



## HCSIS Release 90.10 Announcement

HCSIS Release 90.10 goes live on January 14, 2023. This release incorporates sixteen (16) Maintenance Items, WO3066 ODP Risk and Incident Management Cube Development, WO3071 EIM Enhancements 2022-2023 CR Bundle and WO3072 HCSIS Enhancements 2022-2023 CR Bundle. This release newsletter provides a review of these system changes.

The enhancements and changes in this release are a direct result of requests and recommendations from the field. These enhancements allow EIM and HCSIS to support your business processes more effectively. Thank you for your valuable input!

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## Maintenance Updates

### HCSIS Common Error Causing a Common Error on the Program Eligibility Screen due to Mismatched Program Eligibility

Program Office(s) Impacted	Work Item
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	Bug 2158317

#### Description of Change

With Release 90.10, users will receive a HCSIS error “System encountered an issue while updating Program Eligibility. Please Close any additional PELICAN- EI tabs/windows and perform a new search.”, when verifying a Preschool (PS) record with an Infant/Toddler (I/T) Eligibility reason. This solution will prevent the user from saving Program Eligibility when user has opened multiple tabs or windows, which has caused a mismatch in eligibility details.

#### Menu Path

HCSIS > Individual > Evaluation > Manage Evaluation

#### Reason for Change

The user reported a HCSIS common error displaying while searching for a Master Client Index (MCI) number as the MCI has incorrect Eligibility reason in the Database. This resulted in a mismatch of Program Eligibility between PS and I/T cases.

#### Learning Management System Updates



Program Office	Document Name
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	There are no impacts to LMS documentation.

## Full Time Employee Displays Decimal Only on Classroom Information Screen

Program Office(s) Impacted	Work Item
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	Bug 2319865

### Description of Change

With Release 90.10, users can now verify the correct format for the decimal number. When displaying the decimal number, it will be the whole number value.


### Menu Path

HCSIS > Provider > Administration > Classroom Information

### Reason for Change

While displaying the decimal number for the data element Full Time Equivalent (FTE), the Classroom Information page was displaying a fractional part of the number, rather than, displaying the whole number.

### Learning Management System Updates

Program Office	Document Name 
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	There are no impacts to LMS documentation.

## Deletion of a Transition Plan Allows the Plan to Finalize

Program Office(s) Impacted	Work Item
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	Bug 2392491

### Description of Change

With Release 90.10, users can now finalize a plan when removing one (1) or more of the transition plan fields from the consumer’s record.


### Menu Path

HCSIS > Plan > Manage Plan

### Reason for Change

The user was unable to finalize a plan due to blank responses in the transition plan component. This issue occurred when a user entered data into one (1) or more of the transition plan fields then deleted the response(s).

### Learning Management System Updates

Program Office	Document Name 
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports OCDEL-BEISFS)	There are no impacts to LMS documentation.

## Evaluation Following Tracking Period is not Being Erroneously Marked Late During Re-Finalization of Evaluation

Program Office(s) Impacted	Work Item
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	Bug 2556718

### Description of Change

With Release 90.10, users can verify that re-finalizing an Evaluation Report following a period of Tracking will not be marked as late.


### Menu Path

HCSIS > Individual > Evaluation > Manage Evaluation

### Reason for Change

A validation message was displaying when the user tried to re-finalize the Evaluation Report if child was earlier enrolled in tracking.

### Learning Management System Updates

Program Office	Document Name 
Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	There are no impacts to LMS documentation.

## County users will no longer experience an Exception when clicking the Reset button on the Authorize Service Screen

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)	Bug 2297073

### Description of Change

With Release 90.10, changes are being made to the Authorize Service screen. County Users will no longer experience a 'Reset' exception when clicking the Reset button on the authorize service screen. Prior to this change, when there was an assigned funding stream value in the funding stream drop-down that did not match the existing funding stream value an exception would generate. When there are edits made to the future fiscal year plan in the Authorize Service screen, the funding stream drop-down values get loaded with current funding stream information for the plan financial year. Now, instead of the exception generating, there will be a blank value that displays.


### Menu Path

Financial - Individuals - Authorize Service

### Reason for Change

Prior to Release 90.10, when a County User was trying to utilize the Reset button on the Authorize Service screen, they would receive the exception. This meant that the user was not able to successfully reset screen values. Now, with the change generating a blank value instead, the user will be able to reset the screen values.

### Learning Management System Updates

Office	Document Name 
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)	There are no impacts to LMS documentation.



## ACAP Users will now receive a validation message that states “Contingency Plan Details cannot exceed 2000 characters” on the Contingency Plan details screen when the plan is in draft

Program Office(s) Impacted	Work Item
Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	Bug 2308976

### Description of Change

With Release 90.10, for ACAP (Adult Community Autism Program) Plans in a draft status, there will no longer be a screen error when the Contingency Plan Details section contains more than 2000 characters on the Service Details screen. Instead of the screen error, there will be a validation message that appears at the top of the Service Details screen, “Contingency Plan Details cannot exceed 2000 characters.”


