



HCSIS Provider Access Updates Tip Sheet

Every activity in this tip sheet can be performed by the **Provider Registration Data Entry Role**. This tip sheet assumes that providers have already signed up in the Provider Access website. The activities in this tip sheet are listed alphabetically and include:

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If you have any questions about the screens in the Provider Access application or in HCSIS, click the **Help** hyperlink in the upper right-hand corner of any screen or call the **HCSIS Help Desk** at **1-866-444-1264**.

A Note about the Provider Access Screens:

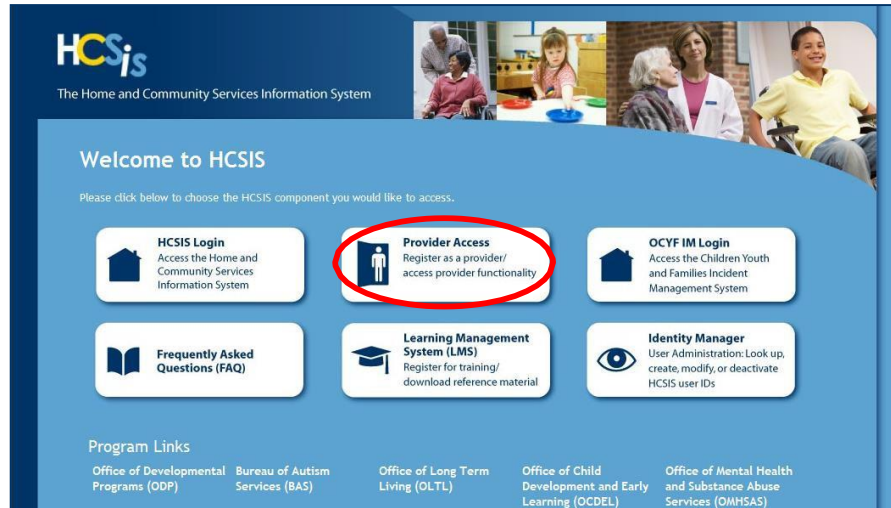
There are seven different tabs within Provider Access: Identification, Contacts, Addresses, SSD Options, Organizations, Sites, and Services.



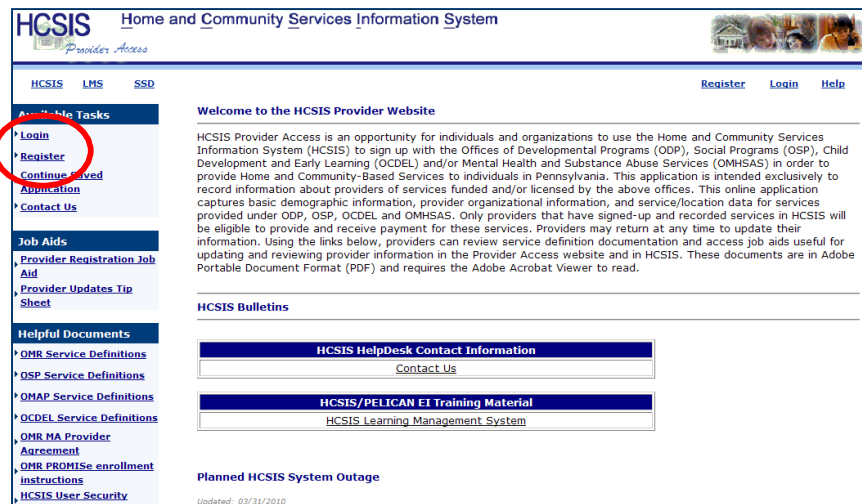
HCSIS Provider Access Updates Tip Sheet

LOG INTO PROVIDER ACCESS

- Go to www.hcsis.state.pa.us.



- Click **Provider Access**. The *HCSIS Provider Access Homepage* appears.



- Click Login on the sidebar on the left of the screen.
- The *PA Department of Human Services Login* screen appears.



- Enter your **Username** and **Password**.
- Click [Login].



