

Commonwealth of Massachusetts

# Executive Office of Health and Human Services

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## Virtual Gateway



## Quick Guide to HCSIS for DPPC Users



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## Logging into HCSIS

The HCSIS application is accessed via the Virtual Gateway

Step	Action
1.	Enter <a href="https://gateway.hhs.state.ma.us">https://gateway.hhs.state.ma.us</a> into an internet browser
2.	Click Go
3.	Enter Username
4.	Enter Password
5.	Click Submit
6.	Click on Mental Retardation Quality Management Reporting (HCSIS) hyperlink

## To Upload an Intake

Step	Action
1.	Click Tools
2.	Click DPPC
3.	Click Investigations File Upload
4.	Click Browse
5.	Locate and select the Intake file
6.	Click Open
7.	Click Attach File
8.	Click Done

## Investigations File Upload Screen

**Health and Human Services** **Mass.gov**

HOME QM ADMIN TOOLS Mass.Gov Home Help

Reports | Alerts | Misc | IM Utilities | DPPC | Data Extracts | DR Utilities  
 Investigations File Upload | Initial Response Download

Tools > DPPC > Investigations File Upload > Investigations File Upload

This page allows you to upload an Intake File into HCSIS. Files must be text files and must be no larger than 500 KB.  
 Step 1: Click Browse and select a file.  
 If you don't see a "Browse" button, your browser does not support attachments.

Step 2: Click Attach File

The attachment may not exceed 500 KB.  
 Your attachment will be automatically scanned by antivirus software.

Attached File  Size

Step 3: Click Done when you are finished.

You must click Done to complete this process. If you do not click Done and close out of this window, your file will not be saved.



## To View a Printable Initial Response

When a new Initial Response has been finalized by a DMR Senior Investigator, an alert will be sent with a link to view the Initial Response.

DPPC Alert	
<b>Alert Subject/Title</b>	An Initial Response has been finalized by the Senior Investigator.
<b>Alert Trigger</b>	User clicks finalize on the Initial Response screen.
<b>Hyperlink Destination</b>	Initial Response Report Notice
<input type="checkbox"/>	03/14/2007 Initial Response Finalized <a href="#">An Initial Response has been finalized: Intake# : 1158; Alleged Victim Name : SMITH, JOHN ; DOB : 08/10/1980; Additional ALV : No;</a>

Step	Action
1.	Click Home
2.	Click Alerts
3.	Click on the hyperlink for “An Initial Response has been finalized” for the desired Intake to navigate to the Initial Response Report Notice screen.
4.	Click View Report

You can also navigate directly to the Initial Response Report Notice screen without using the alert as long as the DMR Case # is known. The DMR Case # is included in the alert or the user can search for the DMR Case # by DPPC Intake #. See the Searching for a Case section for further information.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Notices
4.	Click Initial Response Report
5.	Enter Case Log # (this may be prepopulated)
6.	Click View Report

NOTE: When there are multiple Initial Responses per DMR case, the user will have to use the Intake # Drop Down to select the appropriate DPPC #.

Below is an example of the Initial Response Notice page.



Health and Human Services



HOME QM ADMIN TOOLS

Mass.Gov Home

HCR | IM | Death Reporting | NCI | Investigations | Reports  
Data Entry | Intake | Initial Response | Involved Parties | Case Assignment | Process Management | Printable Summary | Notices  
QM > Investigations > Notices > Notices

Initial Response Report	
Case Log #:	02-CWSV-07-0439
	<input type="button" value="Change"/>
Intake #:	7437/1
Report Format:	Adobe Acrobat (PDF)
	<input type="button" value="View Report"/> <input type="button" value="Reset"/>

  
[Get Acrobat Reader](#)

Below is a sample Initial Response Report Notice.

**Disabled Persons Protection Commission Initial Response Form**

**DPPC Case Number: 3010**

**Date Completed: 10/24/2007**

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. UNLESS DULY AUTHORIZED/OR PERSONALLY IDENTIFIABLE INFORMATION IS ADEQUATELY REDACTED, FURTHER DISTRIBUTION OF THIS DOCUMENT, OR A COPY OF SAME, BY YOU TO OTHERS COULD RESULT IN LEGAL PENALTIES.