### Menu Path

Plan > Manage Plan > Plan Components > Service Details

### Reason for Change

Prior to the 90.10 Release, ACAP users were experiencing a screen error and did not realize what was causing the error. Now, with the implementation of this change, it will explain to the user that the Contingency Plan has exceeded 2000 characters.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	There are no impacts to LMS documentation.

## HCSIS: The question “Is the BSP restrictive: “now appears on the print summary of the ISP

Program Office(s) Impacted	Work Item
Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	Bug 2668882

### Description of Change

With Release 90.10, the question “Is the BSP restrictive” and its response will now appear on the print summary of the ISP. This will only appear on ISPs created after this release.


### Menu Path

Plan > Manage Plan > Print Plan

### Reason for Change

Prior to the 90.10 Release, users were unable to see the question “Is the BSP restrictive” and its response on the print summary of the ISP.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	There are no impacts to LMS documentation.

## Users will not experience a screen error when searching for an individual with no Residential County on the PA 1768 screen

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)  Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	Bug 2335726

### Description of Change

With Release 90.10, users will no longer experience a screen error when searching for an individual without a Residential County. Instead, the users will now receive a validation message that states, “Residential County is mandatory for this Individual.”


### Menu Path

Individual > PA 1768 Electronic > PA 1768 Electronic

### Reason for Change

Prior to Release 90.10, users were experiencing a screen error due to the page breaking when searching for an Individual without a Residential County on the PA 1768 Electronic screen.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)  Office of Child Development and Early Learning – Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS)	There are no impacts to LMS documentation.

## Users will no longer experience a Common Error when on the Print Plan Search screen for duplicate BSU Numbers

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	Bug 2627242

### Description of Change

With Release 90.10, individuals who have the same Base Service Unit (BSU) number can now be searched by their BSU successfully. Users no longer need to search by their MCI or Social Security Number (SSN) to avoid experiencing a common error on the Print Plan screen. When an individual who has the same BSU as another individual is searched for, all of the individuals with that BSU number will be listed to be selected from on the Print Plan screen.

### Menu Path

Plan > Plan Admin > Print

### Reason for Change

Prior to Release 90.10, individuals with same BSU had to be searched by their MCI or SSN on the Print Plan screen to avoid a common error. The logic in the system prior to the change with the Print Plan screen was trying to just search for one individual instead of all individuals associated with that BSU. Since the system could not recognize the multiple individuals associated with that BSU, the user received a common error.

### Learning Management System Updates



Program Office	Document Name
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP)	There are no impacts to LMS documentation.

## Users can utilize the Search functionality on the Vendor Information screen for Provider Names over 100 Characters without a Screen Error

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL)	Bug 2340088

### Description of Change

With Release 90.10, changes were made so that a user can enter more than the current maximum of 100 characters for the Provider Name on the Vendor Information screen. Users who enter a Provider name of 100 or more characters will no longer experience a screen error.


### Menu Path

Plan > Services and Supports > SSD > Vendor Information

### Reason for Change

Prior to Release 90.10, users trying to enter more than 100 characters for the Provider Name on the Vendor Information screen received a screen error. This means users prior to the 90.10 release could not search really lengthy Provider Names on the Vendor Information screen.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL)	There are no impacts to LMS documentation.

## Users will no longer see the Spell Checker pop-up labelled as “Service Note – Spell Check”

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A) Office of Developmental Programs - Bureau of Support for Autism & Special Populations (ODP-BSASP) Office of Child Development and Early Learning (OCDEL-BEISFS) Office of Long-Term Living (OLTL)	Bug 2663717

### Description of Change

With Release 90.10, the Spell Check pop-up box will no longer be labelled as “Service Note – Spell Check.” For example, on the Assessment Switchboard screen, a service note is not associated with this screen. However, Spell Check is applicable to check for errors within the assessments. The label is just being changed so the Spell Check pop-up box is consistently labelled “Spell Check.”

### Menu Path

OCDEL-BEISFS Path: HCSIS > Individual >Evaluation >Assessment Switchboard

ODP Path: Plan > Plan Admin > Print

OLTL Path: SC > Service Notes > New Service Notes

### Reason for Change

Prior to Release 90.10, the Spell Check pop-up box was titled “Service Note – Spell Check.” This label did not change based on the screen. If the user was on the Assessment Switchboard updating an assessment, the Spell Check would still be labelled for a Service Note. By changing the pop-up to be labelled “Spell Check” it can be applicable to all screens that allow for spell check.

### Learning Management System Updates

Program Office	Document Name
<p>Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A),</p> <p>Office of Developmental Programs - Bureau of Support for Autism &amp; Special Populations (ODP-BSASP),</p> <p>Office of Child Development and Early Learning (OCDEL-BEISFS), Office of Long-Term Living (OLTL)</p>	<p>There are no impacts to LMS documentation.</p>

## User Email Addresses Can Now Exceed Five Characters After the Period Symbol

Program Office(s) Impacted	Work Item
Office of Development Programs -Bureau of Supports for Autism and Special Populations (ODP-BSASP) Office of Child Development and Early Learning - Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS) Office of Developmental Programs- Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL) Office of Mental Health and Substance Abuse Services (OMHSAS)	Bug 2421073

### Description of Change

With Release 90.10, users can now enter an email address in the Email Address field which has more than five characters after the period symbol (such as JohnSmith@HMail.Agency). HCSIS will now allow up to nine characters after the period symbol in an email address domain name.

