switched from DDS to Investigate to Administrative Review, the Data Extract will not contain the Investigation Report.
- Includes information about the Individuals and Providers that are connected to an intake/case during the date range
  - Includes all information for the related records for the scope from these tables from the Data Repository, regardless of whether the information displays on a screen within Investigations
- Only includes information about documents (reports or reviews) that have been finalized
  - Action Plan/Resolution, Investigation Report, Nature of Allegation, and Decision Letter Issued Date do not apply to this rule
- If a scope type does not have access to a document then it should not appear in their data extract.
  - Criminal Case Log should not be included for any scope other than Commonwealth and Investigative Region
- Redaction applies to all scopes except the Investigation Region and Commonwealth



## Key Logic – Investigations continued

- Documents are included in the data extract if the scope has access to view the document and the document is in the below status:

Action Plan / Resolution	Issued
Administrative Review Form	Finalized
Appeal Information	Finalized
Complaint Investigation Findings	Finalized
Facility Review Form	Finalized
Criminal Case Log	Finalized
Decision Letter Issued Date	Data Entered
Disposition	Finalized
Initial Response	Finalized
Investigations Checklist	Finalized
Investigation Report	Submitted
Nature of Allegation	Date Entered



### Key Logic – Audit Trail

- Audit Trail tables list all the users within the requestor's scope who viewed sensitive screens within HCSIS during the date range that the user specifies.
  - For example, an extract requested by a user within Provider A from 1/1/2006 through 3/1/2006 will list all the users within Provider A who have viewed sensitive records from 1/1/2006 until 3/1/2006.
- Each record will contain the name of the user, the date and time, the individual's ID, and the screen ID that the user viewed. For reports, it will also include the Report ID and Report Criteria.
- The only MEDITECH Information included is from T\_CNSR and T\_CNSR\_SUIT.



## Key Logic – Audit Trail Sensitive Screens

- Death Reporting Switchboard
- Data Extracts – Previous Requests
- Data Extracts – Request Extracts
- Health Care Record – Individual Search
- Health Care Record Switchboard
- IM Filing Process Management Screen
- IM Review Process Management Screen
- IM Switchboard
- IM Utilities Delete Event
- Individual Events
- Investigations Update Document Status
- Medication Occurrence Switchboard
- Meditech Individual Details
- Optional Reportable Event Screen
- Report Request
- Restraint Switchboard
- Site Level Incidents
- Action Plan/Resolution
- Administrative Review
- Criminal Case Log
- Decision Letter
- Facility Review Form
- Decision Letter
- Disposition
- Initial Response
- Intake Area Office Assignment
- Intake Information
- Intake Link to Case
- Investigations File Upload
- Investigation Appeal
- Investigation Checklist
- Investigation Printable Summary
- Investigation Report
- Investigation Report Extension
- Investigation Switchboard
- Investigator Assignment
- Investigator Title 19 Form
- Involved Parties
- Nature of Allegation
- Title 19 Provider/Facility Review Form



## Access Database Details

- Each database will contain the following:
  - Tables pertaining to the module/categories
  - Sample queries
  - Relationships between tables

The screenshot displays three overlapping windows from Microsoft Access 2000. The top window, titled '804 : Database (Access 2000 file format)', shows the 'Objects' pane with 'Tables' selected. The table list includes: T\_CNSR\_PROVR\_REL, T\_CNSR\_SUIT, T\_CSLD\_ASGMT, T\_EXRCT\_ACTION\_FL, T\_EXRCT\_FINAL\_REPO, T\_EXRCT\_IM\_ACTN\_S, T\_EXRCT\_IM\_FR\_INV, T\_EXRCT\_IM\_IR\_INV, T\_EXRCT\_INITIAL\_REP, T\_EXRCT\_MOR, T\_EXRCT\_MOR\_MED, and T\_EXRCT\_ORE. The middle window shows the 'Queries' pane with a list of query names: 'Create query in Design view', 'Create query by using wizard', 'Basic information ab...', 'Number of incidents', 'Number of individua...', 'Number of MORs af...', 'Number of MORs br...', 'Number of Other inc...', and 'Number of restraint...'. The bottom window, titled 'Relationships', shows a diagram of table relationships. The tables and their fields are: T\_CNSR (IDN\_CNSR, TXT\_NAM\_CC, TXT\_NAM\_RE, TXT\_NAM\_FIF, TXT\_NAM\_LAI), T\_CASE (IDN\_CASE, IDN\_UNIT\_OF, IDN\_CNSR, IDN\_CSLD, IDN\_PROFL\_E), T\_CNSR\_ADR (IDN\_ADR\_CN, NBR\_SEQ\_HI, IDN\_CNSR, TXT\_ADR\_LIN, TXT\_ADR\_LIN), T\_CNSR\_G... (IDN\_GUARDN, IDN\_CNSR, TXT\_NAM\_GU, TXT\_ADR\_LIN, TXT\_ADR\_CTI), T\_CNSR\_H... (IDN\_PROVR\_I, IDN\_CNSR, TXT\_NAM\_PR, TXT\_ADR\_LIN, TXT\_ADR\_LIN), T\_CNSR\_INS (IDN\_INS\_CNS, NBR\_SEQ\_HI, IDN\_CNSR, TXT\_NAM\_TYI, NBR\_POLICY\_), T\_CNSR\_MED (IDN\_MED, IDN\_CNS, TXT\_DX, DTE\_CHA, TXT\_NAM), T\_PROVR (IDN\_PROVR), T\_CNSR\_S... (IDN\_SUIT\_CNSR), T\_SC\_PROFL (IDN\_USER\_PT), and T\_CSLD (IDN\_ASG). Relationships are shown with lines connecting fields between tables, indicating one-to-many or one-to-one connections.



