

Every activity in this tip sheet can be performed by the **Provider Registration Data Entry Role**. This tip sheet assumes that providers have already completed the Electronic Provider Pre-Enrollment Application, if a new licensed provider, created a "b-" USERID by using the Create Provider Self Service Account link and certified on the Provider Self Service website, which is the portal for Certification and Licensing. New unlicensed providers follow current procedures to receive their "b-" USERIDs. The activities in this tip sheet include:

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The Provider Self Service tile can be found on the HCSIS page:





If you have any questions about the screens in HCSIS, click the <u>Help</u> hyperlink in the upper righthand corner of any screen or call the **HCSIS Help Desk** at **1-866-444-1264**.



Provider Registration

Login into HCSIS

• Go to <u>www.hcsis.state.pa.us</u>.



- Enter your "b-" User ID and Password.
- Click [Login].





The Home and Community Services I	nforma	tion System				Help
Home M40 Individual Plan SC	Provide	r Einancial Admin Tools				
Reports Notices Alerts Data Extrac	ct Mis	c IM Utils RDE CIS				
Change Scope Power Data Entry Ma	anage D	Demographics				
Tools - Misc - Change Scope - Program Office Selection						
HCSIS has identified yo	ou may	/ have relationships with multiple Program Offices. Please se	elect a Program Of	fice for this session.		
S	elect	Program Office	Roles			
Г	۲	ODP-MR	View Roles			
	0	OLTL	View Roles			
	0	ODP-BAS	View Roles			
	\bigcirc	OCDEL	View Roles			
	0	OMHSAS	View Roles			
Select						

- This screen will appear for Providers who have relationships with multiple Program Offices
- Click on the radio button for the Program Office information you wish to view and click the [Select] button

The HCSIS Homepage appears:

	The nome and community services information system					
	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
A INCIDENTS						
	Welcome to HCSIS					
ALERTS						
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.					
	Bulletins					
	Hours of Operation: Monday through Eriday: 7:450M-5:00PM					
	Hours of operation. Monday through Huday. 7.454					
	Phone Fax Via Email					
	1(866)444-1264 (717)540-0960 c- hhcsishd@pa.gov					
	HCSIS Learning Management System					
	Technology Upgrades Coming Soon!					
	The Commonwealth of Pennsylvania is taking additional measures to protect personal information by implementing technology changes that will require action from users accessing HCSIS, EIM and PWIM. All HCSIS, EIM and PWIM ("b-") users must confirm their e-mail address is valid in Identity Manager. Not doing so could result in temporarily losing access to these systems.					
	Risk Based Authentication starts on August 19, 2017 • CWOPA users will need to create security questions/answers and Security PIN • Business Partner users will request a Security Code when they access HCSIS, EIM or PWIM. The Security code will be sent to their e-mail address and will need to be entered when logging in. The e-mail will be sent from: automatedemailDONOTREPLY@ppa.gov (Please "white-list" to ensure SPAM filters are turned off.)					
	 User Access Certification is scheduled to start on October 10, 2017 Business Partner Administrators (BP Admins) who have not logged into HCSIS for the past 6 months will receive an e-mail containing directions for certifying access. If a BP Admin does not certify, the PW-BPADMIN-HCSIS role in Identity Manager will be removed from their account. Without this role, BP Admins will no longer be able to create or update userid's. The goal of this activity is to remove BP Admin access from users who no longer require the BP Admin net. No accounts will be removed during this process. 					

• Any technology changes that could affect HCSIS will be posted on this page.



Provider Contact

The Provider Registration Data Entry role has update access to the Provider Contact screen.

HCSie	The Home and Community Services Information System	Help
13	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Welcome to HCSIS	
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvlvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

HCS:	The Home and Community Services Information System		Help				
Home M4Q Individual Plan SC Provider Financial Admin. Tools Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity							
Provider - Menu Selection Please Select a Menu Item							
You are presently logged	into HCSIS Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM				

• On the Provider Menu Selection screen click "Registration"

HCS _{is}	The Home and Community Services Information System	Help			
10	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity				
	Provider Creation Contact Address SSD Organization MPI Location Sites				
Provider - Registrat	ion - Menu Selection				
	Please Select a Menu Item				
You are presently logged i	nto HCSIS Monday, August 14, 2017 8:22 AM Privacy Policy Your session will expire a	t approximately 9:22 AM			

• On the Provider Registration Menu Selection screen click "Contact"

Provider - Registration	The Home and Community Services Infr Home M4Q Individual Plan SC Prr Clearance Administration Registration Provider Creation Contact Address S on - Contact - Contact	ormation System vider Financial Admin. Tools Service Management Qualification Provider Organization Progra SD Organization MPI Location Sites	am Capacity	Help
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200083420	
Select	Contact Type	Contact Name	Phone	
۲	Primary	LEE, SAM D	(215) 991-0672	
		Add Edit Delete		
		Contact Information		
Contact Type:		* Primary		
First Name:		* SAM		
Middle Initial:		D		
Last Name:		*LEE		
Title:		JR		
Phone Number(123) 45	56-7890:	*(215) 991-0672 Extension: 21		
Email:				
				Continue

• The contact information for the provider displays. If the provider has an alternate contact that information would also display.



Add a Provider Contact

HCSis HC Pr Provider - Registration	The Home and Community Services Info ome M4Q Individual Plan SC Pro- earance Administration Registration ovider Creation Contact Address S - Contact - Contact	ormation System svider Financial Admin. Tools Service Management Qualification Provide SD Organization MPI Location Sites	r Organization Program Ca	apacity	Help
Cu	ırrent Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 2000	083420
Select	Contact Type	Contact Name		Phone	
۲	Primary	LEE, SAM D		(215) 991-0672	
		Add Edit D	elete		
		Contact Infor	nation		
Contact Type:		* Primary			
First Name:		* SAM			
Middle Initial:		D			
Last Name:		* LEE			
Title:		JR			
Phone Number(123) 456	-7890:	*(215) 991-0672 Extension: 21			
Email:					
					Continue

• Click the [Add] button

Provider - Registr	The Home and Community Serv Home M4Q Individual Plan Clearance Administration Regi Provider Creation Contact Add ation - Contact - Contact	ices Information System SC Provider Financial Admin. Tools stration Service Management Qualification Provider Or ress SSD Organization MPI Location Sites	ganization Program Cap	pacity	Help
	Current Provider	Name: CAMERON UTILITY SER	VICES	MPI ID : 200	083420
Select	Contact Type	Contact Name		Phone	
0	Primary	LEE, SAM D		(215) 991-0672	
		Add Edit Delete	1		
		Contact Informati	on		
Contact Type:		* Primary			
First Name:		* Alternate Provider Contact			
Middle Initial:					
Last Name:		*]		
Title:					
Phone Number(123)) 456-7890:	* () - Extension:			
Email:					
Reset Save					Save And Continue
You are presently logge	d into HCSIS	Monday, August 14, 2017 9:13 AM	Privacy Policy	Your set	ssion will expire at approximately 10:13 AM

• Choose the appropriate contact type from the drop-down box, the contact type is a mandatory field



Provider - Registrat	The Home and Community Sr Home M4Q Individual Plan Clearance Administration Re Provider Creation Contact Ar tion - Contact - Contact	rvices Information System SC Provider Financial Admin. Tools gistration Service Management Qualification Provider Org iddress SSD Organization MPI Location Sites	ganization Program Capacity	Help
	Current Provider	Name: CAMERON UTILITY SERV	ICES	MPI ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 99	1-0672
		Add Edit Delete		
		Contact Informatio	n	
Contact Type:		* Alternate 🗸		
First Name:		* Mary		
Middle Initial:				
_ast Name:		* Smith		
Title:				
Phone Number(123) 4	456-7890:	* (215) 991 - 0672 Extension: 25		
Email:		msmith@cameron.com		
Reset Save				Save And Continue
You are presently logged i	into HCSIS	Monday, August 14, 2017 10:42 AM	Privacy Policy	Your session will expire at approximately 11:42 AM

• Enter the information in the remaining fields and click the [Save] button

Note: The First Name, Last Name and Phone Number are mandatory fields

HCSis Cie Provider - Registration	The Home and Community Services In me M4Q Individual Plan SC Plan arance Administration Registration vider Creation Contact Address 1 - Contact - Contact	ormation System ovider Financial Admin. Tools Service Management Qualification Provider Organization SSD Organization MPI Location Sites	n Program Capacity	Help
Cu	rrent Provider	Name: CAMERON UTILITY SERVICES	MPI	ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0672	
۲	Alternate	Smith, Mary	(215) 991-0672	7
		Add Edit Delete		_
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mary		
Middle Initial:				
Last Name:		* Smith		
Title:				
Phone Number(123) 456-	7890:	* (215) 991-0672 Extension: 25		
Email:		msmith@cameron.com		
				Continue
You are presently logged into H	ICSIS	Monday, August 14, 2017 12:53 PM Pr	rivacy Policy	Your session will expire at approximately 1:53 PM