### Menu Paths

The impacted program offices and related HCSIS screens appear below:


Program Office	Navigation Path
ODP-ID, BSASP, OCDEL-BEISFS	Admin. > Security > SC Entity Profile
OCDEL-BEISFS	Admin. > Security > Organization Profile > Organization Profile
OCDEL-BEISFS	Admin. > Security > Organization Profile > Organization Profile
ODP-ID, BSASP, OLTL, OCDEL-BEISFS	Individual > Clearance > New > Individual Clearance Linking
ODP-ID, BSASP, OLTL, OCDEL-BEISFS	Admin. > Security > SC/Supervisor Profile > SC/Supervisor Profile
OMHSAS, BSASP, ODP-ID, OLTL, OCDEL-BEISFS	Individual > Demographics > Address > Consumer Addresses
ODP-ID, BSASP, OLTL, OCDEL-BEISFS	Individual > Clearance > New > Individual Clearance Linking
BSASP, OLTL, OCDEL-BEISFS	Individual > Consumer Search > PA 1768 Electronic Search
BSASP, ODP-ID, OHMSAS, OLTL	Individual > Demographics > Referral > Referral
BSASP, ODP-ID, OCDEL-BEISFS	Individual > Demographics > Contacts > Contacts Detail
BSASP, ODP-ID, OLTL, OHMSAS	Individual -Demographics > Referral > Referral
ODP-ID, OHMSAS	Individual > Clearance > Resolved/Unresolved Individuals
OMHSAS, BSASP, ODP-ID, OLTL, OCDEL-BEISFS	Provider > Registration > Address > Address
OMHSAS, BSASP, ODP-ID, OLTL, OCDEL-BEISFS	Provider > Registration > Site > Site



## Reason for Change

Prior to Release 90.10, the HCSIS Email validator (which validates Email IDs) had a limitation which allowed only two to five characters in the domain name after the period symbol. When a user entered an email that exceeded the limitation, HCSIS would produce an error message stating "Email Address - Invalid Email "

## Learning Management System Updates

Program Office	Document Name 
Office of Development Programs -Bureau of Supports for Autism and Special Populations (ODP-BSASP) Office of Child Development and Early Learning - Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS) Office of Developmental Programs- Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL) Office of Mental Health and Substance Abuse Services (OMHSAS)	There are no impacts to LMS documentation.

## Duplicate MPI FEIN Record Causing Common Error has been Resolved

Program Office(s) Impacted	Work Item
Office of Development Programs -Bureau of Supports for Autism and Special Populations (ODP-BSASP) Office of Child Development and Early Learning - Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS) Office of Developmental Programs- Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL) Office of Mental Health and Substance Abuse Services (OMHSAS)	Bug 2559662

### Description of Change

With Release 90.10, a duplicate Federal Employer Identification Number (FEIN) will no longer be created on the Link Provider screen when a user inadvertently clicks the back button while adding an agency or individual and then clicks the add to HCSIS button a second time.

### Menu Path

Provider > Clearance > Link Provider

### Reason for Change

Prior to Release 90.10, if a user clicked the Add to HCSIS button on the Link Provider screen to add a FEIN, then clicked the back button and again clicked the Add to HCSIS button, HCSIS erroneously created a duplicate FEIN. When the user then attempted to perform an update within HCSIS to the provider associated with the duplicate FEIN (such as updating a staged address) a HCSIS common error resulted.

### Learning Management System Updates



Program Office	Document Name
Office of Development Programs -Bureau of Supports for Autism and Special Populations (ODP-BSASP) Office of Child Development and Early Learning - Bureau of Early Intervention Services & Family Supports (OCDEL-BEISFS) Office of Developmental Programs- Intellectual Disabilities/Autism (ODP-ID/A) Office of Long-Term Living (OLTL) Office of Mental Health and Substance Abuse Services (OMHSAS)	There are no impacts to LMS documentation.

## EIM: Assigned Certified Investigator no longer blank in Print Summary for incidents with defunct investigator in EIM

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP)	Bug 2666500

### Description of Change

The Print Summary for incidents will now display the name of the assigned certified investigator (CI) for the incident, regardless of if the CI currently has the Incident Investigator role attached to their user profile.


### Menu Path

EIM > Search > Incident Detail > Print Summary

### Reason for Change

The name of the assigned CI for an incident did not appear on the Print Summary. This required users to manually find this information in the system.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP)	There are no impacts to LMS documentation.

## EIM: Users with multiple program office scopes/roles will no longer receive an error message when creating incidents in EIM for individuals that are registered with multiple program offices

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A) Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP) Office of Mental Health and Substance Abuse Services (OMHSAS) Office of Long-Term Living (OLTL)	Bug 2560365

### Description of Change

An update has been made to the EIM Case Management Service so that HCSIS Individuals are returned with the correct information when EIM performs an Individual search for creating an Incident.


