

# HCSIS Alert!

Department of Developmental Services

## *Enhancement Release*

ISSUE #35 : March 25, 2010

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Contact the Customer Service  
Desk with any questions:  
866-367-8163  
Please do not contact Hans  
Toegeel.

### *March 25, 2010 HCSIS ENHANCEMENT RELEASE Version 3.7*

#### **All Modules – Provider and DDS staff**

Additions and updates for help screens have been made for all modules.

#### **Health Care Record– Provider and DDS staff**

Choices have been added to the “Frequency” prompt dropdown list on the Medications screen.

#### **Incident Management – Area Office Management Review**

A correction has been made to the prompt that is displayed after ‘No’ is selected to the question, “Are the current categories correct? \*” The prompt, “If No, has the filing agency been contacted and agreed to the change in category?” has been reworded to indicate that the Area Office Management Review may not be finalized unless the Provider has been notified of and agreed to the change in category.

#### **Medication Occurrence – Provider and DDS staff**

The Medication Search screen will prevent data entry of information prior to the user clicking the “Add” button. This will eliminate unnecessary duplicated data entry.

#### **Restraint Reporting– Provider and DDS staff**

The Review Process Management screen no longer includes Restraints which require the Commissioner/Designee Review to be finalized as the next milestone. These Restraints will only be included in the results if they are explicitly requested using the new “Include Restraints which require Commissioner's review” checkbox. This will allow the Area office to focus on only those restraints that require action on their part.

Previously, there was a 2 year restriction on the amount of time which passes between the Event Date and the Date of Finalization for MORs and Restraints. The restriction has been removed from the system so that an MOR or Restraint can be finalized regardless of how much time has passed since the Event Date. In order to determine which MORs and Restraints are outstanding and require finalization, users should run the Restraint status report, which will indicate which Restraint documents are overdue and need to be completed .

#### **Process Management screens– Provider and DDS staff**

In order to clarify the intended audience for each screen, the process management screens have been renamed. The Filing Process Management screen has been renamed to **Provider** Filing Process Management. The Review Process Management screen has been renamed to **DDS** Review Process Management.

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### **Reports– Provider and DDS staff**

The Death Reporting report has been renamed to the “Death Report Listing” in order to distinguish it from the data entry screens on the Death Report itself.

The Deleted Events report has been modified as follows:

Add a column for the name of the individual

Rename the “Name” column to “Deleted By”

Add new filter for “Date of Event From/To”.

This will allow users to more easily identify a deleted event.

The Action Plan/Resolution Report can now be filtered to include a particular Provider/State Op.

***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