

HCSIS Alert!

Department of Developmental Services

ISSUE #47: March 21, 2013

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HCSIS / PAM Enhancement *Release*

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

March 21, 2013 HCSIS / PAM ENHANCEMENT RELEASE *Version 5.3*

HCSIS enhancements for DDS only:

- The system now requires the user to enter a final cause of death in the Central Office review of the Death Report.

HCSIS enhancements for DDS and Providers:

- The Health Care Record has 2 new Work/Day Program Status values – “Retired” and “At home during the day”.
- The system now displays all Medical and Surgical Hospitalizations on the HCR Printable Form.
- The reason for hospital visit is now displayed on the Events by Individual Detail Report.
- The Restraint Timeline Report can now be filtered by open/closed status, allowing DDS to more easily identify events which are not being followed-up on in a timely manner.
- Incident reports can now be filtered by Behavior Plan information, allowing DDS to better track the relationship between documented behavior plans and the frequency of incidents.
- Events reports can now be filtered based whether the incident involved ingestion of non-food items, providing DDS greater flexibility in tailoring reports for detailed analysis.

PAM / POC enhancements for DDS only:

- **The POC Management report** tracks upcoming and overdue Plans of Care. For instruction, consult the “Plan of Care Management Report Job Aid” link under “Reporting Job Aids” on the PAM Reference tab.

Following POC Categories & Definitions can be found on the report:

Annual ISP POC - Upcoming – This section displays the names of individuals that have a Planned Meeting Date in the near future.

An Individual will appear in this section if the ISP Meeting Date for annual ISP POC renewal is approaching and is within the due period as defined by the user in report.

Waiver/Service Changes – This section track individuals whose Plan of Care is yet to be generated as a result of an intervening waiver service or waiver program change.

An Individual will appear in this section if he/she has recently experienced a

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*****PLEASE NOTE** : Delayed until June 2013 release are the following POC Categories & Definitions on the POC Management report:

***Annual ISP POC – Due:** This section displays individuals that have had an ISP Meeting Date pass, and have not yet generated a Plan of Care in PAM and approved it in MEDITECH. The Date of Plan on the Plan of Care must match the Annual ISP Meeting Date set in MEDITECH.

An individual will appear as “Due” if their Annual ISP Meeting Date has passed in the last 45 days, and the subsequent Plan of Care has not been approved.

***Annual ISP-POC - Overdue** : This section tracks Plan of Care of the individuals whose ISP meeting date has passed

An individual’s status will change to “Overdue” if their Annual ISP Meeting Date is more than 45 days in the past, and the subsequent Plan of Care has not been approved.

***Area office users may continue to use the MT reporting POC Reports for Plan of Care tracking purposes; however the PAM Plan of Care Management Report has been designed specifically with field operations in mind and provides an alternative method for tracking missing Plans of Care.

- **PAM Plan of Care Management Report** – This report is used to identify Plans of Care that are required due to changes in an individual’s service array or waiver administration. The report utilizes information available in PAM or approved in MEDITECH to display a POC Status.
- **MT Report POC Reports** – This report is primarily used for ensuring that there is no lapse in valid POC beyond the 365 day minimum requirement, which is necessary for claiming reimbursement for waiver services from the federal government.

While the two reports look very similar, users may note some discrepancies in information reported which is due to the difference in purpose for each report.

WHERE TO GET HCSIS GUIDANCE

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

- *Incident Management GUIDELINES, CATEGORIES & DEFINITIONS*
- *INDIVIDUAL & SITE BASED INCIDENT REPORTS and INSTRUCTIONS*
- *HCSIS QUICK GUIDES*

OTHER CONTACTS

- *AGENCY HCSIS LEAD*
- *AREA OFFICE*
- *REGIONAL HCSIS LEAD*

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