**Alleged Victim Name:** CLTS AT 500 HARRISON AVE

**Allegation:** THE ALV CAME INTO THE PROGRAM WITH A RED MARK ON HIS LEFT TEMPLE. IT MEASURED APPROXIMATELY FOUR BY THREE INCHES.  
**Date of Incident:** 10/01/2007  
**Screen Date:** 10/04/2007

**Alleged Abuser #1 Name:** JOE MORRIS  
**Alleged Abuser #2 Name:**  
**Alleged Abuser #3 Name:**  
**Alleged Abuser #4 Name:**  
**Alleged Abuser #5 Name:**  
**Alleged Abuser #6 Name:**  
**Alleged Abuser #7 Name:**  
**Alleged Abuser #8 Name:**



## To View an Approved Screened In Investigation Report

When an Investigation Report has been approved by a DMR Senior Investigator for a Screened In Case, an alert will be sent with a link to view the Investigation Report.

DPPC Alert			
<b>Alert Subject/Title</b>	An Investigation Report has been reviewed and approved by the Senior Investigator.		
<b>Alert Trigger</b>	User clicks approve on the Investigation Report screen.		
<b>Hyperlink Destination</b>	Investigation Report Notice		
<input type="checkbox"/>	03/20/2007	Investigation Report Approved	<a href="#">An Investigation Report has been reviewed &amp; approved by the Senior Investigator: Log# : 01-FWDC-07-0023; Intake# : 1316; Alleged Victim Name : SMITH, JOHN; DOB : 10/10/1910; Additional ALV : No; DPPC Screening Decision : 4B;</a>

Step	Action
1.	Click Home
2.	Click Alerts
3.	Click on the hyperlink for “An Investigation Report has been reviewed & approved by the Senior Investigator”
4.	Click View Report

You can also navigate directly to the Investigation Report Notice screen without using the alert as long as the DMR Case # is known. The DMR Case # is included in the alert or the user can search for the DMR Case # by DPPC Intake #. See the Searching for a Case section for further information.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Notices
4.	Click Investigation Report
5.	Enter Case Log # (this may be prepopulated)
6.	Click View Report



Below is an example of the Investigation Report Notice Screen.

Health and Human Services

HOME QM ADMIN TOOLS

Mass.Gov Home Help

HCR | IM | Death Reporting | NCI | Investigations | Reports

Data Entry | Intake | Initial Response | Involved Parties | Case Assignment | Process Management | Printable Summary | Notices

QM > Investigations > Notices > Notices

**Investigation Report**

Case Log #: \*

Report Format: \* Adobe Acrobat (PDF) ▼

Below is a sample Investigation Report Notice.

M.G.L. c. 19C / 118 CMR and / or CMR 115 Investigation Report Form

DPPC Case Number: 1407

DMR Case Number: 05-FWDC-07-0144

**M.G.L. c. 19C / 118 CMR /115 CMR Investigation Report**

**Alleged Victim: JOHN SMITH**

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**Allegation Investigated:**

THE ALV SUSTAINED A BROKEN FINGER DURING A RESTRAINT. IN ADDITION, THE INJURY WAS NOT TREATED IN A TIMELY MANNER. NOW THE FINGER NEEDS RE-BREAKING AND PINS PUT IN. ALV IS ALSO BELIEVED TO HAVE A CHEMICAL IMBALANCE. THE ALAB REFUSES OR IS UNWILLING TO GET A MEDICAL TEST DONE ON THE ALV, AND AS A RESULT HER CONDITION IS WORSENERD.



## To View a Finalized Screened In Investigations Report

When a Decision Letter is issued by DMR for a Screened In Case, an Alert will be sent to DPPC. This alert notifies DPPC that the Senior Investigator has finalized the Investigation Report.

DPPC Alert	
<b>Alert Subject/Title</b>	A Decision Letter has been issued by Investigations.
<b>Alert Trigger</b>	User clicks save on the Decision Letter screen.
<b>Hyperlink Destination</b>	Decision Letter Notice

Please follow the instructions below to access the report from the Decision Letter Notice screen.

Step	Action
1.	Click Notices
2.	Click Investigation Report
3.	Click View Report

You can also navigate directly to the Investigation Report Notice screen without using the alert as long as the DMR Case # is known. The DMR Case # is included in the alert or the user can search for the DMR Case # by DPPC Intake #. See the Searching for a Case section for further information.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Notices
4.	Click Investigation Report
5.	Enter Case Log # (this may be prepopulated)
6.	Click View Report



## View the Action Plan/Resolution Screen

When an Action Plan/Resolution has been Issued by DMR, an Action Plan/Resolution Issued Alert will be sent with a link to view the Switchboard for the case. The Action Plan/Resolution for the case can be accessed from the Switchboard.

