

HCSIS Alert!

Department of
Mental Retardation

ISSUE #15: June 23, 2006
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HCSIS FACTS AND FIGURES: HCSIS has been in use since March 7, 2006. It is now live in 3 Regions of DMR and 4 facilities. We have 169 providers enrolled in HCSIS and a total number of 4,092 HCSIS users.

Contact Hans H. Toegel at:
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with questions.

As of noon on 6/22/06, Southeast Region recorded the following in HCSIS since 6/5/06:

	<u>SOUTHEAST</u>	<u>WRENTHAM</u>	<u>TEMPLETON</u>
◇ Incidents	224	5	15
◇ Restraints	48	1	5
◇ Medication Occurrences	65		
◇ Health Care Records	45		

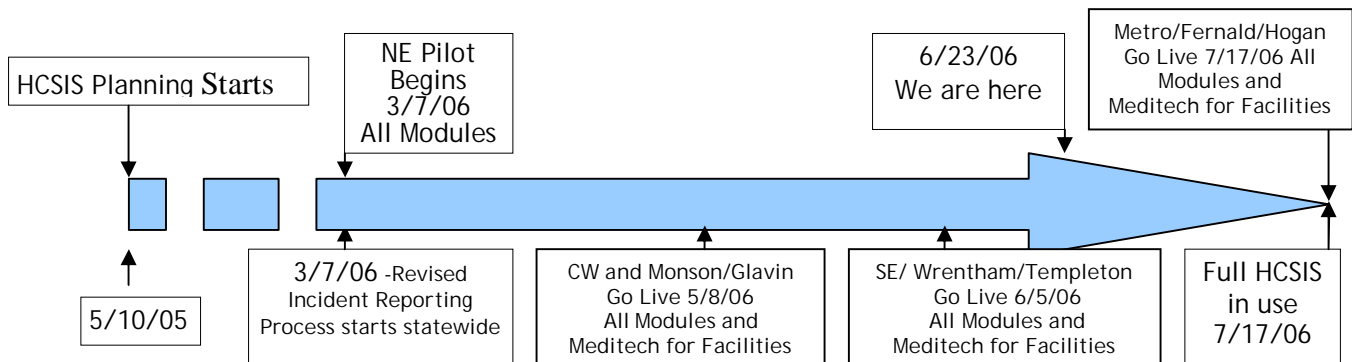
HCSIS ENHANCEMENTS: A number of new enhancements have been made to the system which we will broadcast here. As of June 22, 2006 these are some that have been added:

- Ø Add "Save and Continue" button to Area Office Management screen
- Ø System now allows more than one choice of where medication instructions came from
- Ø Area Nurse now has access to see Filing and Review Process Management Screens
- Ø There will now be an Alert within an agency when an initial Incident Report is submitted
- Ø The Area Nurse will now receive an Alert when a Death Report is submitted
- Ø There will now be an Alert back to the Provider when the AO escalates an incident
- Ø Investigation roles will now receive Alerts for death reports
- Ø Death Report Alerts will no longer auto-delete after 14 days

NAVIGATION TIPS: Navigating from the alert screen. Use a right click on your mouse to access "Open in New Window" option for opening an alert. This is helpful when navigating between the Alert screen and Switchboard screens, also when navigating through other areas of HCSIS. When viewing the Alert Screen, point Mouse arrow to underlined area (hyperlink) to view alert. Use the right click button on the mouse to view open options (use opposite procedure if you are left hand dominant). Select "Open in New Window" which will allow you to open the Switchboard Screen in a new window, while also being able to keep the alert screen open. When you close the Switchboard Screen, the Alert screen will remain open for viewing after the Switchboard Screen is closed.

Thanks to [Tanya Stonehouse](#), Worcester AO, for writing up this tip.

HCSIS ARROW



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DEATH REPORTING: It is rare but there have been instances where Service Coordinators or Area Office Designees enter death reports in both HCSIS system and Lotus Notes. Once an Area/Region has gone live in HCSIS, there is no need to duplicate report via Lotus Notes.

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HCSIS SECURITY UPDATE:

DMR conducted a brief survey of providers to determine interest and extent of interest in applying the Enhanced Security Option and new Restricted Data Entry Role in their agencies.

- Ø 63 providers responded to the three question survey
- Ø 11 providers would use only the Enhanced Security Option
- Ø 24 providers would use both the Enhanced Security Option and the Restricted Data Entry Role
- Ø 2 providers would use only the Restricted Data Entry Role
- Ø 26 providers would use neither
- Ø A total of 961 new users would be added to the system as a result of the above

An update to the HCSIS application will be applied on 6/28/06 for Enhanced Security and the new Role. However, the roll-out will not begin until later in the season. New screens have been developed to help providers build custom security groups and relationships. These screens are a part of the Administration Module, but will be disabled in their functionality until the Module is rolled-out. Additional training materials will be provided to aid in the roll-out.

OTHER NEWS:

- Ø Health Care Records - Only people with a DMR ISP living in a Nursing Facility receive a Health Care Record. For all individuals in Nursing Facilities and DMR Facilities about to leave for the Community, a Health Care Record is completed.
- Ø Deleting Events - For those with the authority to delete events, you must delete the actual event, not just an alert about the event.
- Ø Correcting Guardian Information in a Death Report - If MEDITECH data was not correct at the time a Death Report was created, the following steps will allow the Area/SC to create a new Death Report with the most recent data from MEDITECH:
 - o Update the guardian information in Meditech
 - o Area/SC must submit the Death Report (with the wrong MEDITECH information)
 - o The Initial Review of Death Report must be approved by the appropriate Central Office role
 - o An "Update the DR" link will appear for the Area/SC after the Initial Review of Death Report is approved - Clicking this link will create an editable copy of the first Death Report, with MEDITECH data refreshed.

NOTE: This step shouldn't be done until you are certain the Guardian information has been updated in MEDITECH.

REMEMBER:

1. Share this Alert! with other people in your organization - Perhaps at staff meetings
2. Call Hans (617) 624-7781 or email at Hans.H.Toegel@state.ma.us with questions
3. Virtual Gateway Help Desk 1-800-421-0938