

Incident Management Quick Guide Filing an Extension

Report Extension page

To file an Extension – e.g., the Individual has been admitted to the hospital and he/she won't be released until after the Incident Reporting deadlines elapse.

Submit the initial version—

- Log into HCSIS.
- Click the QM tab.
- Choose the IM link.
- Enter Individual's last name and click **Search**.
- Select the Individual; click on their name.
- Select appropriate initial version of incident report and open it.
- Click on Report Extension.
- Enter Reason for Extension.
- Enter Expected Completion Date.*
- Click **Save**.

The screenshot shows the 'Report Extension' page in Microsoft Internet Explorer. The browser address bar shows the URL: https://hcas-trng.dmr.state.ma.us/hcas/m4/In/ogm/Imrex.aspx. The page title is 'Health and Human Services'. The navigation menu includes HOME, QM, ADMIN, and TOOLS. The main content area shows a search for an individual named CILMORE, HAPPY. The search results table lists incident information including Incident ID: 614, Incident Date: 3/4/2006, and Primary Incident Nature: Near Drowning. Below the search results, there is a form with fields for 'Select', 'Reason', and 'Expected Completion Date'. The 'Save' button is circled in red.

Note

*Additional report extensions can be created, as needed.

When searching, if more than one Event ID is listed, click on the appropriate ID. Remember to click **Save** after completing the requested information and before leaving the screen.