### Menu Path

EIM > Search > Individual Detail > Individual Information

### Reason for Change

EIM users with multiple program office scopes/roles on their user profile were unable to create EIM incidents for individuals registered with multiple program offices. Users would receive an error message and would need to have a user with a more limited scope/role on their user profile create the incident.

### Learning Management System Updates

Program Office	Document Name 
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A) Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP) Office of Mental Health and Substance Abuse Services (OMHSAS) Office of Long-Term Living (OLTL)	There are no impacts to LMS documentation.

## EIM: OHMSAS EIM Hospitalization Information page information mandatory field validations

Program Office(s) Impacted	Work Item
Office of Mental Health and Substance Abuse Services (OMHSAS)	Bug 2667227

### Description of Change

An update has been made to EIM that will not allow users to submit incidents with a secondary category of Hospitalization and a Yes response to the question *Was there a hospitalization for this Individual?* unless the following fields are completed on the Hospitalization Information page:

- Date of Admission
- Was the admission from the Emergency Room?
- Actual Date of Discharge
- Did you get the discharge instructions upon discharge?


### Menu Path

EIM > Search > Incident Detail > Hospital Information Page

### Reason for Change

Users were able to submit final section of incident reports without completing information related to a hospitalization when the Secondary Category is “Hospital Admission”, and the response to “Was there a hospitalization for this Individual?” is “Yes”. This has allowed for incidents to be submitted without required hospitalization information.

### Learning Management System Updates

Program Office	Document Name 
Office of Mental Health and Substance Abuse Services (OMHSAS)	There are no impacts to LMS documentation.

## EIM: Incident Management Review report generates when extensions are attached to closed service locations

Program Office(s) Impacted	Work Item
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP)	Bug 2638840

### Description of Change

A change has been made to the Incident Management Review report to allow the report to generate when it includes incidents with extensions that occurred at service locations that have been end dated in HCSIS.


### Menu Path

EIM > Reports > Incident Management Review Report

### Reason for Change

Users were receiving an error message and unable to generate the Incident Management Review report. This occurred when the report included data from incidents with an extension that was associated with service locations that had been end dated HCSIS.

### Learning Management System Updates

Program Office	Document Name
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)  Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP)	  There are no impacts to LMS documentation.

## Comprehensive Maintenance Work Item List

Item #	Title	Program Office(s)
<b>2158317</b>	HCSIS Common Error Causing a Common Error on the Program Eligibility Screen due to Mismatched Program Eligibility	OCDEL- BEISFS
<b>2319865</b>	Full Time Employee Displays Decimal Only on Classroom Information Screen	OCDEL- BEISFS
<b>2392491</b>	Deletion of a Transition Plan Allows the Plan to Finalize	OCDEL- BEISFS
<b>2556718</b>	Evaluation Following Tracking Period is not Being Erroneously Marked Late During Re-Finalization of Evaluation	OCDEL- BEISFS
<b>2297073</b>	County users will no longer experience an Exception when clicking the Reset button on the Authorize Service Screen	ODP-ID/A
<b>2308976</b>	ACAP Users will now receive a validation message that states "Contingency Plan Details cannot exceed 2000 characters" on the Contingency Plan details screen when the plan is in draft	ODP- BSASP
<b>2668882</b>	ODP-BSASP: "Is the BSP Restrictive?" Question is not Displaying for Historical Print Plans	ODP- BSASP
<b>2335726</b>	Users will not experience a screen error when searching for an individual with no Residential County on the PA 1768 screen	ODP- BSASP ODP-ID/A OCDEL- BEISFS
<b>2627242</b>	Users will no longer experience a Common Error when on the Print Plan Search screen for duplicate BSU Numbers	ODP- BSASP ODP-ID/A
<b>2340088</b>	Users can utilize the Search functionality on the Vendor Information screen for Provider Names over 100 Characters without a Screen Error	ODP-ID/A OLTL
<b>2663717</b>	Users will no longer see the Spell Checker pop-up labelled as "Service Note – Spell Check"	ODP-ID/A ODP- BSASP OCDEL- BEISFS OLTL

Item #	Title	Program Office(s)
2421073	User Email Addresses Can Now Exceed Five Characters After the Period Symbol	ODP-ID/A ODP-BSASP OCDEL-BEISFS OLTL OMHSAS
2559662	Duplicate MPI FEIN Record Causing Common Error has been Resolved	ODP-ID/A ODP-BSASP OCDEL-BEISFS OLTL OMHSAS
2666500	EIM: Assigned Certified Investigator no longer blank in Print Summary for incidents with defunct investigator in EIM	ODP-ID/A ODP-BSASP OMHSAS
2560365	EIM: Users with multiple program office scopes/roles will no longer receive an error message when creating incidents in EIM for individuals that are registered with multiple program offices	ODP-BSASP ODP-ID/A OLTL OMHSAS
2667227	EIM: OHMSAS EIM Hospitalization Information page information mandatory field validations	OMHSAS
2638840	EIM: Incident Management Review report generates when extensions are attached to closed service locations	ODP-BSASP ODP-ID/A



## EIM: WO3066 ODP EIM Enhancements Medication Error Reporting

With this release, ODP-ID/A and ODP-BSASP EIM users will benefit from updates that have been made to the system related to Medication Errors. In order to facilitate Medication Error trending and oversight, updates were made to the Medication Error Incident Report and a Medication Error dashboard was created. In addition, a new EIM Medication Error canned report was created to facilitate the use of the Medication Error dashboard and the analysis of Medication Errors. These updates are described below.