• The new contact has been added



Edit a Provider Contact

Horn Clea Prov Provider - Registration -	The Home and Community Services Inf ne M4Q Individual Plan SC Pr rance Administration Registration ider Creation Contact Address S Contact - Contact	ormation System ovider Financial Admin. Tools Service Management Qualification Provider Org: SD Organization MPI Location Sites	anization Program Capacity	Нер
Curr	ent Provider	Name: CAMERON UTILITY SERVI	CES	MPI ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991	-0672
۲	Alternate	Smith, Mary	(215) 991	-0672
		Add Edit Delete		
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mary		
Middle Initial:				
Last Name:		* Smith		
Title:		* (245) 224 2522 5 4 5 25		
Phone Number(123) 456-78 Email:	890:	* (215) 991-0672 Extension: 25 msmith@cameron.com		
				Continue
You are presently logged into HC	515	Monday, August 14, 2017 12:53 PM	Privacy Policy	Your session will expire at approximately 1-53 PM

• Select the contact information you wish to edit by selecting the corresponding radio button and then clicking the [Edit] button

HCS _{ic}	The Home and Community Se	ervices Information System			Help			
	Home M4Q Individual Plan SC Provider Financial Admin. Tools							
(Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity							
Provider - Registratio	Provider Creation Contact Ad	Idress SSD Organization MPI Location Sites						
Provider - Registratio	SIT - Contact - Contact							
(Current Provider	Name: CAMERON UTILITY SE	RVICES	MPI ID : 20	00083420			
Select	Contact Type	Contact Name		Phone				
0	Primary	LEE, SAM D		(215) 991-0672				
۲	Alternate	Smith, Mary		(215) 991-0672				
		Add Edit Dele	ete					
		Contact Informa	ation					
Contact Type:		* Alternate						
First Name:		* Mandy						
Middle Teitialı]					
middle Initial:								
Last Name:		* Smith -						
Title:								
Phone Number(123) 45	6-7890:	*(215) 991 - 0672 Extension: 25						
Email:		msmith@cameron.com						
Reset Save And Continue								
You are presently logged into	to HCSIS	Monday, August 14, 2017 2:31 PM	Privacy Policy	You	r session will expire at approximately 3:31 PM			

• Edit the information for the contact and hit the [Save] button



The Home and Community Services Information System Home M4Q Individual Plan SC Provider Financial Admin. Tools Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity Provider Creation Contact Contact Address SSD Organization MPI Location Sites Provider - Registration - Contact - Contact Operation successful. Search							
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 20008	36468			
Select	Contact Type	Contact Name	Phone				
۲	Alternate	Smith, Mandy	(215) 991-0672				
0	Primary	LEE, SAM D	(215) 991-0672				
		Add Edit Delete					
		Contact Information					
Contact Type:		* Alternate					
First Name:		* Mandy					
Middle Initial:							
Last Name:		* Smith					
Title:	154 3000						
Phone Number(123) 456-7890:		* (215) 991-0672 Extension: 25					
Email:		msmith@cameron.com					
	Continue						
You are presently logged	into HCSIS	Tuesday, September 05, 2017 9:04 AM Pr	rivacy Policy Your sessi	on will expire at approximately 10:04 AM			

• The changed contact information displays on the screen

Delete a Provider Contact

Provider - Registration	The Home and Community Service Home M4Q Individual Plan S Clearance Administration Regist Provider Creation Contact Addre on - Contact - Contact	es Information System C Provider Financial Admin. Tools ration Service Management Qualification Provider Organizat ess SSD Organization MPI Location Sites	ion Program Capacity	ныр
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID	: 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0672	
۲	Alternate	Smith, Mandy	(215) 991-0672	
	1	Add Edit Delete		
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mandy		
Middle Initial:		* C		
Last Name: Title		" Smith		
Phone Number(123) 45	56-7890:	* (215) 991-0672 Extension: 25		
Email:		msmith@cameron.com		
				Continue
You are presently logged int	to HCSIS	Monday, August 14, 2017 2:56 PM	Privacy Policy	Your session will expire at approximately 3:56 PM

• Select the contact information you wish to delete by selecting the corresponding radio button and then clicking the [Delete] button



Provider - Registrat	The Home and Community Services Int Home M4Q Individual Plan SC Pr Clearance Administration Registration Provider Creation Contact Address S ion - Contact - Contact	formation System rovider Financial Admin. T 1 Service Management Qua SSD Organization MPI Loca	ools lification Provider Organization Program C ion Sites Operation successful.	Capacity	Help
	Current Provider	Name: CAM	IERON UTILITY SERVICES	MPI ID : 200083420	
Select	Contact Type	Conta	ict Name	Phone	
۲	Primary	LEE, S	AM D	(215) 991-0672	
			Add Edit Delete		
			Contact Information		
Contact Type:		* Primary			
First Name:		* SAM			
Middle Initial:		D			
Last Name:		* LEE			
Title:		JR			
Phone Number(123) 4	156-7890:	*(215) 991-0672	Extension: 21		
Email:					
					Continue
You are presently logged in	nto HCSIS	Monday, August 14, 2017 3	16 PM Privacy Policy	Your session will ex	pire at approximately 4:16 PM

• You will receive an "Operation Successful" validation message and the deleted contact will no longer display on the Contact screen

Note: The Primary Contact cannot be deleted unless another one has been added



Provider Address

The Provider Registration Data Entry role has read-only access to the Provider Address screen, the provider address can only be updated by Commonwealth users who have the Provider Sign-Up Verifier role.

HCS:	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Walcome to HCSTS	
ALERTS		
NOTICES	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvlvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

The Home and Community Services Information System	Help					
me M4Q Individual Plan SC Provider Financial Admin. Tools zarance Administration Registration Service Management Qualification Provider Organization Program Capacity						
Provider - Menu Selection Place Select a Menu Item						
CSIS Thursday, August 10, 2017 10:18 AM Privacy Policy Your	session will expire at approximately 11:18 AM					
	The Home and Community Services Information System me M4Q Individual Plan SC Provider Financial Admin. Tools earance Administration Registration Service Management Qualification Provider Organization Program Capacity on Please Select a Menu Item ICSIS Thursday, August 10, 2017 10:18 AM Privacy Policy Your:					

• On the Provider Menu Selection screen click "Registration"

	The Home and Community Services Information System	Help
HCSie		
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity	
	Provider Creation Contact Address SSD Organization MPI Location Sites	
Provider - Registra	ation - Menu Selection	
	Please Select a Menu Item	
You are presently logged	into HCSIS Thursday, August 10, 2017 11:57 AM Privacy Policy Your session wi	ill expire at approximately 12:57 PM

• On the Provider Registration Menu Selection screen click "Address"

H	HCS: The Home and Community Services Information System Help								
	Home M4Q Individual Plan SC Provider Financial Admin. Tools								
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity								
Drouidor	Provider Creation Contact Address SSD Organization MPI Location Sites								
Provider	Provider - Registration - Address - Address								
	Current Provi	der	Name: CAMERON UTILITY SERVICES		MPI ID :	: 200083420			
Select	Address Type	Address		County	Phone	Verification Status			
۲	Payment Address	450 WISSAHICKON	VE,PHILADELPHIA,PA 19144-5221	Chester	(215) 991-0672	Verified			
0	Mailing Address	2991 W SCHOOL HOU	SE LN,PHILADELPHIA,PA 19144-5357	Chester	(215) 300-2178	Verified			
0	Business Address	450 WISSAHICKON	VE,PHILADELPHIA,PA 19144-5221	Chester	(215) 991-0672	Verified			
			Address Information						
			Check all that apply Business Address Mailing Address I Payr	ment Address					
Street Add	ress:	*5450	WISSAHICKON AVE						
Suite / PO	Box:						_		
City:	Jept	*PHIL	DELPHIA						
State:		*Penn	sylvania						
Zip:		*1914	4-5221						
County:	ity: Chester								
Phone:	ne: *(215)-991-0672								
Fax:									
Email Addr	ess:								
vvebsite:									

- The Payment Address, Mailing Address and Business Address associated with the Provider are shown
- Select a radio button to view different address information

NOTE: To change the Payment Address, Mailing Address or Business Address you will need to complete a HCSIS Verification Change form detailing the new information specific to each address type and return it to <u>ra-odpproviderenroll@pa.gov</u>. The HCSIS Verification Change Form can be found on the MyODP website.



Services Supports Directory Listing

The Provider Registration Data Entry role has read-only access to the Service Supports Directory (SSD) screen (this is referring to the Public SSD), the SSD screen can only be updated by Commonwealth users who have Provider Sign-Up Verifier role.

