

HCSIS Alert!

Department of Developmental Services

ISSUE #32: June 25, 2009

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Enhancement Release

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

June 25, 2009 HCSIS ENHANCEMENT RELEASE

Version 3.4

The Department of Mental Retardation (DMR) is changing their name to the Department of Developmental Services (DDS). All instances of the Department name have been updated in the HCSIS system.

ALL MODULES

- The error message on the Medication Search screen has been changed to indicate that if a name brand medication cannot be found, the generic name should be used to search instead (e.g., search for docusate sodium instead of Colace). The Medication Search screen is used by MORs, HCRs and Restraints. (For Provider and DDS staff)

REPORTS (For Provider and DDS staff)

- A new reports guide with detailed documentation is now available. It can be found with the other training materials at <http://mass.gov/dds> through the HCSIS link.

INCIDENT MANAGEMENT

- Unexpected Hospital Visit Incidents will be escalated to Major status based on the response to the 'Reason for ER/Hospital Visit' prompt. If the response is a Primary and Secondary category combination which is a Major incident, then the Unexpected Hospital Visit will be escalated to Major. For example, 'Inappropriate Sexual Behavior-Aggressive Sexual Behavior' as a 'Reason for ER/Hospital Visit' would result in automatic escalation of the incident to Major status. (For Provider and DDS staff)

- Clarifying text has been added on the Additional Information screen in the Final Report to indicate whether read-only information on this screen has been edited between the Initial Report and the Final Report. (For DDS staff)

- The 'Notify Supervisor Ready to Finalize' button on the Verification of Time and Categorization screen was erroneously causing the Final Report to be finalized. This has been corrected to trigger the alert to the IM Supervisor. (For Provider staff)

- A new prompt has been added to the Notification screen in the Initial Report. This prompt is intended to collect information regarding the notification of DCF for participants in the Autism Waiver. (For Provider staff)

- A new report has been created so Providers can report on Optionally Reportable Events (OREs) which have been entered. (For Provider staff)

DEATH REPORTING

- Clarifying text has been added on the Circumstances of Death screen in Death Reporting to better indicate the type of information that needs to be entered. The text 'Presumed Diagnosis at time of death' has been reworded as follows: 'Presumed Cause of death'. The text 'Facts and Circumstances of Death' has been reworded as follows: 'Initial information available regarding circumstances of death'. Please note that you should include the source of your information in this text box. (For DDS staff)

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INVESTIGATIONS

- The date on which the reporter was interviewed has been removed from the Investigation Report Notice. This information could have been potentially used to identify the reporter. (For DDS staff)
- Two new prompts have been added to the Investigation Checklist in order to capture information regarding Protective Services. (For DDS staff)
- A defect was fixed in the Outstanding Summary Report which was causing cases that had been appealed to mistakenly be flagged as outstanding. (For DDS staff)
- A defect has been fixed so that the Provider dropdown in the Investigations reports is populated with Facilities rather than Providers. (For DDS staff)

MOR

- A new button now appears on the last screen of the MOR that will trigger an alert to notify IM Supervisors that the MOR is ready to be finalized. (For Provider staff)

RESTRAINTS

- A column for 'Filing Agency' has been added to the Restraint Status Report after the Site column. This will assist in tracking outstanding Restraint Reports and managing Restraints. (For DDS staff)

WHERE TO GET GUIDANCE

At <http://mass.gov/dds> (prior to July 1, use <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*
- *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