### Medication Error Incident Report

Users will notice the following updates on the **Medication Error Information Page**:

- Addition of a mandatory question: *What time did the medication error occur?*  
Responses are captured using a Date Picker.

Please note: the time that the medication error occurred can be different than the Discovery time entered on the Incident Classification page.

**Medication Error Information**

ID: [98212](#)    Version: 11    Type: Individual Incident    Primary Category: Medication Error    Status: Open

Individual: DOG-EMMS, MIKE    Provider: DOG-ODP EIM PROVIDER THREE  
MCI: 927842067    Discovery Date: 11/29/2022

Expand Details ⌵

Go To: Medication Error Information ⌵

**Medication Error Information**

What time did the medication error occur? \*  📅

Staff position of person giving medication: \*

- Updates to the question: *What was the response to the error?*
  - Question is now mandatory
  - Values for the responses have been updated

What was the response to the error?

- \*  Assessment at ER
- Assessment at Urgent Care
- Blood work/lab work/additional testing of medication levels completed
- Contacted 911
- Contacted Agency Nurse
- Contacted Health Care Professional
- Contacted Poison Control
- Contacted Program Supervisor/Specialist
- Hospitalization
- No action taken at the time of discovery
- Observed for side effects
- Other (please specify)

If other, please specify:

- Question now allows for multiple response selections
- Update to the question: *What was or will be the agency system response to prevent this type of error from occurring in the future?*
  - Question is now mandatory

Users will notice the following updates on the **Additional Medication Error Information Page**:

- Updates to field: *Name or unique identifier of the staff involved*:
  - Field name has changed to: *Unique identifier of the staff involved*

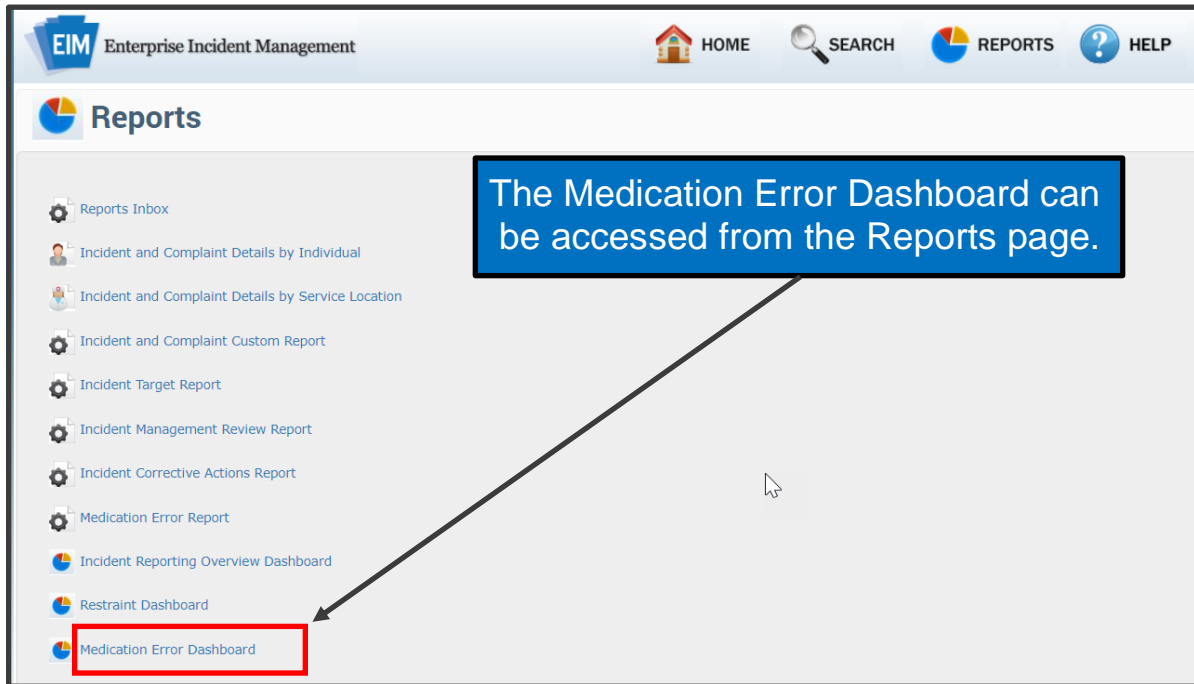
Users will notice the following updates on the **Medication List Page**:

- Addition of a mandatory question: *What frequency is this medication given?*
  - Question applies to each medication entered
  - Question responses are:
    - As Needed (PRN)
    - Routine

## Medication Error Dashboard

The Medication Error dashboard provides dynamic visual summaries of medication error data. The dashboard offers users three different tabs (views) of medication error data. The three views are: Medication Error Details, Service Location Details, and Response and Prevention.