HCSta	The Home and Community Services Information System	Help
······	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
INCIDENTS	Welcome to HCCIS	
ALERTS		
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvivania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

	The Home and Community Services Information System	Help				
H Coje						
	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity					
Provider - Menu Se	election					
Please Select a Menu Item						
You are presently logged	l into HCSIS Thursday, August 10, 2017 10:18 AM Privacy Policy Your session will expire	at approximately 11:18 AM				

On the Provider Menu Selection screen click "Registration

	The Home and Community Services Information System	Help
HCSis		
13	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity	
	Provider Creation Contact Address SSD Organization MPI Location Sites	
Provider - Registrat	ition - Menu Selection	
_	Please Select a Menu Item	
You are presently logged i	into HCSIS Monday August 14, 2017 8-22 AM Privacy Policy	Your session will evoire at approximately 9:22 AM
Tou are presently logged	mico nests molicaly, August 14, 2017 6.22 Am Privacy Funcy	Tour session will expire at approximately 5.22 Mi

• From the Provider Registration Menu Selection screen you want to choose "SSD"

The Home and Community Services Info Home M4Q Individual Plan SC Pro Clearance Administration Registration Provider Creation Contact Address S Provider - Registration - SSD - Services Supports Directory	rmation System vider Financial Admin. Tools Service Management Qualification Provider Organizat SD Organization MPI Location Sites	on Program Capacity	Help
Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 20	0083420
Does Provider want to be listed in the SSD? * \mathbb{Y}_{es} V			
If yes, please select any one of the options below.			
Business Address			
Address: 5450 WISSAHICKON AVE			
Phone: (215) 991-0672			
Fax:			
Email:			
 Mailing Address 			
Address: 2991 W SCHOOL HOUSE LN			
Phone: (215) 300-2178			
Fax:			
Email:			
Do not include address as part of the Service and Supp	ort Directory.		
			Continue
You are presently logged into HCSIS	Monday, August 14, 2017 4:13 PM	Privacy Policy Your	session will expire at approximately 5:13 PM

• The SSD Screen displays



- If the address is to be listed 'Yes' from the dropdown box and select the radio button if its either the Business Address or Mailing Address
- If you the address is not to be listed select the radio button for "Do not include address as part of the Service and Support Directory".

NOTE: To change your Business Address or Mailing Address information you must complete the HCSIS Verification Change Form and return to <u>ra-odpproviderenroll@pa.gov</u>. The HCSIS Verification Change Form can be found on the MyODP website.



Provider Sites

The Provider Registration Data Entry role has read-only access to the Site screen, the provider sites and service location and site can only be updated by Commonwealth users who have the Provider Sign-Up Verifier role.

HCSie	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Welcome to HCSIS	
ALERTS		
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

HCS _{ie}	The Home and Community Services Information System		Help		
10	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity				
Provider - Menu Se	election				
	Please Select a Menu Item				
You are presently logged	into HCSIS Thursday, August 10, 2017 10:18 AM Privacy Policy Your :	session will expire at ap	proximately 11:1	18 AM	

On the Provider Menu Selection screen click "Registration"

HCS _{ic}	The Home and Community Services Informati	on System		Help	
	Home M4Q Individual Plan SC Provider	Financial Admin. Tools			
	Clearance Administration Registration Ser	vice Management Qualification Provid	der Organization Program Capacity		
	Provider Creation Contact Address SSD	Organization MPI Location Sites			
Provider - Registrat	ion - Menu Selection				
Please Select a Menu Item					
You are presently logged in	nto HCSIS	Thursday, September 14, 2017 9:26 AM	Privacy Policy	Your session will expire at approximately 10:26 AM	

• From the Provider Registration Menu Selection screen you want to choose "Sites"

Provider - Regis	The Home and Community Services Information System Help Home M4Q Individual Plan SC Provider Financial Admin. Tools Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity Provider Creation Contact Address SSD Organization MPI Location Sites						
	Current Provider	Name: ALLEGHENY DI	SABILITY SERVICES	MPI ID : 200084839			
1 <u>2 3</u> Select	Site Name	Provider Type (MPI Service Location ID)		Address	Verification Status	Provider Type Added?	
۲	PITT SITE 1	11. Mental Health / Substance Abuse (0028)	328 IVORY AVE PITTSBURGH, PA, 15214-1651		Verified	Yes	
0	PITT SITE 2	11. Mental Health / Substance Abuse (0029)	1702 ORCHID ST PITTSBURGH, PA, 15207-2469		Verified	Yes	
0	PHIL SITE 2	11. Mental Health / Substance Abuse (0031)	4712 RHAWN ST PHILADELPHIA, PA, 19136-2930		Verified	Yes	
0	Test	51.Home and Community Habilitation (0020)	2040 LINGLESTOWN RD camp hill, PA, 17011		Verified	Yes	
0	Site First	03. Extended Care Facility (0024)	2001 rupley rd Camp Hill, PA, 17011		Verified	Yes	
	View All						
						Continue	
You are presently log	iged into HCSIS	Monday, December 04, 2017 10:52 AM	Privacy Policy	Your session will exp	ire at approximate	ely 11:52 AM	

• The Providers sites display



Provider - Registra	The Home and Community Se Home M4Q Individual Plan Clearance Administration Rep Provider Creation Contact Ad ation - Site - Site	rvices Information System SC Provider Financial Admin. Tools gistration Service Management Qualification Provi Idress SSD Organization MPI Location Sites	der Organization Program Capacity			elp
	Current Provider	Name: ALLEGHENY D	ISABILITY SERVICES	MPI ID : 200084839		
1 <u>2 3</u> Select	Site Name	Provider Type (MPI Service Location ID)		Address	Verification Status	Provider Type Added?
0	PITT SITE 1	11. Mental Health / Substance Abuse (0028)	328 IVORY AVE PITTSBURGH, PA, 15214-1651		Verified	Yes
0	PITT SITE 2	11. Mental Health / Substance Abuse (0029)	1702 ORCHID ST PITTSBURGH, PA, 15207-2469		Verified	Yes
0	PHIL SITE 2	11. Mental Health / Substance Abuse (0031)	4712 RHAWN ST PHILADELPHIA, PA, 19136-2930		Verified	Yes
۲	Test	51.Home and Community Habilitation (0020)	2040 LINGLESTOWN RD camp hill, PA, 17011		Verified	Yes
0	Site First	03. Extended Care Facility (0024)	2001 rupley rd Camp Hill, PA, 17011		Verified	Yes
					View	All
						Continue
You are presently logged	d into HCSIS	Monday, December 04, 2017 11:02 AM	Privacy Policy	Your session will ex	pire at approximate	ely 12:02 PM

• Select the radio button of the site you wish to view and click [Continue].

HCS _{is} Provider - Re	The Home and Community Serv Home M4Q Individual Plan Clearance Administration Regis Provider Creation Contact Add egistration - Site - Service Location/Provid	ices Information System SC Provider Financial Admin. Too stration Service Management Qualifi ress SSD Organization MPI Locatio er Types	ols ication Provider Organization n Sites	Program Capacity	Help
	Current Provider	Name: ALLEGHENY DISABI	ITY SERVICES	MPI ID : 20008483	9
	Site Name: Test	Site Ad	dress: 2040 LINGLESTOWN	RD, camp hill, PA-17011	
Select	Provider	Туре	NPI Number	Service Location Id	Status
۲	51.Home and Community Habilitation		00)20	Verified
Provider Type: Specialties:	51.Home and Comr 510. Home and Cor	Service Location nmunity Habilitation	on Details		Continue
Contrainer					

• The Provider Type and Service Location details display for the that site display

NOTE: To add or delete a Specialty on an enrolled site please complete the Promise[™] Provider Service Location Change Request Form, which can be found on the MyODP website and the DHS Provider Enrollment website: <u>https://provider.enrollment.dpw.state.pa.us</u>. When complete please return the from to <u>ra-odpproviderenroll@pa.gov</u>.



Organization

The Provider Registration Data Entry role has update access to the Organization screen.

