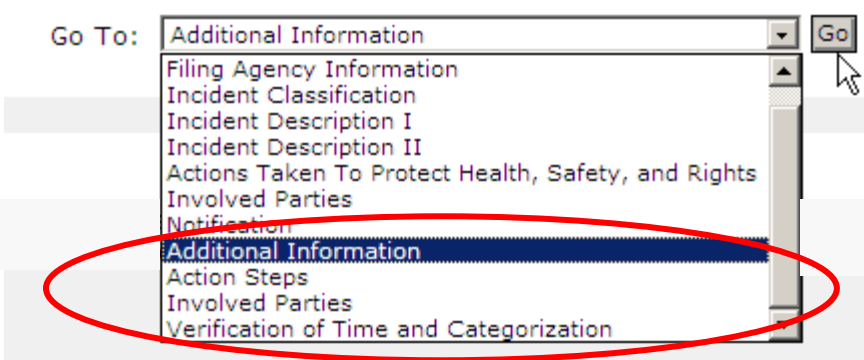


Incident Management Completing the Final Report Quick Guide

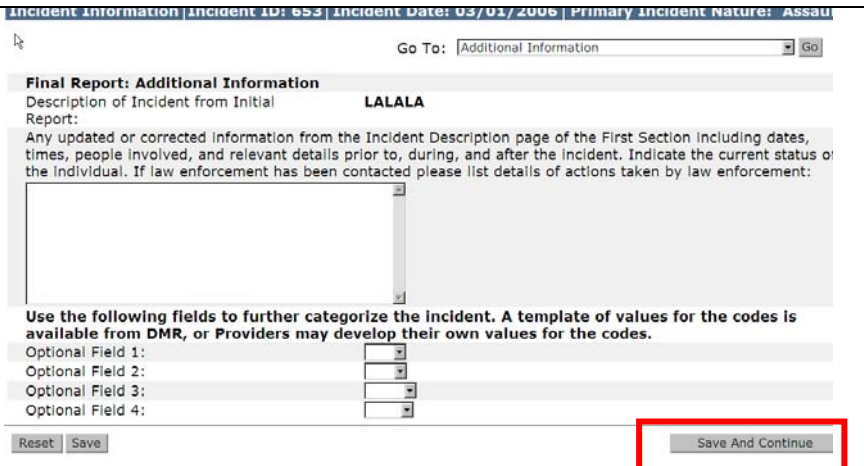
<p>1. User logs into HCSIS and navigates to the Alerts screen by clicking on the Alerts link on the left side of the home page.</p> <p>The user is redirected to the Pending Alerts screen where there is a filter and a list of alerts.</p> <p>2. From the list of pending Alerts, the user clicks on the underline Alert that indicates that an initial report has been submitted.</p>	<div style="text-align: center;"> <h2>Alerts Incident Management Supervisor</h2> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Health and Human Services</p> <p>HOME QM ADMIN TOOLS</p> </div> <div style="display: flex; align-items: center;"> ALERTS <div style="flex-grow: 1;"> <h3 style="margin: 0;">Mental Retardation Quality Management Reporting (HCSIS)</h3> <p style="font-size: small; margin-top: 10px;">This application is designed to be the primary quality management and health care reporting system for the Department of Mental Retardation. This system can capture information related to Incident Management, the Health Care Record and National Core Indicators.</p> </div> </div>												
<p>Note: the Switchboard screen appears with the list of documents for the incident.</p> <p>3. User clicks on the Initial Report Submitted link.</p>	<div style="text-align: center;"> <h2>Switchboard</h2> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>HCR IM Death Reporting NCI Investigations Reports Event Data Entry Restricted Access Report Extension Filing Process Mgt. Review Process Mgt. QM > IM > Event Data Entry > Switch Board</p> </div> <div style="display: flex; align-items: center;"> Search <div style="flex-grow: 1;"> <div style="text-align: center; margin-bottom: 5px;"> <p style="font-size: x-small; margin: 0;">Incident Notification Printable Summary</p> <p style="font-size: x-small; margin: 0;">Printable Incident Summary</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 15%;">Individual Information</td> <td style="width: 25%;">Name: TUMMINOWEBB, CONSUMER</td> <td style="width: 15%;">SSN: XXX-XX-4221</td> <td style="width: 15%;">DOB: 2/2/1985</td> <td style="width: 10%;">Gender: Male</td> <td style="width: 20%;">Area Office: Middles</td> </tr> <tr> <td>Incident Information</td> <td>Incident ID: 653</td> <td>Incident Date: 3/1/2006</td> <td colspan="3">Primary Incident Nature:</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <p style="font-size: x-small; margin: 0;">Incident Management Documents</p> <p style="font-size: x-small; margin: 0;">Initial Report</p> <p style="font-size: x-small; margin: 0;">Initial Report Submitted - Date Created: 04/11/2006</p> <hr style="width: 50%; margin: 5px auto;"/> <p style="font-size: x-small; margin: 0;">Area Office Management Review</p> <hr style="width: 50%; margin: 5px auto;"/> <p style="font-size: x-small; margin: 0;">Regional Office Management Review</p> <hr style="width: 50%; margin: 5px auto;"/> <p style="font-size: x-small; margin: 0;">Action Steps Follow-up</p> </div> </div> </div>	Individual Information	Name: TUMMINOWEBB, CONSUMER	SSN: XXX-XX-4221	DOB: 2/2/1985	Gender: Male	Area Office: Middles	Incident Information	Incident ID: 653	Incident Date: 3/1/2006	Primary Incident Nature:		
Individual Information	Name: TUMMINOWEBB, CONSUMER	SSN: XXX-XX-4221	DOB: 2/2/1985	Gender: Male	Area Office: Middles								
Incident Information	Incident ID: 653	Incident Date: 3/1/2006	Primary Incident Nature:										

