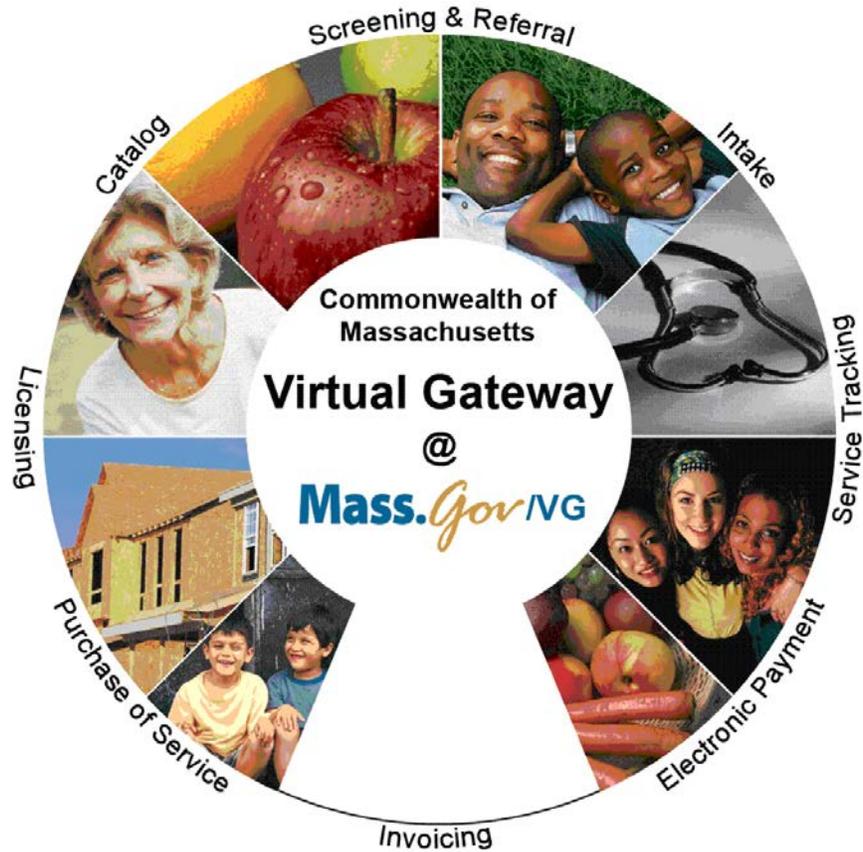


Commonwealth of Massachusetts  
Executive Office of Health and Human Services

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Virtual Gateway



Home and Community Services Information System (HCSIS)

Data Extracts for Providers - Job Aid

Release 7.1



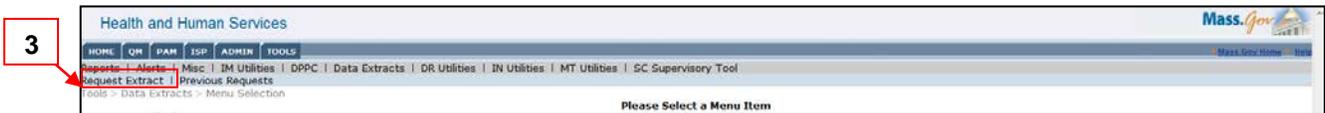
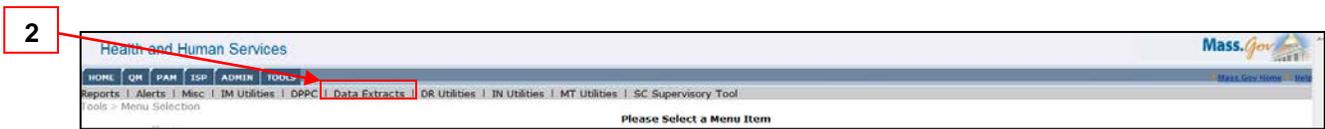
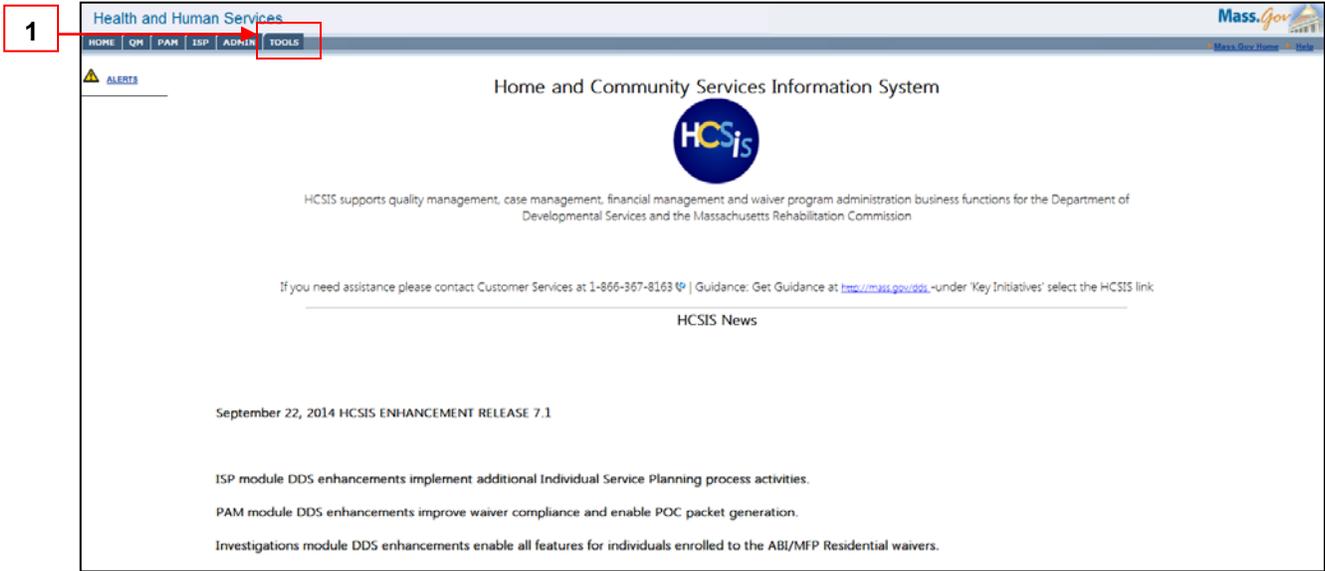
# Data Extracts Job Aid