# HCSIS Data Extracts Overview



## Switchboard Mapping: Incident Management

Individual Information	Name: HCSIS, NINE. D	SSN: XXX-XX-8888	DOB: 3/10/1936	Gender: Male	Area Office: Wrentham Developmental Ctr
Incident Information	Incident ID: 405	Incident Date: 10/1/2006	Primary Incident Nature: Other		

T\_INCDT.IDN\_INCDT → T\_INCDT\_DOC\_VERS

### Incident Management Documents

T\_INCDT\_DOC\_VERS → T\_EXRCT\_INTIAL\_REPORT

#### Incident Report

T\_INCDT\_DOC\_VERS → T\_EXRCT\_FINAL\_REPORT

Finalized - Created: 10/12/2006; Finalized: 10/12/2006 - Status: Approved

#### Area Office Management Review

Finalized - Created: 10/12/2006; Finalized: 10/12/2006 - Status: Approved

T\_INCDT.IDN\_INCDT → T\_MGT\_REV with TXT\_NAM\_SCOPE

#### Regional Office Management Review

Area/Facility or Region

Finalized - Created: 10/12/2006; Finalized: 10/12/2006 - Status: Approved

T\_INCDT\_DOC\_VERS → T\_EXRCT\_ACTION\_FLWUP

#### Action Steps Follow-up

Finalized - Created: 10/12/2006; Finalized: 10/12/2006

### Reminders:

1. Multiple versions of the Incident Report (Final Report only) and Reviews can be submitted



# HCSIS Data Extracts Overview



## Switchboard Mapping: Medication Occurrence

<b>Individual Information</b>	Name: HCSIS, NINE. D	SSN: XXX-XX- 8888	DOB: 3/10/1936	Gender: Male	Area Office: Wrentham Developmental Ctr
<b>Event Information</b>	Event ID: 424	Event Date: 10/5/2006		Primary Event Nature: MOR	

T\_INCDT.IDN\_INCDT → T\_INCDT\_DOC\_VERS

T\_INCDT\_DOC\_VERS → T\_EXRCT\_MOR

T\_INCDT.IDN\_INCDT → T\_MGT\_REV with TXT\_NAM\_SCOPE  
Region

### Medication Occurrence Reporting Documents

#### Medication Occurrence Report

Finalized - Date Created : 10/15/2006

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#### MAP Review

Finalized - Date Created : 10/15/2006 - Approval Status : Approved

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### Reminders:

1. Multiple versions of the MOR Report and Reviews can be submitted



# HCSIS Data Extracts Overview



## Switchboard Mapping: Restraint Report

Individual Information	Name: HCSIS, NINE. D	SSN: XXX-XX-8888	DOB: 3/10/1936	Gender: Male	Area Office: Wrentham Developmental Ctr
Event Information	Event ID: 428	Event Date: 10/5/2006	Restraint Type: Chemical		

T\_INCDT.IDN\_INCDT → T\_INCDT\_DOC\_VERS

T\_INCDT\_DOC\_VERS → T\_EXRCT\_RSTRNT

T\_INCDT\_DOC\_VERS → T\_EXRCT\_RSTRNT\_MGR\_REVW

T\_INCDT.IDN\_INCDT → T\_MGT\_REV with TXT\_NAM\_SCOPE Area

T\_INCDT\_DOC\_VERS → T\_EXRCT\_RESTR\_HRC

T\_INCDT\_DOC\_VERS → T\_EXRCT\_RSTRNT\_CMSNR\_REVW

### Restraint Documents

#### Restraint Report

Finalized - Date Created : 10/15/2006 - Approval Status : Approved

#### Restraint Manager Review

Finalized - Date Created : 10/15/2006 - Approval Status : Approved

#### Area Management Review

Finalized - Date Created : 10/15/2006 - Approval Status : Approved

#### Human Rights Committee Review and Comment

Finalized - Date Created : 10/15/2006

#### Commissioner's Review and Comment

Finalized - Date Created : 10/15/2006

### Reminders:

1. Multiple versions of the Restraint Report and Reviews can be submitted



## Switchboard Mapping: Optionally Reportable Events

Individual Information	Name: HCSIS, NINE. D	SSN: XXX-XX- 8888	DOB: 03/10/1936	Gender: Male	Area Office: Wrentham Developmental Ctr
Incident Information	Incident ID: 435	Incident Date: 10/05/2006	Primary Incident Nature: Optionally Reportable Event		