HCSie	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Welcome to HCSTS	
ALERTS		
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

LICC.	The Home and Community Services Information System		Help		
⊓⊷j _S _					
	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification F	Provider Organization Program Capacity			
Provider - Menu Se	ection	· · · · · ·			
Please Select a Menu Item					
You are presently logged	nto HCSIS Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM		

On the Provider Menu Selection screen click "Registration

The Home and Community Services Home M4Q Individual Plan SC Clearance Administration Registra Provider Creation Contact Address Provider - Registration - SSD - Services Supports Director	Information System Provider Financial Admin. Tools tion Septice Management Qualification Provide SSD Organization MPI Location Sites Y	er Organization Program Capacity	Help	
Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420	
Does Provider want to be listed in the SSD? * $_{ m Yes}$ V				
If yes, please select any one of the options below.				
Business Address				
Address: 5450 WISSAHICKON AVE				
Phone: (215) 991-0672				
Fax:				
Email:				
 Mailing Address 				
Address: 2991 W SCHOOL HOUSE LN				
Phone: (215) 300-2178				
Fax:				
Email:				
Do not include address as part of the Service and S	Support Directory.			
			Con	itinue
You are presently logged into HCSIS	Monday, August 14, 2017 4:13 PM	Privacy Policy	Your session will expire at approximately	5:13 PM

• To proceed to the Organization screen, the user can either click the [Continue] button at the bottom right of the SSD screen or click the "Organization" link at the top of the screen



HCSic	The Home and Communit	ty Services Information System		Help
	Home M4Q Individual I	Plan SC Provider Financial Admin. Tools		
	Clearance Administration	Registration Service Management Qualification Provide	er Organization Program Capacity	
	Provider Creation Contact	Address SSD Organization MPI Location Sites		
Provider - R	egistration - Organization - Organiza	ation		
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Region Entity	5450 CHESTNUT ST, HARRISBURG, PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 1914	4-5357	(215) 991-3456
	,	Add Edit I	Delete	
		Organization Inf	ormation	
Organization T	ype:	*Region		
Name:		*CAMERON UTILITY SERVICES REGION		
FEIN:				
Department of	State Number:			
Street Address		*5450 CHESTNUT ST		
Suite / PO Box				
Building / Dept	L.:	*HADDICRUDC		
City: State:		*Pennsylvania		
Zin:		*17109		
County:		Dauphin		
Phone:		*(717) 526-0430		
Fax:				
Email Address:				
For administrat	tive purposes, this regional/filed			
office is respon	isible for service provision in the	*Dauphin		
count count	ues:			
				Continue
				continue
You are presently	y logged into HCSIS	Tuesday, August 15, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

• The Organization Screen displays

Add an Organization

L H C C	The Home and Comm	unity Services Information System		Нер
	S			
	Home M4Q Individua	I Plan SC Provider Financial Admin. Tools	uider Orregiantian I Program Consults	
	Provider Creation Cont	on Registration Service Management Qualification Prov act Address SSD Organization MPI ocation Sites	vider Organization Program Capacity	
Provider -	- Registration - Organization - Organ	nization		
	Current Provider	Name: CAMERON UTILI	TY SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19	9144-5357	(215) 991-3456
		Add Edit	Delete	
		Organization	Information	
Organization	n Type:	*Region		
Name:		*CAMERON UTILITY SERVICES REGION		
FEIN:				
Department	of State Number:			
Street Addre	BSS:	*5450 CHESTNUT ST		
Suite / PO B	eox:			
City:	ept	*HARRISBURG		
State:		*Pennsvlvania		
Zip:		*17109		
County:		Dauphin		
Phone:		*(717) 526-0430		
Fax:				
Email Addre	SS:			
office is rest	consible for service provision in the	*Daunhin		
following co	unties:	Daapiini		
				Continue
				Continue
You are prese	ently logged into HCSIS	Tuesday, August 15, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

• To add an Organization type, click the [Add] button on the Organization screen



HCSid	The Home and Commu	nity Services Information System		Help
	Home M4Q Individual	Plan SC Provider Financial Admin. Tools		
	Clearance Administratio	n Registration Service Management Qualification Provide	er Organization Program Capacity	
Drewider D	Provider Creation Conta	ct Address SSD Organization MPI Location Sites		
Provider - R	legistration - Organization - Organ	Izacion		
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
0	Region Entity	5450 CHESTNUT ST, HARRISBURG, PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 1914	4-5357	(215) 991-3456
		Add Edit I	Delete	
		Organization Inf	formation	
Organization T	Гуре:	*		
Name:		* Parent		
FEIN:		Region		
Department of	f State Number:			
Street Address	s:	*		
Suite / PO Box	c			
Building / Dep	t.:			
City:		*		
State:		* Pennsylvania 🗸		
Zip:		*		
County:		×		
Phone:		*()		
Fax:				
Email Address	:			
Reset Save				Save And Continue
You are present	ly logged into HCSIS	Tuesday, August 15, 2017 9:04 AM	Privacy Policy	Your session will expire at approximately 10:04 AM

• Select the Organization Type from the dropdown box, this is a mandatory field.

A **Parent Entity** is a related organization that is able to influence the providers' policies and procedures. Services cannot be assigned to the Parent entity. A provider agency can have only one Parent entity. An individual Provider cannot have a Parent entity.

A **Region** is an organization that manages a specific grouping of sites. Services cannot be assigned to a Region. A provider agency can have Regions, but an individual provider cannot.

HCS	• The Home and Commi	unity services information system		Help
	S Home M40 Individual	Plan SC Provider Financial Admin Tools		
	Clearance Administratio	on Registration Service Management Qualification Provider C	Organization Program Capacity	
	Provider Creation Cont	act Address SSD Organization MPI Location Sites		
rovider	- Registration - Organization - Organ	lization		
arch				
	Current Provider	Name: CAMERON UTILITY SE	RVICES MPI ID : 200083420	
elect	Organization Type	Address	Phone	
0	Region Entity	5450 CHESTNUT ST, HARRISBURG, PA 17109	(717) 526-0430	
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144-5	5357 (215) 991-3456	
		Add Edit Dele	ete	
		Organization Infor	mation	
ganizatio	n Type:	* Region 🗸		
ame:		* Cameron Utility Services		
IN:				
epartment	of State Number:			
reet Addr	ess:	* 125 W Chocolate Ave		
iite / PO E	Box:			
ilding / D	ept.:			
y:		* Hershey		
ate:		* Pennsylvania		
p:		*17033		
one:		*(717) - 533 - 2518		
v'				
nail Addre	ss:			
r adminic	trative purposes, this regional/filed	Cumberland		
fice is res	ponsible for service provision in the	* Dauphin		
lowing co	unties:	Elk		
teset Sav	e		Save An	nd Continue
	-			
rou are pres	ently logged into HCSIS	Friday, September 01, 2017 10:31 AM	Privacy Policy Your session will expire at approxim	mately 11:31 A
(



- Complete the remaining Organization Information fields. The Name, Street Address, City, State Zip Code and Phone Number fields are mandatory fields.
- For Regional Field offices only: Select the county (or counties) from the list that the current regional/field office is responsible for servicing. Select multiple counties by pressing and holding the Control [Ctrl] button on your keyboard and clicking the left button on your mouse.
- Click the [Save] button

Provider	The Home and Community Services Information System Help Home M4Q Individual Plan SC Provider Financial Admin. Tools Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity Provider Creation Contact Address SSD Organization MPI Location Sites Provider - Registration - Organization - Organization Organization MPI Location Sites							
	Current Provider	Name: (CAMERON UTILITY SERVICES		м	PT TD : 200	083420	
	Organization Information You Entered This Address							
Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip Cod	e I	Plus 4 County
0	125 W CHOCOLATE AVE			HERSHEY	PA	17033		
		Our postal software has four	nd the following potential matches for th	e address you entered				
Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip	Plus 4	County
۲	125 W CHOCOLATE AVE			HERSHEY	PA	17033		DAUPHIN
	Try Again							
You are pre	esently logged into HCSIS	Tuesday, August 15, 201	7 11:29 AM Privac	y Policy		Your set	ssion will expir	e at approximately 12:29 PM

- If the County is not selected from the dropdown box when entering the Organization address information, this screen will display.
- Click the radio button of the suggested postal address and click the [Try Again] button.

H	CS;	e line hone and community a	services information system		Кар
		Home M4Q Individual Pla	n SC Provider Financial Admin. Tools		
		Clearance Administration F	egistration Service Management Qualification Provider Organiz	ation Program Capacity	
		Provider Creation Contact /	Address SSD Organization MPI Location Sites		
Prov	ider -	Registration - Organization - Organizatio	Operation successful.		
Search	1	<u>Current Drovidor</u>			NDT TD + 200082420
			Name: CAMERON UTILITY SERVICE:		MPI 1D : 200083420
Selec	:t	Organization Type	Address		Phone
	۲	Region Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033		(717) 533-2518
	0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
	0	Parent Entity	2991 W SCHOOL HOUSE LN,PHILADELPHIA,PA 19144-5357		(215) 991-3456
			Add Edit Delete		
			Organization Information	•	
Organi	ization	Type:	*Region		
Name:	:		*Cameron Utility Services		
FEIN:					
Depart	tment	of State Number:			
Suite /	/ PO B	35: ov:	TI25 W CHOCOLATE AVE		
Buildir	ng / De	ept.:			
City:			*HERSHEY		
State:			*Pennsylvania		
Zip:			*17033		
County	y:		Dauphin		
Phone.	:		*(/1/) 533-2518		
Email	Addres	25:			
For ad	Iminist	rative purposes, this regional/filed			
office i followi	is resp ing cou	onsible for service provision in the inties:	*Dauphin		
					Continue
You a			Friday Contember 01 2017 11:00 AM	Brivacy Delicy	Your cossion will ownice at approximately 13:00 PM

 You will receive an "Operation Successful" validation message and the new organization will be displayed