Likewise when an Action Plan/Resolution has been Finalized by DMR, a separate alert will be sent with a link to view the Switchboard for the case. The Action Plan/Resolution for the case along with its outcomes can be accessed from the Switchboard. The Alert and instructions for the Action Plan/Resolution has been Finalized Alert are included below.

DPPC Alert	
<b>Alert Subject/Title</b>	An Action Plan/Resolution has been Finalized
<b>Alert Trigger</b>	User clicks Finalize on the Action Plan/Resolution Outcomes page.
<b>Hyperlink Destination</b>	Switchboard
<input type="checkbox"/>	03/20/2007 Action Plan/Resolution Finalized
<a href="#">An Action Plan/Resolution has been Finalized</a> : Log# : 01-FWDC-07-0023; Intake# : 1316; Alleged Victim Name : SMITH, JOHN; DOB : 10/10/1910; Additional ALV : No; DPPC Screening Decision : 4B;	

Step	Action
1.	Click Home
2.	Click Alerts
3.	Click on the hyperlink for “An Action Plan/Resolution has been Finalized”
4.	Click the Finalized link on the Switchboard under the Action Plan/Resolution Section
5.	Click Continue to view the Action Plan/Resolution Outcomes



Below is an example of the Action Plan/Resolution Screen.

**Health and Human Services** Mass.Gov

HOME QM ADMIN TOOLS Mass.Gov Home

HCR | IM | Death Reporting | NCI | Investigations | Reports  
Data Entry | Intake | Initial Response | Involved Parties | Case Assignment | Process Management | Printable Summary | Notices  
QM > Investigations > Data Entry > Action Plan/Resolution

Search

<b>Alleged Victim Information</b>	<b>Name: SMITH, SHAWN</b>	<b>SSN: XXX-XX-7988</b>	<b>Area Office: North Shore</b>	<b>Additional AL</b>
<b>Log#: 03-NENS-07-0015</b>	<b>DPPC Intake Number: 1362</b>	<b>Investigator:</b>	<b>Disposition: Administrative Review</b>	

Action to be Taken:	Responsible Party Position:	Target Completion Date
<input checked="" type="radio"/> action one	drivers assistant	07/13/2007

[View](#)

**Action Plan/Resolution**

Action to be Taken (Do not list names of individuals.):\* **action one**

Responsible Party Position:\* **drivers assistant**

Responsible Party First Name: -

Responsible Party Last Name: -

Target Completion Date (MM/DD/YYYY or N/A):\* **07/13/2007**

Issued Date: **07/13/2007**

Issued By: **HCSISELEVEN, ALICE**

Below is an example of the Action Plan/Resolution Outcomes Screen. This screen is reached by clicking the Continue Button on the Action Plan/Resolution Screen.

**Health and Human Services** Mass.Gov

HOME QM ADMIN TOOLS Mass.Gov Home

HCR | IM | Death Reporting | NCI | Investigations | Reports  
Data Entry | Intake | Initial Response | Involved Parties | Case Assignment | Process Management | Printable Summary | Notices  
QM > Investigations > Data Entry > Action Plan/Resolution Outcomes

Search

<b>Alleged Victim Information</b>	<b>Name: SMITH, SHAWN</b>	<b>SSN: XXX-XX-7988</b>	<b>Area Office: North Shore</b>	<b>Additional AL</b>
<b>Log#: 03-NENS-07-0015</b>	<b>DPPC Intake Number: 1362</b>	<b>Investigator:</b>	<b>Disposition: Administrative Review</b>	

Action to be Taken:	Responsible Party Position:	Target Completion Date	Completion Date
<input checked="" type="radio"/> action one	drivers assistant	07/13/2007	N/A

[View](#)

**Action Plan/Resolution Outcomes**

Action to be Taken (Do not list names of individuals.):\* **action one**

Responsible Party Position:\* **drivers assistant**

Responsible Party First Name: -

Responsible Party Last Name: -

Target Completion Date (MM/DD/YYYY or N/A):\* **07/13/2007**

Was the action completed as recommended?\*" **Yes**

If not, please explain: -

Category of Action that was taken:\* **Change in Program Activity**

If other, please specify: -

Completion Date (MM/DD/YYYY or N/A):\* **N/A**

Finalized Date: **07/13/2007**

Finalized By: **HCSISELEVEN, ALICE**



You can also navigate directly to the Action Plan/Resolution screen without using the alert as long as the DMR Case # is known. The DMR Case # is included in the alert or the user can search for the DMR Case # by DPPC Intake #. See the Searching for a Case section for further information.

