

HCSIS Alert!

Department of
Mental Retardation

ISSUE #20: December 22, 2006
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Get in touch with your Area,
Regional Office Facility Contact
with questions.

Message from the Commissioner

Season's Greetings to Everyone

I want to take this opportunity to thank everyone for your efforts and support in the successful implementation of HCSIS. As we approach the six month milestone in having HCSIS operational statewide, it is important to remember that it is still a new system with more than 5500 users and growing, and to expect that adjustments and enhancements will continue to be made during this post-implementation period.

As more specifically described in this HCSIS Alert, there have been many enhancements made since HCSIS went live statewide in July 2006. In addition, two new features specifically requested by our providers, HCSIS Enhanced Security and HCSIS Data Extracts, are scheduled to be released in early 2007. More adjustments and enhancements releases are in the queue. Many are the results of the comments and suggestions that we have received from you, the HCSIS users. Others will be identified through the current work underway to analyze the information collected through the HCSIS Incident Management module. These adjustments and enhancements will help ensure that data is captured accurately and consistently and the reports generated will provide the information we can use to support quality in our service system.

I hope that you find HCSIS to be a useful and valuable tool. The post implementation period will be a time for learning and continuous improvement in how we collect and interpret the HCSIS data. I look forward to working with all of you in 2007 to make HCSIS even better.

Sincerely,

Gerry Morrissey

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We are beginning the evaluation period of our HCSIS implementation; a time for looking at what information we have and what it means.

Enhancements: DMR has released quite a few enhancements in October and December.

OCTOBER, 2006:

- Area Offices and Facilities now have the capacity to do site based Incident Reports.
- In addition to allowing the Area Office/Facilities to create site based incidents, users can now enter the individuals involved in a Site Level Incident on the Incident Description screen.
- The HCR Update Comments box field has been increased from 2000 to 4000 characters.
- Error messages in HCSIS now appear in red instead of black.
- The word HOTLINE is included in all HOTLINE MOR Alerts
- The Review Process Management/Filing Process Management will not display incidents that were created by another agency. For example, Incidents created by one agency will not be viewed on the Process Management Screens by another agency who provides services to the same individual.
- On the Multiple Events by Individual Summary Report, the number of total Incidents and number of Restraints will include all events for the individuals regardless of agency (will include other providers and area office incidents/restraints)
- Users will be able to right click on the Death Report link from the Death Report Process Management Screen and Open the report in a New Window as they can with the IM Process Management
- Area Office transfers have been corrected to ensure the current area office has the correct access to the individuals and their respective incidents.

DECEMBER, 2006:

- [Spellchecker is enabled on all form data entry pages in all modules](#) and it validates spelling in all text boxes and text areas which are not names, dates or numbers.
- A text box has been added at the end of a resubmitted or updated Death Report to allow the user to indicate what the updates were.
- The Down Syndrome Indicator is now editable in the Death Report.
- Many changes have been made to the HCR so that date fields are no longer required on the Medications and Past Medical history screens.
- A text box has been added on the Basic Information screen so that there is a place for Area or provider nurses to expand on medical issues.
- Fax # has been added to Contacts - Emergency/Pharmacy and HC provider screens.
- Addition of an Area/Facility HCR Data entry role, including ability to create snapshots.
- HCR data entry is now performed by both provider and AO when the consumer is actively receiving Individual supports and Community habilitation.
- The Printable Summary and Printable Form display the response appropriately when no allergies or meds are added on the Allergies or Medications screens.
- The Incident Description screen has been moved so that it comes before the Actions Taken screen in the Incident Report.
- The SC (and the SC ONLY) will see the "Alert the SC Supervisor" question on the AO Management Review page for Incidents. This will trigger an alert that should go to the SC Supervisor when a major incident is saved for another level of informal review before the AO director finalizes.
- Alerts will be sent to the Area/Facility Incident Manager when an incident report is submitted, finalized, approved, not approved, closed, or category is reclassified.
- On the Review Process mgmt screen, a new column for SC was added, and the Person Responsible column/sort is replaced by Major/Minor designation. The following filters were added: individual, next milestone, SC/SC supervisor.

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Enhancements will be released every two months will be posted on the HCSIS Home Page.

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Enhancements, continued:

DECEMBER, 2006

- Text was added to the Aging Incident report that indicates that the time frame for submission of a minor incident is 3 days. Note: There is a problem with calculation of days overdue for minor incidents, this will be fixed in the next release.
- Users will not be allowed to enter a Date or Time of Restraint Removal when the Restraint Type: = Chemical.
- The individual's SC Name appears on the first page of the Restraint Report.
- The Restricted IM Data Entry role for both the Area/Facility and Provider scopes can be combined with roles in other modules.

What is being planned?

- Enhanced Security and Data Extracts will be released in early 2007; Investigations in Spring.
- In a future release, two more insurances will be pulled from Meditech to make a total of four insurances (we may be able to capture insurances like Medicare and or private insurance in the future). The form has been modified already in preparation for this change, but the information will not yet be visible.
- In future releases look for Facilities being able to report over sites within their facilities.
- Changes to the escalation, de-escalation of incidents processes.
- Clarify when an event falls within a provider's responsibility as opposed to satisfying requirement to report, regardless of responsibility.

General Clean-up:

We are in the process of cleaning up all the paper forms, instructions and guidelines to make sure they are accurate and consistent with our interpretations and practices. We will Alert! you when we make the changes and they will all appear on the DMR Home Page.

Regional Provider Forums:

We are in the process of scheduling Regional Forums for Providers. These forums will be held in early 2007 and will begin to provide an opportunity to share and feedback with DMR and other providers. You will be hearing more about these from the Regional HCSIS Contacts.

Input and Feedback:

We are always interested in your input and feedback. This issue has lots of information in it but you may have some ideas you want to share with us. Please use the upcoming forums or contact your Regional Contact. We will try to let you know where your ideas stand and if we decide to pursue them what the timing and process will be.

REMEMBER:

1. Share this Alert! with other people in your organization - Perhaps at staff meetings
2. Call your Area Office/Facility 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