



HCSIS Project Update March 2009

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Office of Children, Youth and Families (OCYF)

OCYF Release 6.3.0 Highlights

HCSIS Release **6.3.0** will be implemented on April 25, 2009. OCYF release highlights are:

- Recordable Incident Renamed
- Ability to Remove Workers

PCR 11167: Recordable Incident Renamed

After Release 6.3.0 on April 25, **Recordable Incidents** will be named **Recordable Incidents (Optional)** in HCSIS. This name change is being implemented to reduce confusion between mandatory "Reportable Incidents" and optional "Recordable Incidents".

The term **Recordable Incident (Optional)** applies only to Chapter 3800 licensed facilities and is defined in Chapter 3800 regulations at § 3800.17. Chapter 3800 licensed providers can report recordable incidents if they choose, but they are not required to report this incident type in HCSIS. By documenting recordable incidents, an organization can enhance the completeness of a child's permanent record. Recordable incidents can be seen only by the organization that creates them.

The following are the secondary incident categories for Recordable Incidents (Optional):

- Seizure: An incident in which a child suffers a seizure.
- Suicidal Gesture: An incident in which a child mimics the act of committing suicide.
- Incidence of intentionally striking or physically injuring a child: An incident involving the intentional striking or physically injuring a child.
- Property Damage of more than \$500: An incident involving the damage of property of more than \$500, including the facility itself, facility vehicles, facility furnishings and child's personal property. (Site level incident)
- Child absent from premises without staff approval: An incident involving the absence of a child from the premises for any length of time without staff approval
- Child's whereabouts unknown for more than 24 hours (transitional living): An incident involving the absence of a child from the premises for twenty-four hours or more without staff approval.
- Injury, Trauma or Illness of a Child: An incident resulting in the injury, trauma or illness of a child.

PCR 10434: Ability to Remove Workers

Currently, OCYF HCSIS users can add workers but not remove them. This enhancement PCR for the Workload Management functionality allows users to remove workers. To remove a worker, navigate to *Workload Management > Manage Workers*. Locate the worker in the system and click [Remove Worker]. Please use this new functionality to remove individuals who no longer work for your organization.

For more information about HCSIS Workload Management functionality, please review OCYF Workload Management trainings posted on the Learning Management System website. If you don't have access to the Learning Management System, please contact your Business Partner Administrator.

*Look for more information in the **HCSIS 6.3.0 Release Communication**, available under the [HCSIS Information](#) link on the Learning Management System (LMS) website!*

Updates and Reminders

HCSIS System Incident Status Reports:

Did you know that you can request a system report in HCSIS that will show the status of each of your incidents? To request the report, navigate to *Tools > Reports Request* and select the **Incidents by Process Status** report in the **Detailed Reports** section. Enter report parameters (Begin Date, End Date and Report Format are the only required fields) and click [View Report]. This report will list incidents with the first section submitted, those with the final section finalized, and those incidents with a final section that has not been approved.

Definition of Residential County

In HCSIS, **Residential County** is used to capture the county in which the child currently resides. For example: If a child was originally from Maryland and is currently placed in a home in Philadelphia, PA, the child's **Residential County** in HCSIS is Philadelphia.

General

HCSIS Tips and Helpful Hints

Who: All Program Office Users

Subject: HCSIS Business Partner (BP) Administrators Housekeeping Reminder

As a reminder, HCSIS BP Administrators are responsible for ongoing maintenance of user account profiles in HCSIS, including deactivating accounts, updating user accounts with new roles and scopes, etc. The following HCSIS Housekeeping activities are intended for all HCSIS BP Administrators in counties and provider organizations.

In an effort to clean-up user account profiles in HCSIS, the following tasks have to be completed by every HCSIS Administrator, using the IdentityManager software:

- Block User Ids for individuals who should no longer have access to HCSIS (i.e., terminated, transferred, etc.)
- Update (or enter) user phone numbers and e-mail addresses
- Complete and mail completed DPW User Security Agreement forms for all new HCSIS users to the HCSIS Help Desk

Who: All Program Office Users

Subject: Resetting HCSIS Passwords

Effective March 9, 2009, the HCSIS/PELICAN EI Help Desk will accept password reset requests only from Business Partner (BP) Administrators through the (866) 444-1264 contact number. All other users should first request password resets from their BP Administrator. If your BP Administrator is unable to reset the password successfully or is unavailable, compose an e-mail to the HCSIS/PELICAN EI Help Desk containing the following information:

- To: ra-hcsispassword@state.pa.us
- Subject Line: HCSIS Password Reset Request
- Body Content: HCSIS User Id; e.g., PW-ABORRRD and Contact Phone Number

When the HCSIS/PELICAN EI Help Desk receives your request, you will receive a confirmation e-mail, stating that the request was processed. The e-mail will contain a temporary password that will allow you to log into HCSIS. You will be prompted to create a new password immediately after you log in.

****Note: The e-mail address this is sent from must match the e-mail address associated with your HCSIS User ID in IdentityManager. If your e-mail address changed recently, ask your BP Administrator to update the information in IdentityManager.***