## Overview:

Within the tools tab of HCSIS the data extracts function allows provider users to retrieve raw data in the system for selected modules. Based on your permissions and the population you work with, users with a data extract role can request an extract for the following modules: Health Care Record, Investigations, Incident Management, and Audit Trail. Please note that Death Reporting module is not available to providers through an extract.

Once the request for the extract is processed, users can download the data from the “Previous Data Extract Requests” page in HCSIS. Users should click on the extract name to download and analyze the data in Microsoft Access. The users who requested the extract can use this data to perform an advanced analysis or gather information not available in the management reports. The extract can be filtered to answer various questions about the data and to examine trends.

## Steps to requesting an extract:





Health and Human Services

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Request Extract | Previous Requests

Tools > Data Extracts > Request Extract > Request Extract

**Request Data Extract**

**Event Management**

Incidents	<input checked="" type="checkbox"/>
Restraints	<input checked="" type="checkbox"/>
Medication Occurrence Reports	<input checked="" type="checkbox"/>

**HCR:**

Include all current HCRs (Begin and End Date not required)

Region:

**Death Reporting**

**Investigations**

**Audit Trail**

Begin Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Health and Human Services

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Request Extract | Previous Requests

Tools > Data Extracts > Request Extract > Request Extract

**Your data extract request has been saved**

**Request Data Extract**

**Event Management**

Incidents	<input checked="" type="checkbox"/>
Restraints	<input checked="" type="checkbox"/>
Medication Occurrence Reports	<input checked="" type="checkbox"/>

**HCR:**

Include all current HCRs (Begin and End Date not required)

Region:

**Death Reporting**

**Investigations**

**Audit Trail**

Begin Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

1. From the HCSIS Home Screen, click "Tools".
2. Click "Data Extracts".
3. Based on your permissions and the population you work with, users with data extract roles can request an extract for the various modules: Health Care Record, Investigations, Incident Management, Death Reporting and Audit Trail. Click "Request Extract" to submit a new request.
4. Check the box next to the specific module you would like to request data for. For this example we are requesting data from the Incident Management Module.
5. Enter the "Begin Date" and "End Date" except when requesting a HCR Extract. The dates must be within a year time frame. For users with large scopes (DDS Central Office the user may need to further limit the date range to less than a year).
6. Click "Request Extract."
7. System generates this message "Your data extract request has been saved."



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Reports | Alerts | Misc | IM Utilities | DPPC | Data Extracts | DR Utilities | IN Utilities | MT Utilities | SC Supervisory Tool

Request Extract | Previous Requests

Tools > Data Extracts > Request Extract

**Your data extract request has been saved**  
Request Data Extract

**Event Management**

Incidents

Restraints

Medication Occurrence Reports

**HCR:**

Include all current HCRs (Begin and End Date not required)

Region:

**Death Reporting**

**Investigations**

**Audit Trail**

Begin Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

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Request Extract | Previous Requests