Edit an Organization

HCS	The Home and Commu	inity Services Information System	Нер
Descider	Home M4Q Individual Clearance Administratic Provider Creation Conta	Plan SC Provider Financial Admin. Tools on Registration Service Management Qualification Provider Organization Program Ca ct Address SSD Organization MPI Location Sites	pacity
Provider -	Registration - Organization - Organ		
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200083420
Select	Organization Type	Address	Phone
۲	Parent Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033	(717) 533-2518
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109	(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144-5357	(215) 991-3456
		Add Edit Delete	
		Organization Information	
Organization	Type:	*Parent	
Name:		*CAMERON UTILITY SERVICES PARENT 2	
EIN:			
Department	of State Number:		
Street Addre	ISS:	*125 W CHOCOLATE AVE	
Suite / PO B	ox:		
Building / De	ept.:		
Lity:		*HERSHEY	
state:		*17022	
cip.		Dauphin	
Phone:		*(717) 533-2518	
Fax:		(/1/) 000 1010	
Email Addres	55:		
			Continue
You are prese	ntly logged into HCSIS	Tuesday, August 15, 2017 11:58 AM Privacy Policy	Your session will expire at approximately 12:58 PM

• Select the radio button of the Organization you wish to edit and click the [Edit] button

HCS	The Home and Comm	aunity Services Information System		Нер
Provider	Clearance Administrat Provider Creation Con - Registration - Organization - Orga	ion Registration Service Management Qualification Provi tact Address SSD Organization MPI Location Sites Inization	der Organization Program Capacity	
	Current Provider	Name: CAMERON UTILIT	Y SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Parent Entity	125 W CHOCOLATE AVE,HERSHEY,PA 17033		(717) 533-2518
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN,PHILADELPHIA,PA 191	44-5357	(215) 991-3456
		Add Edit	Delete	
		Organization I	nformation	
Organizatio	n Type:	* Parent V		
Name:		* CAMERON UTILITY SERVIC		
FEIN:				
Department	t of State Number:			
Street Addr	ess:	* 125 W CHOCOLATE AVE		
Suite / PO E	Box:			
Building / D	ept.:			
City:		* HERSHEY		
State:		* Pennsylvania 🗸		
Zip:		* 17033		
County:		Dauphin 🗸		
Phone:		*(717) - 533 - 2581		
Fax:				
Email Addre	ess:			
Reset	re			Save And Continue
You are proc	anthy logged into HCSIS	Tuorday, August 15, 2017 1:52 DM	Drivpay Doliay	Your cossion will expire at approximately 2:52 DM

• Edit the information for the Organization and click the [Save] button



Provider -	The Home and Commun Home M4Q Individual Clearance Administration Provider Creation Conta Registration - Organi	Nity Services Information System Plan SC Provider Financial Admin. Tools Registration Service Management Qualifice t Address SSD Organization MPI Location zation	tion Provider Organization Program Capac Sites	ity	Help
		Name: CAMERO	ON UTILITY SERVICES	MPI ID : 200083420	
Select	Organization Type	Address		Phone	_
۲	Parent Entity	125 W CHOCOLATE AVE, HERSHEY, PA 1	7033	(717) 533-2581	
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 1	7109	(717) 526-0430	
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELF	HIA,PA 19144-5357	(215) 991-3456	
		[Add Edit Delete		
		Orga	nization Information		
Organization	Type:	*Parent			
Name:		*CAMERON UTILITY SERVICES PARENT 2			
FEIN:					
Department o	of State Number:				
Street Addres	is:	*125 W CHOCOLATE AVE			
Suite / PO Bo	x:				
Building / Dep	pt.:				
City:		*HERSHEY			
State:		*Pennsylvania			
Zip:		*17033			
County:					
Phone:		~(/1/) 533-2581			
Email Address	5:				
					Continue
You are presen	tly logged into HCSIS	Thursday, August 17, 2017 8:44 A	M Privacy Policy	Your session will expire at approx	imately 9:44 AM

• The edited information displays

Delete an Organization

HCS	The Home and Comm	unity Services Information System		Неір
	Home M4Q Individua Clearance Administrati Provider Creation Cont	II Plan SC Provider Financial Admin. Tools ion Registration Service Management Qualification Provid iact Address SSD Organization MPI ocation Sites	er Organization Program Capacity	
Provider	- Registration - Organization - Orga	nization		
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Parent Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033		(717) 533-2581
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 1914	4-5357	(215) 991-3456
		Add Edit	Delete	
		Organization In	formation	
Organizatio	n Type:	*Parent		
Name:		*CAMERON UTILITY SERVICES PARENT 2		
FEIN:				
Department	t of State Number:			
Street Addr	ess:	*125 W CHOCOLATE AVE		
Suite / PO E	Box:			
Building / D	Dept.:			
City:		*HERSHEY		
State: Zin:		*17022		
Country		Dauphin		
Phone:		*(717) 533-2581		
Fax:		(, =,) === ===		
Email Addre	ess:			
				Continue
You are pres	sently loaged into HCSIS	Thursday, August 17, 2017 8:44 AM	Privacy Policy	Your session will expire at approximately 9:44 AM

• Select the radio button of the Organization Type you will to delete and click the [Delete] button



HCSj	The Home and Community 9	Services Information System		Help			
	Home M4Q Individual Pla	n SC Provider Financial Admin. Tools					
	Clearance Administration R	legistration Service Management Qualification Provided Address SSD Organization MPI ocation Sites	der Organization Program Capacity				
Provider - F	Provider - Registration - Organization - Organization - Organization - Mr. Location - Jaces						
		Operation su	ccessful.				
	Current Provider	Name: CAMERON UTILIT	SERVICES	MPI ID : 200083420			
Select	Organization Type	Address		Phone			
۲	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430			
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 191	44-5357	(215) 991-3456			
		Add Edit	Delete				
		Organization I	nformation				
Organization ⁻	Type:	*Region					
Name:		*CAMERON UTILITY SERVICES REGION					
FEIN:							
Department o	of State Number:						
Street Addres	s:	*5450 CHESTNUT ST					
Suite / PO Bo	x:						
Building / Dep	ot.:	*****					
Lity:		*HARRISBURG					
State:		*17100					
county:		Dauphin					
Phone:		*(717) 526-0430					
Fax:		(717) 320 0 130					
Email Address	5:						
For administra office is respo following cour	ative purposes, this regional/filed unsible for service provision in the nties:	*Dauphin					
				Continue			
You are present	tly logged into HCSIS	Thursday, August 17, 2017 9:27 AM	Privacy Policy	Your session will expire at approximately 10:27 AM			

An "Operation Successful validation message displays and the Organization Type has been deleted



Service Management

The Provider Registration Data Entry role has update access to the Service Management Add, Modify and Delete screens.

Add Service

HCS _{ie}	The Home and Community Services Information System	Help			
	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
C	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity				
Provider - Menu Selec	ction				
Please Select a Menu Item					
You are presently logged into	D HCSIS Thursday, August 17, 2017 10:29 AM Privacy Policy Your session will expire at approxim	mately 11:29 AM			

 To navigate to the Service Management, Add Services screen, select "Service Management" on the Provider Menu Selection screen

HCS _{ic}	The Home and Community Services Information System	Help				
	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity					
	Add Service Modify Service Delete Service					
Provider - Service M	Provider - Service Management - Menu Selection					
Please Select a Menu Item						
You are presently logged in	to HCSIS Thursday, August 17, 2017 10:39 AM Privacy I	Volicy Your session will expire at approximately 11:39 AM				

- The Provider Service Menu Selection screen appears
- Select "Add Service"

The Home and Community Services Informati Home M4Q Individual Plan SC Provider Clearance Administration Registration Sen Add Service Modify Service Delete Service	on System Financial Admin. Tools vice Management Qualification Prov	ider Organization Program Capacity	Help
Provider - Service Management - Add Service - Provider Search	Search 0 Program Office: * Service Location: * Fiscal Year: Reset	vriteria	
You are presently logged into HCSIS	Thursday, August 17, 2017 11:03 AM	Privacy Policy	Your session will expire at approximately 12:03 PM

- The Provider Search screen displays
- Enter the information in the Search Criteria fields to locate the Service Location you wish to add services to



The Home and Community Services Information Home M4Q Individual Plan SC Provider Clearance Administration Registration Service Add Service Modify Service Delete Service Provider - Service Management - Add Service - Provider Search	n System Financial Admin. Tools rice Management Qualification Prov	der Organization Program Capacity	Help
	Search C Program Office: * Service Location: * Fiscal Year: Reset	iteria	
You are presently logged into HCSIS	Thursday, August 17, 2017 11:22 AM	Privacy Policy	Your session will expire at approximately 12:22 PM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field

