

HCSIS Alert!

Enhancement Release

Department of Developmental Services

ISSUE #38: June 18, 2011
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Contact the Customer Service
Desk with any questions:
866-367-8163
Please do not contact Hans
Toegel.

June 18, 2011 HCSIS ENHANCEMENT RELEASE Version 4.0

Implementation of the Home and Community Based Waiver Programs

A new module, Participation Allocation Management (PAM) will be available for compliance with DDS' 3 home and community based waiver programs for adults (Residential Support Waiver, Community Living Waiver and the Adult Support Waiver) that were implemented July 1, 2010, and the Autism Waiver Program. The new module will enable DDS management staff to manage individual service budgets and monitor waiver program and service limits. Training sessions have been scheduled for Area Office management staff.

Enhancements to HCSIS:

Reports- Provider and DDS staff

1. The Medication Occurrence Summary report has been updated to capture the data from the following question on the MOR: "What is the agency's response to prevent this type of Medication Occurrence from happening in the future?".
2. Clarifying text was added throughout the Dashboard report and columns were renamed to better represent the information displayed.
3. A problem was fixed in the HCR/ISP Planning Report that was occasionally preventing an individual from appearing on the report when they were receiving multiple services from the provider.

Data Extracts - Provider staff

1. The Health Care Record Data Extract has been modified to include the individual's most recent HCR regardless of finalization status.

SC Supervisory Tool - DDS staff

1. The Areas Needing Attention page of the SC Supervisory Tool which was previously optional was made mandatory.
2. The SC Supervisory Tool was revised to minimize the number of surveys for review that are selected in future quarters.
3. Reporting functionality was added for the SC Supervisor Tool for Central Office, Regional Directors, and Area Office Directors.

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Health Care Record Tip – Updating an individual’s address in the HCR

Address information for an individual is read only and therefore not editable in the HCR. The address information is populated in the HCR from another DDS system. When informed that the address has been corrected by DDS, then this new address information for an individual can be updated in the HCR by finalizing the existing HCR and creating a new HCR. This will populate the new address in the newly created HCR. Other existing information will be carried over into the new HCR.

The HCSIS training environment is available for Provider agencies to train staff on the HCSIS system in the convenience of their own agency computer lab. A provider agency staff person must attend a half-day “Train the Trainer” training with DDS. Once that requirement is fulfilled, the training environment may be reserved as needed. Please contact the DDS Service Desk for more details.

TRAINING MATERIALS explaining the new HEALTH CARE RECORD process are available through the “HCSIS” link at <http://mass.gov/dds>.

OTHER available materials:

Incident Management GUIDELINES

- *Incident Management CATEGORIES & DEFINITIONS*
- *Incident Management INDIVIDUAL & SITE BASED INCIDENT REPORTS and INSTRUCTIONS*
- *Incident Management CATEGORY CHANGES SUMMARY*
- *HCSIS QUICK GUIDES*
- *HCSIS FREQUENTLY ASKED QUESTIONS*

OTHER CONTACTS for assistance:

- *AGENCY HCSIS LEAD*
- *AREA OFFICE*
- *REGIONAL HCSIS LEAD*
- *DDS CUSTOMER SERVICE 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 DDS Customer Service Desk (1-866-367-8163) with questions
3. Virtual Gateway Help Desk 1-800-421-0938, for provider log-in and new user issues