With the exception of statewide summary data, users will be able to view data on the dashboard that aligns with their scope in EIM. Statewide summary data is available to all users but only appears (and is applicable) to the visualizations on the Medication Error Details tab of the dashboard.

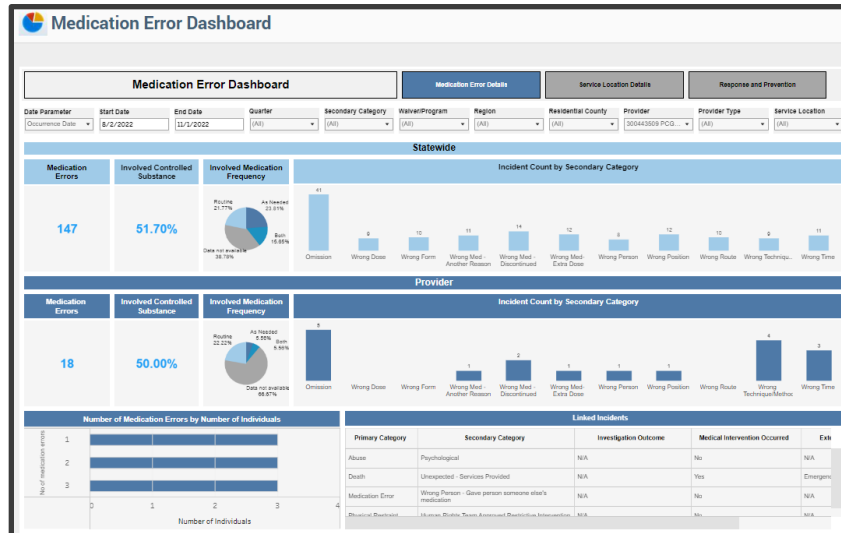


Users can apply filters on the dashboard to aid in data visualizations. The following filters appear on all tabs of the dashboard: Date Parameter, Date Range, Quarter, Secondary Category, Waiver/Program, Region, Residential County, Provider, Provider Type, and Service Location.

Users may further explore data visualizations by clicking and selecting single and multiple data elements on the dashboard charts.

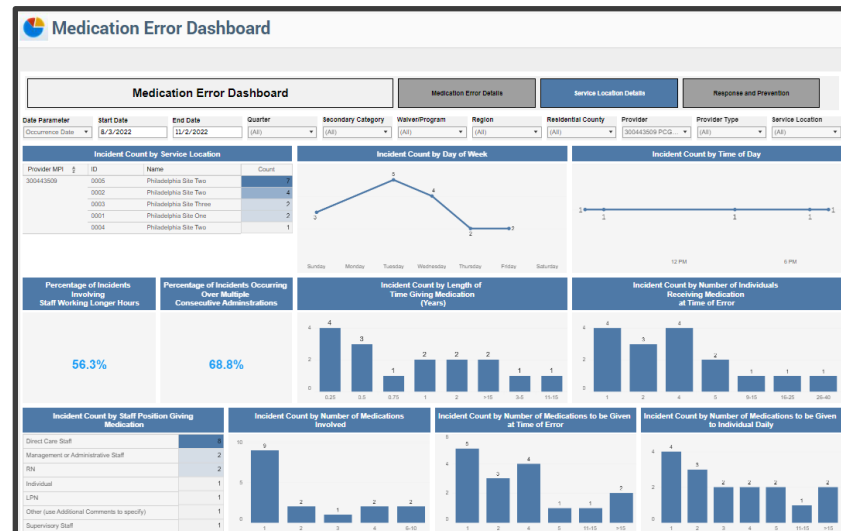
## Medication Error Details Dashboard Tab

This tab displays Statewide and Provider medication error metrics. The Statewide summary visualizations display key metrics for medication errors summarized for all providers across the state. This chart is dynamic and will be updated based on the selected filters, except for the provider filter. The provider summary visualizations display key metrics for medication errors summarized for the selected provider(s).



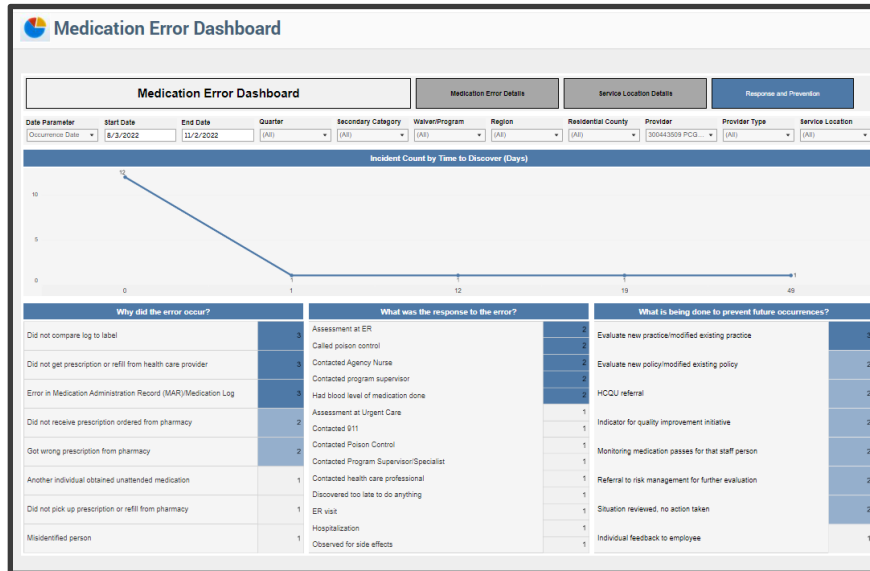
## Service Location Details Dashboard Tab