The Home and Community Services Information Home M4Q Individual Plan SC Provider Clearance Administration Registration Service Add Service Modify Service Delete Service Provider - Service Management - Add Service - Provider Search	n System Financial Admin. Tools /ice Management Qualification Provider Orga	nization Program Capacity	нер
	Search Criteria Program Office: * ODP ✓ Service Location: * 0001 - 5450 WISSA Fiscal Year: 0003 - 5450 WISSA 0004 - 5450 WISSA 0004 - 5450 WISSA 0005 - 5450 WISSA 0006 - 5450 WISSA 0006 - 5450 WISSA 0006 - 5450 WISSA 0007 - 5450 WISSA 0007 - 5450 WISSA 0008 - 5450 WISSA 0009 - 5450 WISSA 0009 - 5450 WISSA 0001 - 5450 WISSA 0010 - 5450 WISSA 0011 - 5450 WISSA 0011 - 5450 WISSA 0012 - 5450 WISSA	HICKON AVE HICKON AVE	
You are presently logged into HCSIS	Thursday, August 17, 2017 12:54 PM	Privacy Policy	Your session will expire at approximately 1:54 PM

- In the Service Location field, click the dropdown box and select the appropriate Service Location
- This is a mandatory field

The Home and Community Services Inform Home M4Q Individual Pian SC Provid Clearance Administration Registration S Add Service Modify Service Delete Servic Provider - Service Management - Add Service - Provider Search	ation System der Financial Admin. Tools service Management Qualification Provide e Search Cri Program Office: * (ODP Service Location: * (ODD Service Location: * (ODD Service Location: * (ODD Reset Set	teria	Help
You are presently logged into HCSIS	Tuesday, September 05, 2017 10:45 AM	Privacy Policy	Your session will expire at approximately 11:45 AM

- Fiscal Year is not a mandatory field, if you wish to choose a Fiscal Year, click in the dropdown box and select the appropriate Fiscal Year
- Click on the [Search] button



Home M4Q Individual Plan SC Provider Financial Admin. Clearance Administration Registration Service Management G	, Tools Qualification Provider Organization Program Ca	pacity	nap
Add Service Modify Service Delete Service			
Plovider - Service Management - Add Service - Add Service			
Program Office : ODP	Site Na	me : SHARED PO 1 (2040 LINGLEST	OWN RD)
ODP Services	Service Status	Qualification Status	Contracted Rate
Home and Community Services			
51.Home and Community Habilitation			
3034 AddService (W9803 11 12 13 14)			
ADV (222222 22 22 22 22 22 22)			
ASCRA ODP PSERVICE ONE (ASCRA1)			
Behavioral Support - ECS (W7095 U1)			
DTT ODP ADD SD TEST - EDITED (D0005)			
DTT ODP ALL EDSOL SERVICE ONE (D0119)			
DTT ODP ALL EDSOL SERVICE TWO (D0120)			
DTT ODP BASE CONTRACT TEST SD (D0141)			
DTT ODP BASE EDSOL SERVICE ONE (D0115)			
DTT ODP BASE EDSOL SERVICE TWO (D0116)			
DTT ODP BASE SDC TEST SD (D0201)			
DTT ODP CONSOLIDATED EDSOL SERVICE ONE (D0112)			
DTT ODP CONSOLIDATED EDSOL SERVICE TWO (D0114)			
DTT ODP CREATE BASE TEST SD (D0211)			
DTT ODP Consolidated Combo Service (D0172)			
DTT ODB Consolidated Carticon Service (D0170)			

• The Add Service screen displays

vider - Service Management - Add Service - Add Service				
Bregram Office LODD	Cite No.	THE FURDED DO 1 /2040 LINCLERT		
ODP Services ne and Community Services	Service Status	Qualification Status	Contracted Rate	
Home and Community Habilitation				
ASCRA ODP PSERVICE ONE (ASCRA1)				
Behavioral Support - ECS (W7095 U1)				
DTT ODP ADD SD TEST - EDITED (D0005)				
DTT ODP BASE EDSOL SERVICE TWO (D0116)				
DTT ODP BASE SDC TEST SD (D0201)				
DTT ODP CONSOLIDATED EDSOL SERVICE ONE (D0112)				
DTT ODP CONSOLIDATED EDSOL SERVICE TWO (D0114)			_	
DTT ODP CREATE BASE TEST SD (D0211)				
DTT ODP Consolidated Combo Service (D0172)				
DTT ODP Consolidated Corticon Service (D0170)				
DTT ODP Consolidated Equivalent Service (D0171)			_	
DTT ODP PFDS Equivalent Service (D0165)				
DTT ODP Promise Exception SD (D0180)				
DTT TEST SERVDEF - NO FUNDING STREAM (D0002)				
In-Home & Commnty Supprts (Basic 1:4) (W7057)				
In-Home & Commity Supprts (Basic 1:4) ECS (W7057 U1)				
In-Home & Commity Supprts (Lvl 1, 1:3) (W7058)			_	
In-Home & Commity Supprts (LVI 1, 1:3) ECS (W7058 01)				
In-Home & Commity Suppres (LVI 2, 1:2) (W7059)			_	
In-Home & Committy Suppres (LVI 2, 1:2) ECS (W7059 01)				
In-Home & Commity Supprts (Lvl 3, 1:1 Enh) (W7061)			_	
The home & Community Suppris (LW 3, 111 Em) ECS (W/061 TE)				
The home & Community Suppres (CVI3, 111 Em) (DVI (W/001 TE U1)			_	
The home & community supplies (coris, initiant) physics (w/rational)				
In-Home & Committy Supprts (Lvl 3, 1:1 Enh) RN (W7061 TD U1)				
In-Home & Community Supports (1913, 1-11) (W72060)				
In-Home & Community Supports (1913, 1-1) (FCS (W7060 11))				
In-Home & Commuty Supprts (Lv) 4 Enh) (W7069)				
In-Home & Commuty Suppris (Lyl 4 Enb) ECS (W2069 U1)				
In-Home & Commity Suppris (Lv) 4 Enh) LPN (W7069 TE)			-	
In-Home & Commity Supprts (Lv) 4 Enh) LPN-ECS (W7069 TE U1)				
Support (Medical Environment) (Basic)-15 Mins (W7205)				
Support (Medical Environment) (David 4 Enh)-TE (W7323 TE)				
Support (Medical Environment) (Level 4)-15 Mins (W7222)				
Support Reads Environments Mine = ECS (W7006 L11)				
LIAT Area Text 1 (19907)				
WO 3019-002 Actual regression (D10101)				
W0 3019-ODP Claims (D00111 01)				
er Community Services				
CPS 100% Cmnty with 1:1 (Level 3 Enhcd) LPN-ECS (W5997 TE U1)				
CPS 100% Cmnty with 2:1 (Level 4 Enhcd) LPN-ECS (W5994 TE U1)				
CPS 100% Community with 1:1 (Level 3 Enhanced) (W5997)				
CPS 100% Community with 1:1 (Level 3 Enhanced) ECS (W5997 U1)				
CPS 100% Community with 1:1-ECS (W5996 U1)				
CPS 100% Community with 1:2-1:3 (W5995)				
CPS 100% Community with 1:2-1:3-ECS (W5995 U1)				
CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)				
dor Services (Non - ITQ Services)				
TEST (D0100)				
	[Tentative Service Begin Date (MM/DD/Y	YYY): 09/01/2017	
	-			

• Select the Service Offerings you wish to add



- Enter the Tentative Service Begin Date
- Click the [Select and Continue] button

The Home and Community Services Information System Home M4Q Individual Plan SC Provider Financial Admin. Too Clearance Administration Registration Service Management Qualif Add Service Modify Service Delete Service Provider - Service Management - Add Service - Add Service	ols ication Provider Organization Program Capacity		Help
Program Office : ODP	Site Name : SHARED PO 1 (20	40 LINGLESTOWN RD)	
ODP Services		Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Home and Community Services			
51.Home and Community Habilitation			
Behavioral Support - ECS (W7095 U1)		09/01/2017	
Reset			Continue
You are presently logged into HCSIS Thursday, August 17, 2017 2:0	08 PM Privacy Policy	Your session will expire	e at approximately 3:08 PM

- The screen refreshes and allows the user to enter an end-date, it is also populated with the tentative end-date. It is NOT recommended to enter an end-date unless you are ending a service offering. It should be left blank as it will populate with fiscal year end or serviced end-date, whichever comes first.
- Click the [Continue] button

The Home and Community S	ervices Information System			Help
Home M4O Individual Plan	SC Provider Financial Admin. To	ols		
Clearance Administration Re	egistration Service Management Qualif	fication Provider Organization Pr	rogram Capacity	
Add Service Modify Service	Delete Service			
Provider - Service Management - Add Service - Add	Service			
Program O	ffice : ODP		Site Name : SHARED PO 1 (204	0 LINGLESTOWN RD)
		Select County/Joinder		
	County (Data days	T-m-i		
	County/Joinder:	Allegheny	•	
		Beaver		
		Bedford/Somerset		
		Berks		
		Bradford/Sullivan		
		Bucks		
		Butler		
		Cambria		
		Cameron/Elk Carbon/Monroe/Pike		
		Centre		
		Chester		
		Clarion		
		Clearfield/Jefferson		
		Columbia/Montour/Snyder/Union		
		Cumberland/Perry	\checkmark	
		Dauphin		
	Reset		Create Service Offerings	
You are presently logged into HCSIS	Thursday, August 17, 2017 2:	14 PM Privao	cy Policy	Your session will expire at approximately 3:14 PM

