

# HCSIS Alert!

## HCSIS Enhancement Release

Department of Developmental Services

ISSUE #52: January 27, 2014  
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Contact the Customer Service Desk with any questions:  
866-367-8163  
Please do not contact Hans Toegel.

### January 27, 2014 HCSIS ENHANCEMENT RELEASE Version 6.1

#### UPDATES for DDS staff

##### Participation Allocation Management (PAM)

- Individual Dashboard will now display "Next ISP Review Date is missing" for individuals that are missing a next ISP Review Date in MEDITECH. If you encounter this message, please review the ISP Meeting and Status screen in MEDITECH for accuracy and to ensure all necessary information has been entered.

Following enhancements will affect the "Enrollments", "FD & Rates", "Budgets", and "Utilization" pages:

- Service Duration type for Time Limited Services has been adjusted to be based on "Per Year" duration to allow for simpler and more accurate service planning needs.
  - Data conversion has been done as part of this enhancement. For example, individual's Frequency/Duration '10 hours/week' has been converted to '520 hours/year'. Please review your F/D entries for the above services as some users may have previously entered a fractional F/D to accurately project service budgets.

SERVICE	Old Frequency/Duration	New Frequency/Duration
3182 Emergency Stabilization Res – Site-Based	Days per Week	Days per Year
3712 Emergency Stabilization Res – Caregiver's Home	Days per Week	Days per Year
3168 Supported Employment	Hours per Week	Hours per Year

- Budget Calculations are to be based on 52 Week calendar year for all "per week" services instead of the original 53-week fiscal year. All existing service budgets will automatically be adjusted by the system. If an individual is receiving a "per week" service you may notice a reduction in the individual's service budget, thereby reducing the individual's overall budget.

#### HEALTH CARE RECORD

Enhancements have been made to the data entry process to ensure that medication record information is up to date and accurately associated to selected diagnoses. As a result, users will be prompted with new validation checks when saving and finalizing an HCR. In addition, the Current Medical Problems and Diagnoses screen will now come before the Medications List screen as you navigate through the HCR.

A data conversion will be done for all finalized HCRs where medications have 'Reasons for Prescription' values that don't match a selected diagnosis. The data conversion will make an automatic selection for

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### ISP ASSESSMENTS

Enhancements have been made to this module, which enables DDS and provider agencies to electronically submit and review required ISP documents including individual's vision and goals, assessments, objectives and support strategies .

#### **References Page**

A Reference page has been added to the ISP Assessments module. When a user logs into HCSIS and click on the "ISP" tab, there will be a new link called "References" alongside the "Individual Search" and "Review Process Management" menu items. Through this link the user will be able to access various reference materials such as the Participant Guide, Frequently Asked Questions, Quick Guides, and Information on the Healthcare Record.

#### **Categories for Services**

In order to eliminate the duplicate creation of assessments for like services, two service categories have been created: Day/Employment and Supports. For certain services that fall in one of those two categories, the Service Coordinator's request for assessment will be specific to the service code category. Providers will complete one assessment for the category rather than completing an assessment for each service within a category.

#### **Reduced Alerts for Service Coordinator ISP Supervisors**

Supervisors will now receive only 1-2 alerts:

1. "Deadline to submit notification to Providers has passed"
2. "All ISP forms will be locked from editing"

#### **Request Assessments and Review Assessments Tabs**

Previously, Service Coordinators and Service Coordinator Supervisors had to navigate to the "Select Assessments" page through the "ISP Meeting Plan" tab in order to request assessments. To verify ISP meeting information is accurate, we recommend that users continue this practice. However, the "Select Assessments" page is now called "Request Assessments" and can be accessed through this tab as well as through the "ISP Meeting Plan" screen. Please note that due to these changes, the "Assessments" tab has now been renamed to "Review Assessments." Service Coordinators and Service Coordinator Supervisors will be able to review the status, approve or request revisions to assessments through the "Review Assessments" tab or the "Assessments" section of an individual's ISP Dashboard.

**Contact the DDS Customer Service Desk with any questions or to request assistance:**

[DDS.Customerservices@state.ma.us](mailto:DDS.Customerservices@state.ma.us)

Phone Number 866-367-8163