

HCSIS Frequently Ask Questions

Reports

What Reports are available in HCSIS?

Report	Function	Availability
Administrative Analysis Report By Local Admin	Lists all Local Administrators in the system	Next Day
Administrative Analysis Report By User	Lists all Users by Scope Type and Scope	Next Day
Death Reporting Report	Lists all Death Report information for Death Reports that have been Finalized	Immediate
Event Counts	Provides summary data on the number of events per month broken down by primary and secondary category within a specified date range	Immediate
Events By Individual Detail Report	Provides a complete list of events grouped by individual during a specified period of time.	Immediate
Events By Site/Provider	Provides a complete list of events grouped by Provider Site during a specified period of time.	Immediate
Multiple Events By Individual Summary	This report provides summary information on individuals who have multiple incidents during a specified period of time. The information provided in this report is organized by individual includes the number of events broken down by event type.	Immediate
Individual to Security Group Relationship	Lists the Security Groups associated to each individual and the individuals with no security groups assigned.	Immediate
Security Group by Provider	Lists all security groups per provider	Immediate
User to Security Group Relationship	Lists the Security Groups associated to each user, the users with no security groups assigned and the users with "All individuals" access	Immediate
HCR Management Report	Lists individuals that have an On Target, Due, or Overdue HCR based on when the HCR was last updated or when an HCR snapshot was last taken. Includes only individuals who are receiving DMR services.	Immediate
Aging Incident Detail	Provides detailed information about incident reports that have been filed during a specified period of time but have not been completed or reviewed within the allotted time frames.	Immediate

Aging Incident Summary Report	Provides a summary of incident reports by provider that have been started but the Initial Report and/or the Final Report have not been completed within the allotted timeframe.	Immediate
Incidents By Case Status	This report provides a status summary for incident reports entered in HCSIS. Displays open and closed incidents at each review level.	Immediate
Incidents With Injury Counts	This report provides summary counts of incidents involving an injury during a specified period of time. The report is organized by provider and site.	Immediate
Incidents With Injury Detail	This report provides a list of incidents involving an injury and includes the date and time of the incident, the type of injury, and the body part effected	Immediate
ACES Report	Provides counts of cases with an Investigation report that is finalized if SO and approved for SI cases; cases with a finalized criminal cases log; and cases where the current disposition no longer requires an Investigation report	Immediate
Action Plan Summary Report	Includes Action Plans once they are issued	Immediate
Criminal Case Log	Includes criminal case log information for cases that required criminal case logs that have all mandatory information saved (may be in progress or finalized)	Immediate
Investigation Count Report	Includes a count of finalized dispositions and cases with a finalized checklist that are substantiated/unsubstantiated.	Immediate
Investigator Case Load Report	Includes a list of open cases per Investigator based on the disposition and the status of the Investigation Report	Immediate
Outstanding Summary Report	Includes a list of outstanding documents for investigation cases/intakes.	Immediate
QE Provider Investigation Case Report	Used mainly for Survey and Certification. Lists the substantiated cases by Provider.	Immediate
Medication Occurrence Detail	Provides a complete list of medication occurrences grouped by individual during a specified period of time.	Immediate
Medication Occurrence Summary	This report provides summary counts and percentages of: Type of Medication Occurrence; Recommended Actions; Events Following; and Contributing Factors	Immediate
Aggregate Response Report	Individual Counts/percentages based on all drop-down responses	Next Day
Survey Status Report	Count of Incomplete, Complete and Finalized Surveys	Next Day
Survey Status Report for Providers	Same as above, but for Pre-Survey only	Immediate

Restraint Detail Report	Provides a complete list of restraints grouped by individual during a specified period of time.	Immediate
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When does the clock start on the 3 day timeline to enter a minor incident in HCSIS, specifically in regard to the aging report?

The timeline for reporting a minor or major incident is from the date of discovery of the incident. In addition, the timeline for submitting the finalized version of the incident is based on the date of discovery of the event.