- The Select County/Joinder screen displays
- Select the appropriate County/Joinder you intend to renders services in, using the Ctrl + the left click button on your mouse will allow you to select multiple County/Joinders
- Click the [Create Service Offerings] button



The Home and Community Services Information System				Help
Home M4Q Individual Plan SC Provider Financial Admin. Tools				
Clearance Administration Registration Service Management Qualification P	rovider Organization Program Ca	apacity		
Add Service Modify Service Delete Service				
Provider - Service Management - Add Service - Add Service				
Operation	n successful.			
Program Office : ODP	Site Na	me : SHARED PO 1 (2040 LI	NGLESTOW	(N RD)
ODP Services	Service Status	Qualification Statu	s	Contracted Rate
Home and Community Services				
51.Home and Community Habilitation				
3034 AddService (W9803 11 12 13 14)				
ADV (222222 22 22 22 22 22 22)				
ASCRA ODP PSERVICE ONE (ASCRA1)				
Behavioral Support - ECS (W7095 U1)	Selected	Qualified	1	

• You will receive an "Operation Successful" validation message and the service offering(s) you have added will be have Service Status of "Selected" and a Qualification Status of "Qualified"

The Home and Community Services Information System					
Home M4Q Individual Plan SC Provider Financial Admin. Tools					
Clearance Administration Registration Service Management Qualification Pr	ovider Organization Program Ca	apacity			
Add Service Modify Service Delete Service					
Provider - Service Management - Add Service - Add Service					
In-Home & Commnty Supprts (Basic 1:4) (W7057): Begin Date must be greater than or equal to the Provider Qualification Begin Date. (7/1/2017).					
Program Office : ODP	Si	te Name : Test (2040 LINGLESTOWN R	D)		
ODP Services Service Status Qualification Status Contr					
Home and Community Services					

• If the user attempts to add a service offering where the Service Offering Begin date is less than the Provider Qualification Begin Date they will receive a validation message:

(Service Offering Name): Begin Date must be greater than or equal to the Provider Qualification Date. (07/1/017).

NOTE: This is message is just an example, 07/07/2017 will not always be the Provider Qualification Begin Date.

The Home and Community Services Information System			Help		
F Sie					
Home M4Q Individual Plan SC Provider Financial Admin. Tools					
Clearance Administration Registration Service Management Qualification Pro	vider Organization Program C	Capacity			
Add Service Modify Service Delete Service					
Provider - Service Management - Add Service - Add Service					
Service Offering(s) cannot be added if	the provider is not currently	y qualified.			
P 0/5 000			57 9 P)		
Program Office : ODP	Site N	lame : Site One (300 CORPORATE CENT	ER DR)		
ODP Services	Service Status	Qualification Status	Contracted Rate		
Transportation Services					
26.Transportation					
Transportation(Zone 1)-Trip (W7274)					
Transportation(Zone 2)-Trip (W7275)					
✓ Transportation(Zone 3)-Trip (W7276)					
Tentative Service Begin Date (MM/DD/YYYY): 08/01/2017					
Reset			Select And Continue		

• If the user attempts to add a Service Offering in which the Provider Qualification status is "Not Qualified", "Expiring" or " Not Requalified", they will receive the validation message:

Service Offering(s) cannot be added if the provider is not currently qualified.



Modify Service

	The Home and Community Services Information System	Help
n Vis 📗		
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity	
	Add Service Modify Service Delete Service	
Provider - Service N	Management - Menu Selection	
	Please Select a Menu Item	
You are presently logged i	into HCSIS Thursday, August 17, 2017 10:39 AM Privacy Policy	Your session will expire at approximately 11:39 AM

• From the Provider Service Management Menu Selection screen click "Modify Service"

HCSis	The Home and Community Services Information System				
Hor	ne M4Q Individual Plan SC Provider Financial Ad	min. Tools			
Clea	rance Administration Registration Service Managemer	t Qualification Provider Organization Prog	ram Capacity		
Add	Service Modify Service Delete Service				
Provider - Service Mana	perment - Modify Service - Provider Search Proj Servi	Search Criteria jram Office: * v ce Location: v Search			
You are presently longed into HC	SIS Friday, August 18	2017 8:33 AM Privacy Poli	ry Your session will expire at any	proximately 9:33 AM	

- The Provider Search screen displays
- Enter the information in the Search Criteria fields to locate the Service Location you wish to modify services

The Home and Community Services Informatio	n System		Нер
Home M4Q Individual Plan SC Provider	Financial Admin. Tools		
Clearance Administration Registration Servi	ice Management Qualification Provid	ler Organization Program Capacity	
Add Service Modify Service Delete Service			
Provider - Service Management - Modify Service - Provider Search	Search Cri Program Office: * Service Location: ODP-DAS		
You are presently logged into HCSIS	Friday, August 18, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field



The Home and Community Services Inform	nation System			Неір
Home M4Q Individual Plan SC Provi	der Financial Ad	imin. Tools		
Clearance Administration Registration S	Service Manageme	nt Qualification Provider Orga	anization Program Capacity	
Add Service Modify Service Delete Servic	ch			
Fronder - Service Management - Moury Service - Fronder Sear	CIT			
		Search Criteria		
	Program Office: *	ODP V		
s	ervice Location:			
	Service:	0001 - 5450 WISSAHICKON AVE	~	
		0003 - 5450 WISSAHICKON AVE		
		0004 - 5450 WISSAHICKON AVE		
		0005 - 5450 WISSAHICKON AVE		
You are presently logged into HCSIS	Friday, August 1	0007 - 5450 WISSAHICKON AVE	Privacy Policy	Your session will expire at approximately 9:43 AM
	,, , ,	0008 - 5450 WISSAHICKON AVE		
		0009 - 5450 WISSAHICKON AVE		
		0010 - 5450 WISSAHICKON AVE		
		0012 - 5450 WISSAHICKON AVE		
		0013 - 5450 WISSAHICKON AVE		
		0014 - 5450 WISSAHICKON AVE		
		0015 - 5450 WISSAHICKON AVE		
		0016 - 5450 WISSAHICKON AVE		
		0017 - 5450 WISSAHICKON AVE		
		0018 - 5450 WISSAHICKON AVE		
		0020 - 2040 LINGLESTOWN RD		
		0021 - 200 STERLING PKWY		
		0022 - 200 STERLING PKWY		
		0023 - 2040 LINGLESTOWN RD		
		0024 - 2001 Tupley rd		
		0026 - 200 STERLING PKWY		
		0027 - 200 STERLING PKWY		

• Service Location is not a mandatory field, if you wish to choose a Service Location, click in the dropdown box and select the appropriate Service Location

The Home and Community Services Information System Home M4Q Individual Plan SC Provider Financia Clearance Administration Registration Service Manag Add Service Modify Service Delete Service	Admin. Tools ement Qualification Provider Organization Program Capacity	Help
Provider - Service Management - Moulty Service - Provider Search	Search Criteria	
Program Offi		
Service Locati	n: [0020 - 2040 LINGGLESTOWN R D e: ASCRA ODP PSERVICE ONE (ASCRA1) Behavioral Support - ECS (W7095 UI) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 UI)	
You are presently logged into HCSIS Friday, Au	Just 16 Comm. Resid. Rehab. (5310 - Eligible) -1 day (W7206) Communyt Habitation(2380 - Level 2-1/1 day (W7074) DTT ODP ALL EDSOL SERVICE TWO (D0120) DTT TEST SERVICE TWO (D0120) DTT TEST SERVICE TWO (D0120) In-Home & Communty Supprts (Lust 1-14) (W7057) In-Home & Commity Supprts (Lust 1-14) (W7058) Nursing - Health Index remotion (J9152) Wo 3034 NEW ADDED (W9939 11 11)	Your session will expire at approximately 9:43 AM

• Service is not a mandatory field, if you wish to choose a Service, click in the dropdown box and select the appropriate Service

NOTE: Although Service Location and Service are not mandatory fields you must have one or the other to complete the search

The Home and Community Services Info	mation System		Нер
Home M4Q Individual Plan SC Prov	vider Financial Admin. Tools		
Clearance Administration Registration	Service Management Qualification	on Provider Organization Program Capacity	
Add Service Modify Service Delete Serv	/ice		
Provider - Service Management - Modify Service - Provider Sea	arch		
	S	earch Criteria	
	Program Office: * ODP 🗸		
	Service Location: 0020 - 2040 LIN	GLESTOWN RD 🗸	
	Service: CPS 100% Comr	nunity with 2:1 (Level 4 Enhanced) ECS (W5994 U1) 🗸	
		Search	
You are presently logged into HCSIS	Friday, August 18, 2017 8:43 AM	Privacy Policy	Your session will expire at approximately 9:43 AM