<b>Step</b>	<b>Action</b>
1.	Click QM
2.	Click Investigations
3.	Click Data Entry
4.	Enter the appropriate Search Criteria
5.	Click Search
6.	Click the Finalized link on the Switchboard under the Action Plan/Resolution Section
7.	Click Continue to view the Action Plan/Resolution Outcomes



## View the Printable Action Plan/Resolution

When an Action Plan/Resolution has been Finalized by DMR, an alert will be sent with a link to the Switchboard for the case. The Action Plan/Resolution can be viewed from this Switchboard. A printable version of the Action Plan/Resolution for a specific DMR Case # is also available in HCSIS. The DMR Case # is included in the Action Plan/Resolution Finalize alert; however, if the user does not know the DMR Case #, the user can search for the DMR case # by DPPC intake #. See the Searching for a Case section for further information.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Notices
4.	Click Action Plan/Resolution Report
5.	Enter Case Log # (this may be prepopulated)
6.	Click View Report

Below is an example of the Printable Action Plan/Resolution.

COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF MENTAL RETARDATION INVESTIGATIONS - ACTION PLANS/RESOLUTIONS		Run Date : 08/06/2007 Run Time : 03:28:20 pm As of Date : 08/06/2007 03:28:20 pm					
Case Log #: 03-NENS-07-0015							
Name: SMITH, SHAWN							
Case Log Number	Action	Responsible Party Position	Responsible Party Name	Target Date	Completed as Recommended?	Category	Completion Date
03-NENS-07-0015	action one	drivers assistant		07/13/2007	No - completed but not as recommended	ISP or Behavior Review/Change	07/13/2007

Note, this printable Action Plan Resolution Notice is available one day after the Action Plan has been finalized.



## Using the Process Management Screen

The Process Management screen assists DPPC users in monitoring the cases where an Investigation Report is Awaiting Approval from DPPC.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Process Management
4.	Click the Status field drop-down button
5.	Select Awaiting DPPC Review of Investigation Report
6.	Click Search.
7.	If applicable, select the appropriate link to access the Case Switchboard

Below is an example of the Process Management Screen with results.

Health and Human Services

HOME QM ADMIN TOOLS
Mass.Gov Home Help

HCR | IM | Death Reporting | NCI | Investigations | Reports  
 Data Entry | Intake | Initial Response | Involved Parties | Case Assignment | Process Management | Printable Summary | Notices

QM > Investigations > Process Management > Search

**Process Management Search**

ALV Last Name:	<input type="text"/>	ALV First Name:	<input type="text"/>
ALV DOB (MM/DD/YYYY):	<input type="text"/>	ALV SSN:	<input type="text"/>
DPPC Intake #:	<input type="text"/>	Log #:	<input type="text"/>
Intake Received Date From (MM/DD/YYYY):	<input type="text"/>	Intake Received Date To (MM/DD/YYYY):	<input type="text"/>
Area/Facility:	<input type="text"/>	Region:	<input type="text"/>
Investigator:	<input type="text"/>	Investigative Office:	<input type="text"/>
Status:	<input type="text" value="Awaiting DPPC Review of Investigation Report"/>		
Disposition:	<input type="text"/>	Sort By:	<input type="text"/>

Log #:	DPPC Intake #:	ALV Name:	Date received from DPPC:	Disposition:	Case Status:	Investigative Office:	Investigator:	Provider:
<a href="#">02-SENB-07-0002</a>	1429	HCSIS, EIGHT	2/23/2007 1:44:23 PM	DMR to Investigate	Awaiting DPPC Review of Investigation Report	Central	HCSISSEVEN, BOB	KENNEDY - DONOVAN CENTER INC
<a href="#">03-CWSV-07-0005</a>	74513	FITZPATRICK, CONSUMER	7/6/2007 11:24:19 AM	DMR to Investigate	Awaiting DPPC Review of Investigation Report	Northeast	HCSISFIVE, CARL	Hogan Regional Center



## Searching for a Case

Users can Search for a case by using the Case Search screen. To navigate to the Case Search screen, follow the steps below.