Tools > Data Extracts > Previous Requests

**Previous Data Extract Requests**

Select	Extract Title	Begin Date	End Date	Request Date	Processed Date	Status	File Size (KB)
<input type="checkbox"/>	HCR (CURR)			12/11/2014		New	
<input type="checkbox"/>	Event Management (IM,RT,MOR)	06/01/2014	12/11/2014	12/11/2014		New	
<input type="checkbox"/>	Death Reporting	12/04/2013	12/03/2014	12/03/2014	12/04/2014	Processed	632
<input type="checkbox"/>	Audit Trail	12/04/2013	12/03/2014	12/03/2014	12/04/2014	No Data	
<input type="checkbox"/>	HCR (CURR)			12/03/2014		Failed	
<input type="checkbox"/>	Event Management (IM,RT,MOR)	12/04/2013	12/03/2014	12/03/2014	12/04/2014	No Data	
<input type="checkbox"/>	Investigations	12/04/2013	12/03/2014	12/03/2014	12/04/2014	Processed	13655

A status of Failed indicates that an error occurred in the processing of the data extract request. The HCSIS Technical Support team is notified of all Data Extract errors and will resolve the issue as soon as possible. It is recommended that you do not resubmit the request. Please contact the DDS Helpdesk if the status remains Failed for more than two business days.

8. All Data Extract requests are processed overnight. On the next business day Click “Tools”, “Data Extracts”, and “Previous Requests” to view the list of requested extracts.
9. From the “Previous Data Extracts Requests” page the user can see the status of the extract and the file size. The status of the extract should be processed. If it is, click on the “Extract Title” in order to download the extract to your computer.
10. Click “Open” or “Save” to view the data in Microsoft Access on your computer.



HOME | QM | PAM | ISP | ADMIN | TOOLS

Reports | Alerts | Misc | IM Utilities | DPPC | Data Extracts | DR Utilities | IN Utilities | MT Utilities | SC Supervisory Tool

Request Extract | Previous Requests

Tools > Data Extracts > Previous Requests > Previous Requests

Select	Extract Title	Begin Date	End Date	Request Date	Processed Date	Status	File Size (KB)
<input type="checkbox"/>	Event Management (IM_BT_MOR)	08/19/2014	02/19/2015	02/19/2015	02/19/2015	Processed	12103
	Audit Trail	01/01/2014	06/01/2014	12/02/2014	12/02/2014	Deleted	46
	Event Management (IM)	01/01/2014	02/01/2014	12/02/2014	12/02/2014	Deleted	4593
	Audit Trail	01/01/2014	01/10/2014	12/02/2014	12/02/2014	No Data	
	HCR (CURR)			09/20/2014	09/20/2014	No Data	
	Event Management (IM)	09/01/2014	09/20/2014	09/20/2014	09/20/2014	System Deleted	
	Investigations	09/01/2014	09/20/2014	09/20/2014	09/20/2014	System Deleted	

A status of Failed indicates that an error occurred in the processing of the data extract request. The HCSIS Technical Support team is notified of all Data Extract errors and will resolve the issue as soon as possible. It is recommended that you do not resubmit the request. Please contact the DDS Helpdesk if the status remains Failed for more than two business days.

© 2014 Commonwealth of Massachusetts      Tuesday, February 24, 2015 10:55 AM      Your session will end at 11:55 AM      HCSIS Version 7.2

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Do you want to open or save 1042600.zip (11.5 MB) from hcsis-ga.dmr.state.ma.us?    Open    Save    Cancel

11. A second pop up will appear on the screen. Click "Open".

WinZip - Security Warning

Do you want to open this file?

Name: 1042600.mdb  
Publisher: **Unknown Publisher**  
Type: Microsoft Access Database

11

Open    Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open this software. [What's the risk?](#)

12. The Extract will download in a zipfile to the computer. Then open in Microsoft Access.

13. The data will be displayed in a Microsoft Access format. Data is broken down by various tables, navigating through the tables allows you to apply various filters to the extract.



Microsoft Access interface showing a table named T\_INCOT. A red box highlights the table name 'T\_INCOT' in the left-hand 'Tables' pane, with the number '13' next to it. Another red box highlights the first few columns of the table header: IDN\_INCOT, IDN\_CNDR, IDN\_LOC\_PR, EXE\_TYPE, INCOT\_PNM, DXT\_TYPE\_IN, DTE\_INCOT, and TXT\_TYPE\_IN.