• Once you have completed entering the search criteria, click the [Search] button



HCS	The Home and Community Services Information System							Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools							
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity							
Add Service Modify Service Delete Service							(
Provider	- Service Manageme	nt - Modify Service - Modify Servic	ce					
Select	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Service Begin Date	Service End Date	Status
	Allegheny	Test	51.Home and Community Habilitation (0020)	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)	Qualified	07/31/2017		
								Continue
You are pre	sently logged into HCSIS		Friday August 18, 2017 8:53 AM	Privacy Policy		Your session will	expire at approxim	ately 9:53 AM

- The search results are displayed
- Select the Service
- Click the [Continue] button

The Home and Community Services Info	ormation System		нер
Home M4O Individual Plan SC Pr	ovider Financial Admin. Tools		
Clearance Administration Registration	Service Management Qualification Provider Organizat	ion Program Capacity	
Add Service Modify Service Delete Se	rvice		
Provider - Service Management - Modify Service - Modify Service	vice		
County/Joinder:	Allegheny		
Site Name:	Test		
Provider Type(MPI Service Location ID):	51.Home and Community Habilitation (0020)		
Service(Procedure Code):	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)		
Status:			
Earliest Contract Begin Date:			
Latest Contract End Date:			
Earliest Request Begin Date:			
Latest Request End Date:			
Service Begin Date (MM/DD/YYYY): *	08/1/2017 ×		
Service End Date (MM/DD/YYYY):			
View Search Results			Save And Continue Skip And Continue
You are presently logged into HCSIS	Friday, August 18, 2017 8:59 AM	Privacy Policy	Your session will expire at approximately 9:59 AM

- Change the Service Begin Date
- Click the [Save and Continue] button

	The	Home and Community Services Infor	mation System					Help
	Home 1	14Q Individual Plan SC Prov	rider Financial Admin. Tools					
	Clearanc	e Administration Registration	Service Management Qualification Prov	ider Organization Program Capacity				
Add Service Modify Service Delete Service								
Provide	Provider - Service Management - Modify Service - Modify Service Operation successful.							
Select	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Service Begin Date	Service End Date	Status
	Allegheny	Test	51.Home and Community Habilitation (0020)	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)	Qualified	08/01/2017		
								Continue

• You will receive an "Operation Successful" validation message



Delete Service

HCSta	The Home and Community Services Information Syste	em		Help			
	Home M4Q Individual Plan SC Provider Finan Clearance Administration Registration Service Mar	icial Admin. Tools nagement Qualification Provider Organization	n Program Capacity				
Provider - Service N	Add Service Modify Service Delete Service rovider - Service Management - Menu Selection Please Select a Menu Item						
You are presently logged in	to HCSIS Thursday	y, August 17, 2017 10:39 AM	Privacy Policy	Your session will expire at approximately 11:39 AM			

• From the Provider Service Management Menu Selection screen click "Delete Service"

The Home and Community Services Information	n System		Нер
Home M4Q Individual Plan SC Provider	Financial Admin. Tools		
Clearance Administration Registration Serv	ice Management Qualification Prov	vider Organization Program Capacity	
Add Service Modify Service Delete Service			
Provider - Service Management - Delete Service - Provider Search	Program Office: * Service Location: OCDEL ODP-BA	xiteria	
You are presently logged into HCSIS	Friday, August 18, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field

HCSie	The Home and Community Services Info	ormation System				Help
	Home M4O Individual Plan SC Pro	vider Financial A	dmin. Tools			
	Clearance Administration Registration	L Service Manageme	ent Qualification Provider Orga	nization Program Capacity		
	Add Service Modify Service Delete Ser	vice				
Provider - Service I	Management - Delete Service - Provider Se	arch				
			Search Criteria			
		Program Office: *	ODP V			
		Service Location:				
			0001 - 5450 WISSAHICKON AVE		-	
		Service:	0002 - 5450 WISSAHICKON AVE	~		
			0003 - 5450 WISSAHICKON AVE			
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			0005 - 5450 WISSAHICKON AVE			
You are presently logged	Into HCCIC	Eddoy: August 1	0000 - 5450 WISSARICKON AVE	Privacy Policy	Your cossion will ownice at approving	otoly 0:42 AM
rou are presenuy loggeu l	IIIO HCSIS	riludy, August 1	0007 - 5450 WISSAHICKON AVE	Flivacy Folicy	four session will expire at approxim	ately 9.45 AM
			0009 - 5450 WISSAHICKON AVE			
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			0011 - 5450 WISSAHICKON AVE			
			0012 - 5450 WISSAHICKON AVE			
			0013 - 5450 WISSAHICKON AVE			
			0014 - 5450 WISSAHICKON AVE			
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			0010 - 5450 WISSAHICKON AVE			
			0020 - 2040 LINGLESTOWN RD			
			0021 - 200 STERLING PKWY			
			0022 - 200 STERLING PKWY			
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			0025 - 2040 LINGLESTOWN RD			
			0026 - 200 STERLING PKWY			
			0027 - 200 STERLING PKWY			

• Service Location is not a mandatory field, if you wish to choose a Service Location, click in the dropdown box and select the appropriate Service Location



The Home and Community Services Inform	nation System		Help
Home M4O Individual Plan SC Provi	ider Financial Admir	n. Tools	
Clearance Administration Registration 1	Service Management	Qualification Provider Organization Program Capacity	
Add Service Modify Service Delete Servi			
Provider - Service Management - Delete Service - Provider Sear	ch		
		Search Criteria	
	Program Office: * OD	op 🗸	
2	Service Location: 002	20 - 2040 LINGLESTOWN RD 💙	
	Service:		
	ASC	CRA ODP PSERVICE ONE (ASCRA1)	
	Bet	havior therapy Individual insight behavior (50804 SE)	
	CPS	S 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)	
You are presently logged into HCSIS	Friday, August 18 Con	mm. Resid. Rehab. (5310 -Eligible)-1 day (W7206)	Your session will expire at approximately 9:43 AM
	DT	T ODP ALL EDSOL SERVICE ONE (D0119)	
	DTT	T ODP ALL EDSOL SERVICE TWO (D0120)	
	DTI	T TEST SERVDEF - NO FUNDING STREAM (D0002)	
	In-	Home & Commity Supprts (Lyl 1, 1:3) (W7058)	
	Nur	rsing - Health Intervention (96152)	
	wo	0 3034 NEW ADDED (W9939 11 11)	

• Service is not a mandatory field, if you wish to choose a Service, click in the dropdown box and select the appropriate Service

NOTE: Although Service Location and Service are not mandatory fields you must have one or the other to complete the search

The Home and Community Services Info	ormation System		Help					
Home M4Q Individual Plan SC Pro	vider Financial Admin.	i. Tools						
Clearance Administration Registration	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity							
Add Service Modify Service Delete Service								
Provider - Service Management - Delete Service - Provider Search								
		Search Criteria						
	Program Office: * ODP	P V						
	Service Location: 0020	20 - 2040 LINGLESTOWN RD 💙						
	Service: DTT	T ODP ALL EDSOL SERVICE ONE (D0119)						
		Search						
You are presently logged into HCSIS	Friday, August 18, 2017	7 9:21 AM Privacy Policy	Your session will expire at approximately 10:21 AM					

• Once you have completed entering the search criteria, click the [Search] button

К	The Home and Community Services Information System						
Classance I demonstration L Pacification (L Sandra Management L Qualification L Provider Organization L Program Canacity							
Add Sanvice Modify Sanvice Delete Sanvice Hanagement Quaincaulor Provider Organization Program Capacity							
Provi	er - Service Manager	ent - Delete Service - Delete Service					
	5						
Select	County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)		Qualification Status	
	Allegheny	Test	51.Home and Community Habilitation (0020)	Behavioral Support - ECS (W7095 U1)		Qualified	
						Continue	

- The search results are displayed
- Select the Service
- Click the [Continue] button



HCSis	The Home and Cor	nmunity Services Information System			- F	lelp
Home M4Q Individual Plan SC Provider Financial Admin. 100is						
Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity						
Add service Modily Service Delete service						
County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Begin Date	End Date
Allegheny	Test	51.Home and Community Habilitation (0020)	Behavioral Support - ECS (W7095 U1)	Qualified	07/01/2016	
Cancel		· · · · ·		N -	Confirm	Delete
You are presently logged into HCSIS		Friday, August 18, 2017 9:29 AM	Privacy Policy	Your session will expire at approximately 10:29 AM		y 10:29 AM

- The page refreshes
- If you do not wish to delete this service, click the [Cancel] button
- Click the [Confirm Delete] button