T\_INCDT.IDN\_INCDT → T\_INCDT\_DOC\_VERS

T\_INCDT\_DOC\_VERS → T\_EXRCT\_ORE

### Reminders:

1. There can be only one version of an ORE



# HCSIS Data Extracts Overview



## Switchboard Mapping: Health Care Record

T\_CNSR.NAM\_LAST (IDN\_CNSR)==> T\_HCR\_DOC\_VERS



Individual Information:	Name: [REDACTED]	Gender: Male	SSN: XXX-XX-1679	DOB: [REDACTED]	ISP Date: 09/26/2013	Area Office: South Valley
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Create A New HCR

HCR ID	Description	Status	Finalized By	Finalized By Organization	Finalized Date
<u>613083</u>	ISP	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	9/24/2012 8:06:15 AM
<u>567212</u>	UPDATE	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	12/29/2011 3:55:13 PM
<u>545285</u>	ISP	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	9/26/2011 3:03:33 PM
<u>483372</u>	UPDATE	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	2/3/2011 6:38:43 PM
<u>481157</u>	UPDATE	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	2/3/2011 6:04:18 PM
<u>443572</u>	ISP	Closed	WAIRIMU, FLORENCE	ADVOCATES INC	8/31/2010 12:09:24 AM

T\_HCR\_DOC\_VERS (NBR\_CTL\_DOC)==> T\_EXRCT\_HCR1





# HCSIS Data Extracts Overview



## Switchboard Mapping: Death Reporting

Individual Information	Name: TESTING, JANTE	SSN: XXX-XX-4321	DOB: 06/03/1951	Gender: Female	Area Office: Wrentham Developmental Ctr
Death Information	Date of Death: 10/05/2006			Time of Death:	

T\_CNSR.NAM\_LAST (IDN\_CNSR) → T\_DR.IDN\_DR

T\_DR\_DOC\_VERS → T\_EXRCT\_DEATH\_REPT

T\_DR → T\_DR\_DOC\_VERS

→ T\_DR\_REV\_DOC → T\_DR\_INV\_REV (IDN\_REV\_DR)

→ T\_DR\_REV\_DOC → EXRCT\_DR\_INTIAL\_REVW (NBR\_CTL\_DOC)

T\_DR → T\_DR\_DOC\_VERS

→ T\_DR\_REV\_DOC → T\_DR\_CO\_REV (IDN\_REV\_DR)

→ T\_DR\_REV\_DOC → EXRCT\_DR\_CENTL\_OFF\_REVW (NBR\_CTL\_DOC)

### Death Reporting Documents

#### Death Report

Finalized - Date Created: 10/15/2006

Finalized - Date Created: 10/15/2006

#### Initial Review

Finalized - Date Created: 10/15/2006 - Approval Status: Approved

Finalized - Date Created: 10/15/2006 - Approval Status: Approved

#### Central Office Review

Finalized - Date Created: 10/15/2006 - Approval Status: Approved

### Reminders:

1. Multiple versions of the Death Report and Reviews can be submitted, even if the Review is Approved



# HCSIS Data Extracts Overview



## Switchboard Mapping: Investigations

Alleged Victim Information	Name: SMITH, JOHN	SSN: XXX-XX-4292	Area/Facility: Metro North	Additional ALV? Yes
Log#: 02-NEMN-06-0002	DPPC Intake Number: 1002, 1008, 1015		Investigator:	Disposition: DMR to Investigate

### Investigation Documents

T\_INTAKE.NBR\_INTAKE\_DPPC → T\_INTAKE.IDN\_INTAKE

T\_INTAKE.IDN\_INTAKE → T\_INVES\_CASE\_INTAKE\_REL.IDN\_CASE\_INVES

T\_INVES\_CASE\_INTAKE\_REL.IDN\_CASE\_INVES → T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_NATURE\_OF\_ALLGN.

→ **Nature of Allegation**

T\_INVES\_CASE\_INTAKE\_REL.IDN\_CASE\_INVES → T\_DISPTN.NBR\_CTL\_DOC

→ **Disposition**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_CMPLNT\_REV.NBR\_CTL\_DOC

→ **Facility Complaint Review**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_CMPLNT\_FINDNG.NBR\_CTL\_DOC

→ **Investigator Title 19 Form**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_IR\_\*.NBR\_CTL\_DOC

→ **Investigation Report**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_CCL.NBR\_CTL\_DOC

→ **Criminal Case Log**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_CL\_ABUSER\_INFO.NBR\_CTL\_DOC

→ **Investigation Checklist**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_DECISN\_LETTER.NBR\_CTL\_DOC

→ **Decision Letter Issued Date**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_ADMIN\_REV.NBR\_CTL\_DOC

→ **Administrative Review**

T\_INVES\_DOC\_VERS.NBR\_CTL\_DOC → T\_EXRCT\_INVES\_ACTION\_PLAN.NBR\_CTL\_DOC

→ **Action Plan/Resolution**

T\_INVES\_CASE\_INTAKE\_REL.IDN\_CASE\_INVES → T\_INVES\_APPEAL.IDN\_CASE\_INVES

→ **Appeal**