

## ODP Enterprise Incident Management (EIM) Changes Related to the 6100 Regulations Webinars and Question and Answer Sessions are Now Available

### ODP Announcement 21-042

#### AUDIENCE:

Office of Development Programs (ODP) and Bureau of Services for Autism and Special Population (BSASP) Stakeholders who report or manage incidents in the Enterprise Incident Management (EIM) system.

#### PURPOSE:

The purpose of this announcement is to inform stakeholders that the following resources are now available to support the Incident Management Bulletin (effective July 1, 2021) and alignment with the Chapter 6100 regulations:

- Web-based trainings are now available to highlight EIM system enhancements that will be implemented on July 1<sup>st</sup> 2021.
- Registration for Question-and-Answer sessions (Q&A) related to training are now open and available on the HCSIS Learning Management System (LMS).

#### DISCUSSION:

Public Consulting Group (PCG) and ODP have collaborated on the development of trainings for ODP and BSASP EIM users to highlight system enhancements and changes that will be implemented in EIM starting **July 1, 2021**. These enhancements and changes were made in order to align the EIM system with ODP Incident Management Bulletin 00-21-02 and the Chapter 6100 regulations.

Webcasts are now available on the Learning Management System (LMS). Stakeholders that perform functions in EIM are encouraged to view these self-paced trainings.

In addition, ODP will facilitate Question-and-Answer sessions beginning on **June 4, 2021**. Sessions will be focused on specific incident management documents in EIM. Registration is required for the Question-and-Answer Sessions and will be available through LMS, beginning **May 28<sup>th</sup>**.

**Who is the targeted audience for the EIM training?**

All ODP entities including Providers, Supports Coordination Organizations, County Programs and Administrative Entities that perform functions in the EIM reporting system will benefit from the trainings.

**How will the training be accomplished?**

Recorded webcasts sessions provide a walkthrough as well as highlight areas that contain new EIM functionality. These trainings will be available for review at any time on the HCSIS LMS. Once users have viewed the recorded training webcasts, users may sign up for a Question-and-Answer (Q&A) session. During these Q&A sessions, participants will have the opportunity to ask questions regarding the new system functionality and policy that has led to the enhancements.

Additional documentation including Job Aids, Tip Sheets and User Guides will also be available on LMS in advance of the July 1, 2021 effective date.

**What is the Focus of EIM Training Webcasts?**

The goal of the recorded training sessions is to give an overview of the areas of EIM where significant changes have occurred, such as:

- Updates made to the My Dashboard screen and completing and submitting the Incident First Section
- Completing and submitting the Incident Final Section
- Completing and Submitting the Certified Investigator Report and the Provider Administrative Review documents
- Completing and Submitting Management Reviews (County, Regional, State – ODP-BSASP only) and SC reported incidents of Passive and Self-neglect

## **How can I access the Recorded EIM training Webcasts for 6100 Regulation and IM Bulletin Changes?**

To access and view the four EIM recorded webcasts use the following links. Click on the course name hyperlink or copy and paste the link to your web browser of choice.

### **My Dashboard and First Section Updates:**

[My Dashboard and First Section Updates](#)

or

[https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start\\_courseware.asp?courseware\\_type=4&id=3800&uid=36726](https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start_courseware.asp?courseware_type=4&id=3800&uid=36726)

### **Final Section Updates:**

[Final Section Updates](#)

or

[https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start\\_courseware.asp?courseware\\_type=4&id=3801&uid=36726](https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start_courseware.asp?courseware_type=4&id=3801&uid=36726)

### **Certified Investigator Report and Administrative Review New Documents:**

[Certified Investigator Report and Administrative Review New Documents](#)

or

[https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start\\_courseware.asp?courseware\\_type=4&id=3802&uid=36726](https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start_courseware.asp?courseware_type=4&id=3802&uid=36726)