The Service Location Details tab displays key metric information about the Service Locations where medication errors occurred. In addition, the summary labels on the Service Location Details View of the Medication Error Dashboard provides users with an overview of key metrics related to circumstances around staff involvement in the incident that may have contributed to the occurrence of a medication error. The information on this tab is dynamic and will be updated based on the selected filters.



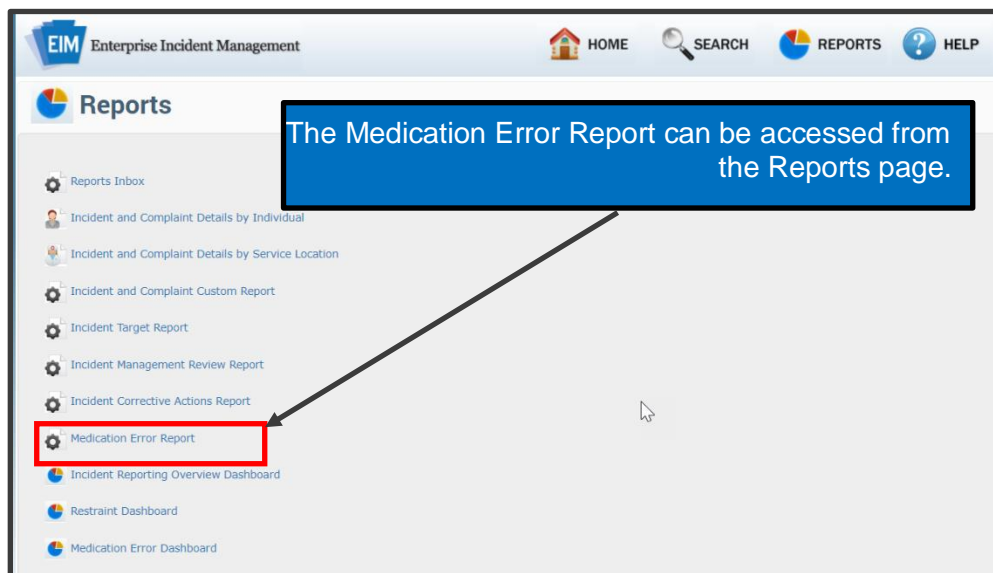
## Response and Prevention Dashboard Tab

The Response and Prevention tab displays key metric information about responses to medication errors and the actions being done to prevent medication errors from occurring in the future. In addition, users are able to view the amount of time between discovery of a medication error and the entry of an incident report. The information on this tab is dynamic and will be updated based on the selected filters.



## Medication Error Report

The Medication Error Report allows users to view details of all medication errors and drill-down into the details of medication error incidents which appear on the Medication Error Dashboard.



## Medication Error Canned Report Request Page

Users will be able to request this report to facilitate medication error data analysis that aligns with the visualizations on the Medication Error Dashboard.

**Medication Error Report**

Program Office: \* Select One

**Report Criteria**

Discovery From Date: MM/DD/YYYY

Discovery To Date: MM/DD/YYYY

Occurrence From Date: MM/DD/YYYY

Occurrence To Date: MM/DD/YYYY

Type: \*

Status: \* Select One

Primary Category: \* Select All :

Secondary Category: \* Select All :

County:

Waiver/Program:

**SEARCH INDIVIDUALS** **SEARCH PROVIDERS**

Individual MCI:

Individual Name:

Provider MPI: 300443509

Service Location ID:

Provider Name: PCG ODP EIM PROVIDER THREE

**Report Preferences**

User Label:

**RESET** **SUBMIT**

## Medication Error Report Output

The Medication Error canned report output will provide users with the data from the fields listed in the chart below. Newly implemented fields will be blank on the report output, if the incident was created prior to this release.

Medication Error Canned Report Output Fields				
ID	Discovery Time	MPI	Number of medications involved in medication error	Unique identifier of the staff involved
Status	Time to Discover (Days)	Provider Name	Did the medication error involve medication that is taken routinely?	Was the staff involved working longer than their regular work hours at the time of the error?
Primary Category	MCI	Service Location Provider Type	Did the medication error involve medication that is taken as needed (PRN)?	Length of time that the staff involved has been giving medications (years)

Medication Error Canned Report Output Fields				
Secondary Category	Last Name	Service Location Specialty	Staff position of person giving medication	Number of medications this individual receives on a daily basis? (do not include medications that are taken on an episodic basis)
Occurrence Date	First Name	Service Location ID	Did the error occur over multiple consecutive administrations?	Number of people (including this individual) that the staff involved has to give medications to around the same time as the error occurred?
Occurrence Time	Waiver/Program	Service Location Name	Why did the error occur?	Were any medications involved in this medication error a controlled substance?
Occurrence Day of Week	AE	Service Location Address	What was the response to the error?	Number of linked incidents
Discovery Date	Region	Medication Name	What was or will be the agency system response to prevent this type of error from occurring in the future?	

