

HCSIS Alert!

Department of
Mental Retardation

ISSUE #28: June 19, 2008
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Contact the Help Desk with any
questions: 866-367-8163

Enhancement Release

June 19, 2008 HCSIS ENHANCEMENT RELEASE

Incident Management:

Hospital Screen

- “Illness/Injury” has been added to the dropdown list for “Reason for Hospital Visit”.
- Two more questions have been added for ER/Hospital Discharge Diagnosis, for a total of three diagnoses with dropdown values. A fourth diagnosis is available in text form if the user specifies “Other” in the dropdown for any of the three discharge diagnoses.

Verification of Time and Categorization Screen

- The following questions have been added for those incident reports with a primary category of “Unexpected Hospital Visit” and a secondary category of “ER”:

“Did you contact the individual doctor’s office prior to going to the ER?”

If Yes, “Did you get an appointment at the doctor’s office?”

If No, “Reason for no appointment at the doctor’s office”.

Answers to these questions will allow management to evaluate the quality of responsiveness and care that individuals are receiving from their primary care physicians.

Filing Agency Information Screen

- The question “Reporting Agency Only?” has been replaced with the question “Was your agency providing services to the individual at the time of the incident?”. Data will be converted for past incidents.

Incident Classification Screen

- The category “Theft – Alleged Perpetrator” has been changed to major status. Data will be converted for past incidents.

Investigations:

- The Involved Parties screen has been changed to use the Guardians from the Meditech Demographic Screen (legal guardians only) instead of from the Legal Screen.

Note when making corrections to Guardian information: If the last Guardian is deleted in Meditech, it still remains in HCSIS. The guardian needs to be manually deleted through the back-end via a Help Desk Ticket so that the change appears in HCSIS.

Reports:

- All detail reports (Events by Individual Detail, Events by Site/Provider, Incidents with Injury Detail) will be changed to include a column for the question “Reason for Hospital Visit”.
- A new report that breaks down totals for the “Unexpected Hospital Visit” category, and sorts by “Reason for Hospital Visit”.

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TIPS

DEATH REPORTING: We have had many incidents where a death report was finalized and submitted to Central Office by the area office and then finalized by Central Office only to have a second death report appear "In Progress" at the AO level in HCSIS. In almost all of the cases there was nothing different about the "In Progress" version from the original report. These death reports then are appearing as not finalized by the area. Someone from the area likely clicked on the Update Death Report link (perhaps the nurse in order to complete a mortality review or the SC to check on info for the individual's record). If anyone wants to view the death report after it has been finalized and sent to CO then they should go in under View Printable Summary. The Update link should not be clicked unless information needs to be added to the death report.

WHERE TO GET GUIDANCE

At <http://mass.gov/dmr>

- *Incident Management GUIDELINES*
- *Incident Management CATEGORIES & DEFINITIONS*
- *Incident Management INDIVIDUAL & SITE BASED INCIDENT REPORTS and INSTRUCTIONS*
- *Incident Management CATEGORY CHANGES SUMMARY*

At <http://www.dmr.state.ma.us/HCSISTraining/>

- *HCSIS QUICK GUIDES*
- *HCSIS FREQUENTLY ASKED QUESTIONS*

OTHER CONTACTS

- *AGENCY HCSIS LEAD*
- *AREA OFFICE*
- *REGIONAL HCSIS LEAD*
- *DMR HELP DESK 866-367-8163*

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