### **County Management Review & SC Incidents Updates:**

[County Management Review & SC Incidents Updates](#)

or

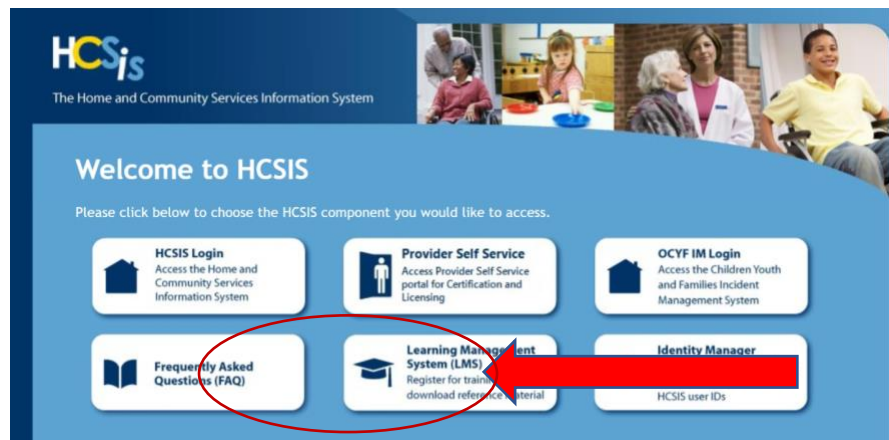
[https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start\\_courseware.asp?courseware\\_type=4&id=3803&uid=36726](https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/learning/start_courseware.asp?courseware_type=4&id=3803&uid=36726)

### How do I register for an EIM Question and Answer Session?

Before registering for a Q&A session you should review the Q&A schedule (below). The schedule outlines the dates and times of each session, the EIM documents that will be covered, and the registration deadline for each session.

Once you know the session you would like to attend, you should follow the steps below:

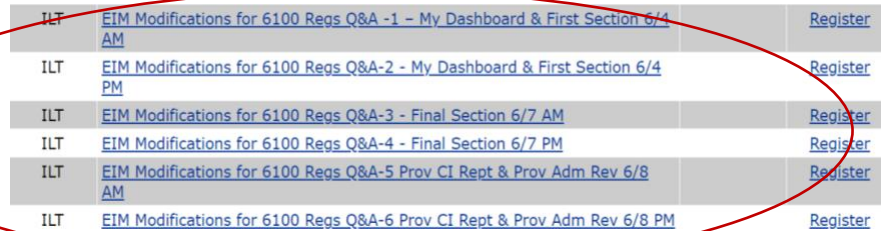
1. Navigate to the HCSIS LMS [HCSIS LMS Log In Page](#)



2. Log into the HCSIS LMS

Before registering for the course, check that your email address is accurate and current to ensure receipt of registration confirmation and hyperlinks to join the sessions. If you are unable to login or need your password reset, please click on the Forgot User Login ID on the screen.

3. Navigate to the Course Name: **EIM Modifications for 6100 Regulations Q&A Sessions**



ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A -1 - My Dashboard &amp; First Section 6/4 AM</a>	<a href="#">Register</a>
ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A-2 - My Dashboard &amp; First Section 6/4 PM</a>	<a href="#">Register</a>
ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A-3 - Final Section 6/7 AM</a>	<a href="#">Register</a>
ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A-4 - Final Section 6/7 PM</a>	<a href="#">Register</a>
ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A-5 Prov CI Rept &amp; Prov Adm Rev 6/8 AM</a>	<a href="#">Register</a>
ILT	<a href="#">EIM Modifications for 6100 Regs Q&amp;A-6 Prov CI Rept &amp; Prov Adm Rev 6/8 PM</a>	<a href="#">Register</a>

4. Click [Register] Next to the Q&A Session you would like to attend.

- Please note most sessions are being offered more than once with both an AM and PM session. If you are not able to register for your first choice, please select another session with the same subject matter of interest. 24 hours after you register for a Q&A session, you will receive a confirmation email.

**PLEASE NOTE: A link to join the Q & A session will be provided via email once registration for your selected session(s) have closed.**

**If you have any questions regarding LMS functionality, please contact the HCSIS Helpdesk at 1-866-444-1264**

**What are the dates and times for the Question-and-Answer Sessions?**

See the detailed schedule below.