Step	Action
1.	Click QM
2.	Click Investigations
3.	Click Data Entry

The Investigation Case Search screen appears. Below is an example of the **Investigation Case Search** screen.

The following table defines the Case Search criteria:

Case Search Field	Definition
<b>ALV Last Name</b>	Last Name of the ALV associated with the case
<b>ALV First Name</b>	First Name of the ALV associated with the case
<b>ALV DOB (MM/DD/YYYY)</b>	Date of Birth of the ALV in MM/DD/YYYY format
<b>ALV SSN</b>	Social Security Number of the ALV
<b>ALAB/Reporter Last Name</b>	Last Name of the ALAB or Reporter associated with the case
<b>ALAB/Reporter First Name</b>	First Name of the ALAB or Reporter associated with the case
<b>DPPC Intake #</b>	DPPC Intake # associated with the case
<b>Log #</b>	The DMR Case/Log # associated with the case

To search for a case enter the appropriate criteria and click Search.



## Individual Search

This feature can be used to determine if an individual is served by DMR. To navigate to the Individual Search screen, follow the steps below.

Step	Action
1.	Click Tools
2.	Click DPPC
3.	Click Individual Search

The Individual Search Screen will then appear. It is a requirement that either Last Name, SSN, or Date of Birth be entered as Search Criteria into this screen.

The screenshot shows the 'Health and Human Services' website interface. At the top right is the 'Mass.go' logo. Below it is a navigation bar with 'HOME', 'QM', 'ADMIN', and 'TOOLS' tabs. A secondary navigation bar lists various utility links: 'Reports | Alerts | Misc | IM Utilities | DPPC | Data Extracts | DR Utilities | IN Utilities | MT Utilities | Investigations File Upload | Initial Response Download | Individual Search'. Below this is a breadcrumb trail: 'TOOLS > DPPC > Individual Search > Individual Search'. The main content area displays the 'Individual Search' form with the following fields: Last Name (rossini), First Name (jack), SSN, Date Of Birth (MM/DD/YYYY), Street Address, and City. There are 'Search' and 'Reset' buttons at the bottom of the form.

**Individual Search**

Last Name:  First Name:

SSN:  Date Of Birth (MM/DD/YYYY):

Street Address:  City:

**No Matches**

Enter as much information about the individual as is known and then hit the Search Button. One of the following three results will be returned:

- No Matches – There is no individual served by DMR that match the search criteria.
- One Match – There is only one individual served by DMR that match the search criteria.
- Multiple Matches – Contact DMR for further information

It is recommended that either (a) SSN; or (b) First Name, Last Name and Date of Birth; or (c) First Name, Last Name, and City be used as the Search Criteria. If Street Address is used, a partial address is supported. For example, entering LEARY for Street Address will include anybody with the string “leary” in the street address, such as Cleary St or Leary Ave.



## To Download an Initial Response

The ability to download an Initial Response in a Comma Separated File for a particular DPPC # is supported.

To navigate to the Initial Response Download screen.

Step	Action
1.	Click Tools
2.	Click DPPC
3.	Click Initial Response Download
4.	Enter the DPPC Intake #
5.	Click Download

Below is an example of the Initial Response Download screen.

The screenshot shows the "Health and Human Services" web application interface. The top navigation bar includes "HOME", "QM", "ADMIN", and "TOOLS". The "TOOLS" menu is expanded, showing options like "Reports", "Alerts", "Misc", "IM Utilities", "DPPC", "Data Extracts", "DR Utilities", and "IN Utilities". The "DPPC" option is selected, leading to the "Initial Response Download" screen. The breadcrumb trail is "Tools > DPPC > Initial Response Download > Initial Response Download". The main content area contains a form with a label "DPPC Intake #:" followed by a text input field containing the value "711" and a "Download" button.



## To View A Death Report

When a new Death Report has been approved by Central Office, an alert will be sent with a link to the Death Report.

DPPC Alert			
<b>Alert Subject/Title</b>	A Death Report has been accepted.		
<b>Alert Trigger</b>	CO Investigations marks the Death Report as accepted and clicks the Finalize button on the Investigation Review screen		
<b>Hyperlink Destination</b>	Death Report switchboard		
<input type="checkbox"/>	10/29/2007	A death report has been accepted	<a href="#">A death report has been accepted</a> : Name: MACAULAY, PARALLEL; Age at Death: 37; Date Submitted: 10/29/2007.

