



Ad Hoc User Testing: SCO Billing Updates ODP Announcement 26-047

AUDIENCE:

Supports Coordination Organizations (SCOs) and Administrative Entities (AEs)

PURPOSE:

To share information about optional ad hoc user testing sessions for upcoming SCO billing updates and enhancements to the Home and Community Services Information System (HCSIS).

DISCUSSION:

The Office of Developmental Programs (ODP) will be offering optional ad hoc user testing sessions to give SCOs the opportunity to explore upcoming SCO billing updates and system enhancements within HCSIS.

These sessions are intended to help users become familiar with system changes ahead of implementation and to provide an opportunity to test functionality in the training environment.

Due to limited capacity, registration will prioritize SCO staff. Administrative Entities (AEs) are welcome to register; however, SCO registrations will be given priority if sessions reach capacity. We ask that each SCO limit participation to 1–2 staff members to allow for broad representation across organizations.

Testing Schedule:

May 26, 2026 | 10:00 AM – 3:00 PM

May 28, 2026 | 10:00 AM – 3:00 PM



Pennsylvania
Department of Human Services

Participants may join at any time during the testing window. Each session will be limited to 25 participants per day.

Please note: participants may register for **one date only**.

Registration:

Registration is required.

Interested participants should register using the link below. Registration will be accepted on a first-come, first-served basis until capacity is reached.

[Follow this link to register for either Ad Hoc User Testing session.](#)

Testing Format:

This testing opportunity will be conducted in an ad hoc format:

- No formal agenda or structured walkthrough
- No predefined test cases

Participants are encouraged to navigate the training environment independently and test functionality based on their typical workflows.

Examples of activities include:

- Creating and entering service notes
- Running and reviewing billing extract reports
- Accessing the SCO Billable Activity Report (NEW)
- Reviewing updates related to SCO billing requirements
- Exploring general system enhancements

Location:

PCG
2040 Linglestown Rd, Suite 201
Harrisburg, PA 17110



Additional Logistics:

- Parking is available on-site
- An elevator is available for accessibility needs
- Lunch will not be provided, so please plan accordingly.

CONTACT:

If you have questions, please contact the ODP Outreach mailbox:

PA-PWODP_OUTREACH@PA.GOV