**WO3053 EIM Modifications for 6100 Regulations Question-and-Answer Outline**

**My Dashboard & Incident First Section**

<p><b>June 4th &amp; 15th</b></p>	<p><b>Morning Session: (9am -11am)</b></p> <p><b>Afternoon Session: (1pm-3pm)</b></p>	<p><b>PowerPoint Focus: My Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Medication Error Alert</li> <li>• Restraint Alert Updates</li> </ul> <p><b>Incident First Section:</b></p> <ul style="list-style-type: none"> <li>• Provider Information</li> <li>• Incident Classification</li> <li>• Incident Description</li> <li>• Target Information</li> <li>• Restraint Information</li> <li>• Restraint Parties Involved</li> </ul>	<p><b>Registration Deadline for June 4th: June 2<sup>nd</sup> COB</b></p> <p><b>Registration Deadline for June 15th: June 13<sup>th</sup> COB</b></p>
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**Incident Final Section**

<p><b>June 7<sup>th</sup> &amp; 17<sup>th</sup></b></p>	<p><b>Morning Session: (9am -11am)</b></p> <p><b>Afternoon Session: (1pm-3pm)</b></p>	<p><b>PowerPoint Focus: Incident Final Section:</b></p> <ul style="list-style-type: none"> <li>• Target Information</li> <li>• Medical Intervention Information</li> <li>• Additional Medical Intervention Information</li> <li>• Additional Information &amp; Optional Categorization</li> <li>• Preventative Corrective Actions</li> <li>• Additional Corrective Actions</li> <li>• Verification of Incident Classification</li> <li>• Suicide Attempt</li> </ul>	<p><b>Registration Deadline for June 7<sup>th</sup> : June 4th at Noon</b></p> <p><b>Registration Deadline For June 17<sup>th</sup> : June 15th at Noon</b></p>
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<b>Certified Investigator Report and Administrative Review</b>			
<b>June 8<sup>th</sup> &amp; 22<sup>nd</sup></b>	<p><b>Morning Session:</b> (9am -11am)</p> <p><b>Afternoon Session:</b> (1pm -3 pm)</p>	<p><b>PowerPoint Focus:</b> <b>Certified Investigator:</b></p> <ul style="list-style-type: none"> <li>• Investigation Information</li> <li>• Testimonial Evidence</li> <li>• Physical Evidence</li> <li>• Documentary Evidence</li> <li>• Investigation Methodology</li> <li>• Summary of CI's Findings</li> </ul> <p><b>Administrative Review:</b></p> <ul style="list-style-type: none"> <li>• Adding the Admin Reviewer Role in Identity Manager</li> <li>• Administrative Review Information</li> <li>• Administrative Review Summary</li> <li>• Administrative Review Committee</li> </ul>	<p><b>Registration Deadline for June 8<sup>th</sup> :</b> <b>June 6<sup>th</sup> at Noon</b></p> <p><b>Registration Deadline for June 22<sup>nd</sup> :</b> <b>June 19<sup>th</sup> at Noon</b></p>
<b>County Management Review &amp; SC Incidents</b>			
<b>June 11<sup>th</sup> &amp; 24<sup>th</sup></b>	<p><b>Morning Session:</b> (9am -11am)</p> <p><b>Afternoon Session:</b> (1pm -3pm)</p>	<p><b>PowerPoint Focus:</b> <b>County Management Review:</b></p> <ul style="list-style-type: none"> <li>• Management Review Information</li> </ul> <p><b>SC Incidents</b></p> <ul style="list-style-type: none"> <li>• Passive &amp; Self Neglect Incidents</li> </ul>	<p><b>Registration Deadline for June 11<sup>th</sup> :</b> <b>June 9<sup>th</sup> COB</b></p> <p><b>Registration Deadline for June 24<sup>th</sup>:</b> <b>June 22<sup>nd</sup> at Noon</b></p>
<b>BSASP Session</b>			
<b>June 16<sup>th</sup></b>	<p><b>Afternoon Session:</b> 1:00 – 2:30 pm</p> <p>SC Incidents</p>	<p><b>PowerPoint Focus:</b> <b>SC Incidents</b></p> <ul style="list-style-type: none"> <li>• Passive &amp; Self Neglect Incidents</li> </ul>	<p><b>Registration Deadline For June 16<sup>th</sup>:</b> <b>June 14<sup>th</sup> COB</b></p>