HCSIS Alert!

Enhancement Release

December 11, 2008 HCSIS ENHANCEMENT RELEASE Version 3.2

All Modules:

- Search screens will now retain the search results until a new search is performed. With this enhancement, clicking the "Search" link after navigating to a specific event report will return you to your initial search screen with the results from the most recent search still appearing on the screen. For example, this will work when you are reviewing multiple incidents for an individual. However, this will not happen if your search results in immediate navigation to another screen (e.g., search by event ID). In this case, the search parameters and result will not be retained. (Applies to All Users.)

Incident Management:

Initial Report

- An alert will be sent by the Provider IM data entry role to the IM supervisor at the provider agency to notify them that an Incident report is ready for submission. (Applies to Providers.)

Final Report

- If the answer to the "Reason for ER/Hospital visit" prompt is "Injury", then the question "Is there an injury?" will be pre-populated with "Yes". (Applies to Area Offices and Providers.)

Area Office Management Review

- When an Incident is re-categorized in the Area Office Management review to "Unexpected Hospital Visit", the Area office will be required to mark review status as "Not Approved". This will send the Incident report back to the provider agency to allow data entry in the Hospital Screen. (Applies to Area Offices and Providers.)

Miscellaneous

- The switchboard for Incident reports will now display the date the initial report was submitted in addition to the date the final report was finalized. (Applies to All Users.)
- The primary/secondary category combination of "Other/Other" has been reworded to read "Other/None". All data has been converted. (Applies to All Users.)

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**Department of
Mental Retardation**

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

Investigations:

- The Area Office will receive an Alert when an Updated Intake is received. (Applies to Area Offices.)
- Other Individuals from the Involved Parties screen will now appear on the Intake Printable Summary. (Applies to Area Offices and Regional Offices.)
- All guardians for both Alleged Victims and Other Individuals will now appear on the "Involved Parties" screen in the Investigation Report. Currently only a single guardian was appearing for each individual. (Applies to Area Offices and Regional Offices.)
- The Investigation Report will now allow for data entry of the dates that various documents were reviewed on the "Other Information/Evidence" screen. (Applies to Area Offices and Regional Offices.)

WHERE TO GET GUIDANCE

At 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*

At http://www.dmr.state.ma.us/HCSISTraining/
- *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