Step	Action
1.	Click Home
2.	Click Alerts
3.	Click on the hyperlink for “A Death Report has been accepted” to navigate to the Death Report Switchboard.
4.	Click the link for Death Report -Initial Review Approval: Approved or Initial Review - Finalized/Approved.

You can also navigate directly to the Death Report switchboard without using the Alerts using the Search Criteria Screen.

Step	Action
1.	Click QM
2.	Click Death Reporting
3.	Click Death Reporting Data Entry
4.	Enter the Last Name and/or SSN and/or DOB
5.	Click Search
6.	Click on the Link for the correct Individual to bring you to the switchboard
7.	Click the link for Death Report -Initial Review Approval: Approved or Initial Review - Finalized/Approved



Below is an example of the Death Report switchboard.

Health and Human Services Mass.gov

HOME QM ADMIN TOOLS Mass.Gov Home

HCR | IM | Death Reporting | NCI | Investigations | Reports  
 Death Reporting Data Entry | Review Process Management  
 QM > Death Reporting > Death Reporting Data Entry > Switchboard

**Operation successful.**

Search [Printable Death Reporting Summary](#)

<b>Individual Information</b>	Name: MACAULAY, PARALLEL	SSN: XXX-XX-1479	DOB: 03/05/1970	Gender: Male	Area Office: Springfield/Westfield
<b>Death Information</b>	Date of Death: 03/12/2007			Time of Death:	

**Death Reporting Documents**

**Death Report**  
 Created : 03/13/2007; Finalized: 03/13/2007; Initial Review Approval: Approved

---

**Initial Review**  
 Created : 03/13/2007; Finalized-Approved: 10/29/2007

---

**Central Office Review**

---

User ID: dlane  
 ©2005 Commonwealth of Massachusetts Monday, October 29, 2007 1:44 PM Your session will end sometime after

Below is a sample Screen from a Death Report.

Health and Human Services Mass.gov

HOME QM ADMIN TOOLS Mass.Gov Home

HCR | IM | Death Reporting | NCI | Investigations | Reports  
 Death Reporting Data Entry | Review Process Management  
 QM > DR > Death Reporting Data Entry > Circumstances of Death

Search

<b>Individual Information</b>	Name: MACAULAY, PARALLEL	SSN: XXX-XX-1479	DOB: 03/05/1970	Gender: Male	Area Office: Springfield/Westfield
<b>Death Information</b>	Date of Death: 03/12/2007			Time of Death:	

Go To:

Circumstances of Death	
Presumed Diagnosis at time of death:*	<b>Hodgkin's Disease</b>
If other Presumed Diagnosis, please describe:	-
Facts and Circumstances of Death:*	<b>SDGSD GSDG</b>
Did the person have a Level II or Level III Behavior Modification Plan?*	<b>No</b>
Was the person being restrained or in Time Out at, or just prior to, death?*	<b>No</b>
Was a DNR in place?*	<b>No</b>
At time of death, receiving Hospice services?*	<b>No</b>
Services Received on the Date of Death:	-
Is a Mortality Review Required?	<b>No</b>
If Not Required, Is a Mortality Review Requested?	<b>No</b>
If requested, reason for request:	-
Was an autopsy requested?*	<b>No</b>
Was an autopsy completed?*	<b>No</b>



Below is an example of the Initial Review Screen.

Health and Human Services
Mass.gov

[HOME](#) | [QM](#) | [ADMIN](#) | [TOOLS](#)

HCR | IM | **Death Reporting** | NCI | Investigations | Reports

Death Reporting Data Entry | Review Process Management

QM > Death Reporting > Death Reporting Data Entry > Initial Review

Search

<b>Individual Information</b>	Name: MACAULAY, PARALLEL	SSN: XXX-XX-1479	DOB: 03/05/1970	Gender: Male	Area Office: Springfield/Westfiel
<b>Death Information</b>	Date of Death: 03/12/2007			Time of Death:	

**Initial Review Detail**

Is the Death Reported Accepted?*	Yes
If not, why?:	
Finalized By:	LANE, D
Finalized Date:	10/29/2007

User ID: dlane

©2005 Commonwealth of Massachusetts Monday, October 29, 2007 1:56 PM Your session will end sometime after