Incident Management Completing the Final Report Quick Guide

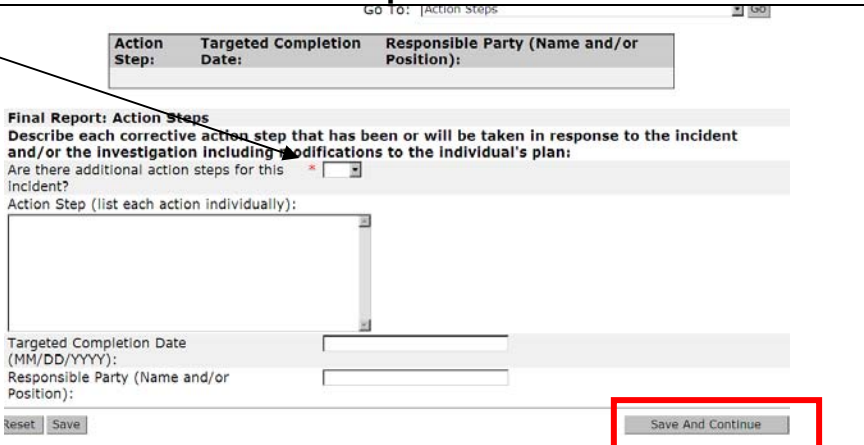
Use the Go To drop-down list to go through the pages

<p>4. Select a page and click Go to move through the pages of the Incident Report.</p>	
--	--

Additional Information

<p>5. User enters all mandatory information in the Additional Information screen and clicks Save and Continue.</p> <p>Reminder: Click Save (bottom left) periodically; click Reset to start over.</p>	
---	---

Action Steps

<p>Note: mandatory fields are identified with a red asterisk.</p> <p>6. User enters all mandatory information in the Action Steps screen and clicks Save to enter the first action. Also, user clicks Add to enter each additional action.</p> <p>7. Use the Save and Continue button to move to the next screen.</p>	
--	--

Incident Management Completing the Final Report Quick Guide

Involved Parties screen	
<p>8. User enters all mandatory information in the Involved Parties screen and clicks Save to enter the first party. Also, user clicks Add to enter each additional party.</p> <p>9. Click Save and Continue button to go to next screen.</p>	
Verification of Time and Categorization	
<p>10. User enters all mandatory information in the Verification of Time and Categorization screen.</p> <p>11. User clicks on the Finalize button at the bottom of the screen.</p> <p>This will send an alert to the AO stating that the report is finalized.</p>	
<p>.</p>	<p>Note: for specific information regarding filing time lines please consult the documentation on the DMR Home page: http://mass.gov/dmr and click on the HCSIS link for Incident Management documents</p>