IDN_INCOT	IDN_CNDR	IDN_LOC_PR	EXE_TYPE	INCOT_PNM	DXT_TYPE_IN	DTE_INCOT	TXT_TYPE_IN	DTE_INCOT	TXT_IND_REI	TXT_IND_INK	TXT_COUNT	TXT_STAT	
281915	33699		MOR		Omission	014 1:00:00 PM	MOR	Omission	014 1:00:00 PM	Yes	No	Worcester	Closed
291226	68462		Unexpected Hospital Visit		E.R. Visit	014 9:00:00 AM	Unexpected Ho	E.R. Visit	014 9:00:00 AM	Yes	No	South Coastal	Closed
291231	58238		MOR		Omission	014 8:00:00 AM	MOR	Omission	014 8:00:00 AM	Yes	No	Newton/South	Closed
291233	46418		Significant Behavioral Inc		Not Involving a	014 9:00:00 AM	Significant Beha	Not Involving a	014 9:00:00 AM	Yes	No	Greater Boston	Closed
291250	48891		Restraint		Physical	014 7:15:00 AM	Restraint	Physical	014 7:15:00 AM	Yes	No	Merrimack Val	Open
291261	170779		Unexpected Hospital Visit		E.R. Visit	014 9:30:00 AM	Unexpected Ho	E.R. Visit	014 9:30:00 AM	Yes	No	Holyoke/Chico	Closed
291281	44176		Victim Of Physical Alterca		None	14 10:30:00 AM	Victim Of Physic	None	14 10:30:00 AM	Yes	No	Fall River	Closed
291283	61657		Restraint		Physical	014 7:55:00 AM	Restraint	Physical	014 7:55:00 AM	Yes	No	North Shore	Open
291285	36459		Unexpected Hospital Visit		E.R. Visit	014 3:35:00 AM				Yes	No	Berkshire	Open
291287	36195		MOR		Wrong Time	014 7:30:00 AM	MOR	Wrong Time	014 7:30:00 AM	Yes	No	North Central	Closed
291293	48349		Significant Behavioral Inc		Involving a Phys	014 1:00:00 PM	Significant Beha	Involving a Phys	014 1:00:00 PM	Yes	No	Central Middle	Closed
291295	65329		Significant Behavioral Inc		Not Involving a	14 11:00:00 AM	Significant Beha	Not Involving a	14 11:00:00 AM	Yes	No	South Valley	Closed
291302	61735		Significant Behavioral Inc		Not Involving a	014 2:00:00 PM	Significant Beha	Not Involving a	014 2:00:00 PM	Yes	No	Central Middle	Closed
291304	65329		Restraint		Physical	14 11:00:00 AM	Restraint	Physical	14 11:00:00 AM	Yes	No	South Valley	Open
291311	56363		Significant Behavioral Inc		Involving a Phys	14 10:30:00 AM	Significant Beha	Involving a Phys	14 10:30:00 AM	Yes	No	Fall River	Closed
291316	71808		Restraint		Physical	014 3:00:00 PM	Restraint	Physical	014 3:00:00 PM	Yes	No	Taunton/Attle	Open
291326	172065		Restraint		Physical	14 12:40:00 PM	Restraint	Physical	14 12:40:00 PM	Yes	No	Greater Boston	Closed
291328	48349		Restraint		Physical	014 1:00:00 PM	Restraint	Physical	014 1:00:00 PM	Yes	No	Central Middle	Open
291330	36231		Restraint		Physical	014 1:00:00 PM	Restraint	Physical	014 1:00:00 PM	Yes	No	Berkshire	Open
291352	57289		MOR		Omission	014 8:00:00 AM	MOR	Omission	014 8:00:00 AM	Yes	No	South Coastal	Closed
291357	57236		Unexpected Hospital Visit		E.R. Visit	014 6:30:00 PM	Unexpected Ho	E.R. Visit	014 6:30:00 PM	Yes	No	Greater Boston	Closed
291359	38535		Unexpected Hospital Visit		E.R. Visit	014 5:50:00 PM	Unexpected Ho	E.R. Visit	014 5:50:00 PM	Yes	No	South Valley	Closed
291368	51450		Other		None	014 9:30:00 AM	Other	None	014 9:30:00 AM	Yes	No	Cape Cod & I	Open
291381	39434		Restraint		Physical	014 5:44:00 PM	Restraint	Physical	014 5:44:00 PM	Yes	No	North Central	Open
291382	36243		MOR		Omission	014 5:00:00 AM	MOR	Omission	014 5:00:00 AM	Yes	No	South Valley	Closed
291390	38827		Restraint		Physical	014 7:52:00 AM	Restraint	Physical	014 7:52:00 AM	Yes	No	South Valley	Open
291395	166725		Significant Behavioral Inc		Not Involving a	014 2:37:00 PM	Significant Beha	Not Involving a	014 2:37:00 PM	Yes	No	Merrimack Val	Open
291398	67218		Significant Behavioral Inc		Not Involving a	14 12:10:00 PM	Significant Beha	Not Involving a	14 12:10:00 PM	Yes	No	South Valley	Closed
291400	36434		Restraint		Physical	014 6:07:00 PM	Restraint	Physical	014 6:07:00 PM	Yes	No	North Central	Open