## Learning Management System Updates



Program Office	Document Name
Office of Developmental Programs – Intellectual Disabilities/Autism (ODP-ID/A)	Submitting the First Section Overview PPT BSASP Incident Subject Areas BSASP EIM User Manual EIM Reports PowerPoint ODP Incident Subject Areas Reference Guide ODP Run Reports- Reference Guide
Office of Developmental Programs - Bureau of Support for Autism and Special Populations (ODP-BSASP)	Reporting and Individual Incident First Section-Overview PowerPoint Incident Subject Areas Reference Guide ODP-ID/A EIM User Manual ODP Run Reports- Reference Guide Reporting and Individual Incident First Section- Overview PowerPoint EIM Reference Guide-Running Reports Medication Error Tableau Dashboard

## WO3071 OLTL EIM Enhancements

With this release, OLTL EIM users will benefit from updates that have been made to the system related to SC/MCO/OLTL Investigation Outcomes. Users will be able to accurately document a natural death when that is the outcome of an incident that otherwise meets the critical incident report criteria. This option will only be available for incident categories other than Death. In addition, the new SC/MCO/OLTL Investigation Outcome value (when chosen) will require the completion of the Additional Corrective Action Screen in EIM. These updates are described below.

Users will be able to choose the new value *Natural Death - Additional Corrective Action Documented* as a response to the SC/MCO/OLTL Investigation Outcome on the Verification of Incident Classification page in the incident report. This new value is able to be selected for all incident categories except Death. When a user selects this value, they will be required to complete the *Additional Corrective Action* page of the incident report.

Screen Title	Field Title	Response Options
Verification of Incident Classification	SC/MCO/OLTL Investigation Outcome	Resolved - Health and welfare ensured
		Unresolved - Requires long term plans to mitigate risk
		Confirmed - Natural Cause Death
		Confirmed - Unexplained Death
		Confirmed - Suspicious Death
	<b>NEW VALUE</b>	<b>Natural Death - Additional Corrective Action Documented</b>

## Learning Management System Updates



Program Office	Document Name
Office of Long-Term Living (OLTL)	EIM OLTL Staff Training Master Manual
	EIM Provider Training Master Manual
	EIM User Guide for MCOs - Entering an Incident Final Section
	EIM User Guide for OLTL - Entering an Incident Final Section
	EIM UG Providers-Entering Final Indiv Incident



## WO3072 OCDEL-BEISFS HCSIS Enhancements

With Release 90.10, users have the ability to identify tele-intervention claims for Support Coordination (SC) services. With the addition of “Tele-Intervention” to the drop down for service note “service type.” A note that is marked as tele-intervention would need to be billable if the category was any of the following:

- ER/Plan Development
- Initial Family Interview
- Home Visit
- Monitoring
- Transition
- Direct Service Delivery
- Tracking

Also, there is an addition of tele-Intervention to the SNER (Service Notes Extract Report) and any other application report or Enterprise Data Warehouse (EDW) report that may be impacted.

### Learning Management System Updates



Program Office	Document Name
Office of Child Development and Early Learning (OCDEL-BEISFS)	IT Service Notes Tip Sheet _06-22-2019
	IT Service Notes PPT_06-22-2019
	IT Service Notes Crosswalk-09-16-2020
	IT Evaluation Reference Guide_04-18-2020
	IT Case Management Wizard Reference Guide_04-18-2020

## Additional Resources

HCSIS Help Desk

Call: 1-866-444-1264

E-mail: [c-hhcsishd@pa.gov](mailto:c-hhcsishd@pa.gov)

Fax: 717-540-0960

Hours: Monday – Friday: 7:45 AM – 5:00 PM

### Learning Management System

In order to access the Learning Management System (LMS), paste the URL below into your browser address window, hit Enter on your keyboard and log in:

[https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/login/login.asp?refpage=/HCSISLMS/default.a  
sp](https://www.hcsis.state.pa.us/HCSISLMS/pgm/asp/login/login.asp?refpage=/HCSISLMS/default.asp)

If you do not have an LMS Login ID and Password, or simply cannot remember it, contact your Business Partner Administrator (also known as your “BP Admin”). Contact your BP Admin if you need additional LMS roles as well.

Release communications are located under the [HCSIS Communiqué](#) link on the LMS Homepage. Click the [My Curriculum](#) link to navigate to specific module trainings.

Never forget that LMS is a comprehensive storehouse of background information and instructional material on all things HCSIS!

### Online Help

HCSIS Online Help is updated with each release and is a valuable HCSIS tool. The Help link is located in the upper-right corner of each screen.

### HCSIS Link

Quickly access HCSIS by adding the link below to your favorites/bookmarks in your web browser:

<https://www.hcsis.state.pa.us>