

HCSIS Alert!

Department of
Mental Retardation

ISSUE #25: December 13, 2007
Page 1 of 2

Enhancement Release

Contact the Help Desk with any
questions: 866-367-8163

DECEMBER HCSIS ENHANCEMENT RELEASE - December 13, 2007

This month's release includes enhancements for all modules of HCSIS, including many improvements to reports and alerts. Following are highlights of a few of the changes:

NEW DEVELOPMENT

1. Users will now be able to see their login and scope on the HCSIS screens. This will be particularly helpful to users with incompatible (multiple) scopes.
2. Autism Area offices have been added to the Area office dropdown boxes throughout the system. The Autism Area offices have been created in DMRIS/HCSIS as part of the implementation of the new Autism Waiver program.

ALERTS

An Alert will be sent to the provider notifying them when:

1. An MOR is deleted by the Regional Medication Administration Program (MAP) Coordinator.
2. A Restraint is deleted by the DMR Director of Human Rights.
3. An Incident Report is deleted by the area office or regional office when
 - i. An event does not rise to the level of an incident.
 - ii The report is a duplicate, or
 - iii. User error.

The Alert notifying users that an "Incident has been submitted" will automatically be deleted by the system when the alert for "Incident has been finalized" is triggered. This will streamline the Alerts process.

INVESTIGATIONS

1. The Facility Director will receive an Alert when the Investigations Unit finalizes their portion of the Title 19 Form.
2. Service Coordinators will now have access to the Area/Facility/Region Redacted Version of the Intake. This Intake version contains the full allegation with only the Reporter's information redacted.
3. The default maximum number of Provider Investigations Designees and Human Rights Coordinators has been increased to 5 per provider.
4. Regional Human Rights Staff will now have the same access to investigations screens for their facility cases as they now have for their other cases.
5. The Updated Intake Alert that the Regional Director Investigations Designee receives will now navigate them to the Printable Summary. Previously the system triggered a "No Access" Error Message.
6. For cases that require a Decision Letter, the Outstanding Summary Report has been modified to not consider the Action Plan outstanding until 18 business days after the Decision Letter is issued.

INCIDENT MANAGEMENT

1. A new screen now allows for site level incident data entry and event search without having to put in a date range, as is currently required. Area Offices and Providers have access to a Site Level Data Entry tab which now appears next to the Event Data Entry tab. All users will still be able to view site level incidents using the Event Data Entry tab.
2. Filing Agency now appears on the Blue Bar of the switchboard for all events. This will identify at a glance which agency filed the report.

HCSIS Alert!

Department of
Mental Retardation

ISSUE #25: December 13, 2007
Page 2 of 2

Enhancement Release

Contact the Help Desk with any
questions: 866-367-8163

REPORTS

1. GENERAL

The date range on Report printouts will now indicate the specific date field criteria used to produce the report, e.g., date incident occurred, date incident finalized, etc.

2. HEALTH CARE RECORD (HCR) REPORTS

The HCR Management Report is now available to Area office, Regional office, and Central office management staff, as well as the Area Office HCR Data Entry role. The report now has 6 statuses to more accurately reflect HCR completion. The "Not yet due" and "No ISP" statuses replace the "N/A" status.

Overdue- HCR not completed 10 days in advance of ISP.

Due - HCR due in 30 days or less.

On Target - HCR completed within 30 days in advance of ISP, but no less than 10 days.

Not yet due - HCR not due within next 30 days

No ISP - HCR not required due to no ISP

3. INCIDENT MANAGEMENT REPORTS

- A new report, Event Count Detail by Provider, summarizes event counts as the Event Counts Report currently does, but it is sorted by provider. Both Event Count reports now include site level incidents.

- The Events by Individual Detail Report now includes a filter for class member status.

- The Injury Counts report now includes a column for percentage, which compares the number of incidents with injury to the total number of incidents for the site/provider in the selected date range.

- The Administrative Analysis Report by User can now be filtered by role.

4. ADMINISTRATION REPORTS

The Administrative Analysis Report by User can now be filtered by role. This will be of assistance to the provider local admins in tracking user access.

5. PRINTABLE SUMMARIES

Several screens of the HCR Printable Form are now compressed to two pages so that they can be detached as a condensed version.

A Medication Occurrence Report Download is now available.

TIPS

1. Provider Local Administrator and Incident Management Supervisors can delete their Optionally Reportable Event (ORE) incident reports by navigating to IM>IM Utilities>Delete Event.
2. Updated paper forms for the Incident Report and HCR are now available through the HCSIS link on the DMR website.
3. Use "Open in New Window" to navigate away from the alerts page and open the switchboard to an event. Users are able to return to the open Alerts page.
4. The HCSIS Standards Committee, which is comprised of DMR and provider staff, are working on revamping the categories for Incident Management.

REMEMBER:

1. Share this Alert! with other people in your organization – Perhaps at staff meetings
2. Call your Area Office or the DMR Help Desk (1-866-367-8163) with questions
3. Virtual Gateway Help Desk 1-800-421-0938, for provider log-in and new user issues