HCSIS Provider Access Updates Tip Sheet

NAVIGATE IN PROVIDER ACCESS

- There are two ways to navigate in Provider Access:

1. Use the tabs across the top of the screen to navigate to the main areas of Provider Access.

Provider Registration - ALLEGHENY SERVICES
Step 1 of 2: Sites and Service Location

Identification	Contacts	Addresses	SSD Options	Organization	Sites	Services
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Provider Registration -> Sites and Service Location -> Sites

2. The sidebar to the left of the screen contains additional options for each of the main areas of Provider Access.

Available Tasks

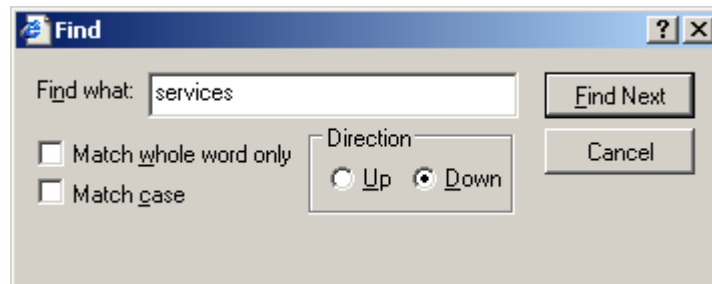
- [Modify Service Offerings](#)
- [View/Update Basic Demographics](#)
- [View/Update Sites Information](#)
- [View/Update NPI and Taxonomies](#)
- [View My Application Summary](#)
- [Access Provider Qualification](#)
- [Service Authorization Notice](#)

- **Modify Service Offerings** – Click this link to add, edit, delete or view the provider's service offerings.
- **View/Update Basic Demographics** – Click this link add, edit, or delete basic information.
- **View/Update Sites Information** – Click this link to add, edit, or delete site information.
- **View/Update NPI and Taxonomies** – Click this link to add, edit, or delete Provider Type, Specialties, NPI, and Taxonomy code.
- **View My Application Summary** – Click this link to access a printable version of provider information.
- **Access Provider Qualification** – Click this link to access the provider qualification screens in HCSIS.
- **Service Authorization Notice** – Click this link to access an electronic version of the Service Authorization Notices that are generated in HCSIS.

HCSIS Provider Access Updates Tip Sheet

FIND A KEY WORD ON A WEBPAGE

- ▶ Click your mouse anywhere on the screen that you want to search.
- ▶ Hold [Ctrl] and press the letter **F** on the keyboard or follow the menu path: **Edit > Find (on This Page)**. The **Find** dialog box appears.



- ▶ Type the search criteria in the **Find What** text box.
- ▶ Click [Find Next].
- ▶ The search begins where the cursor point is located on the screen and continues to the end.



HCSIS Provider Access Updates Tip Sheet

UPDATE A BUSINESS, MAILING AND/OR PAYMENT ADDRESS

- Select the **Addresses** tab found at the top of the screen. The *Address Information* screen appears.

HCSIS Home and Community Services Information System
Provider Access

Home Contact Us Help

Provider Registration - MICHEAL, ED

Step 1 of 3: Identification and Demographics

Identification Contacts **Addresses** SSD Options Sites Services

Provider Registration -> Identification and Demographics -> Addresses

Select	Address Type	Address	Phone	Verification Status
<input checked="" type="radio"/>	Payment Address	100 CORPORATE CENTER DR,CAMP HILL,PA 17011-1758	(215) 555-5550	Verified
<input type="radio"/>	Mailing Address	3600 VARTAN WAY,HARRISBURG,PA 17110-9438	(555) 555-5550	Verified
<input type="radio"/>	Business Address	300 CORPORATE CENTER DR,CAMP HILL,PA 17011-1760	(215) 555-5550	Verified

Edit

Address Information
Check all that apply
☐ Business Address ☐ Mailing Address ☒ Payment Address

Street Address: *100 CORPORATE CENTER DR
Suite / PO Box:
Building / Dept.:
City: *CAMP HILL
State: Pennsylvania
Zip: *17011-1758
County: Philadelphia

Phone: *(555) - 555 - 5555
Fax:
Email Address:
Website:

Reset Save Save And Continue

- Click the option circle to the left of the address to be updated.
- Click [Edit].
- Make changes as necessary. When updating Zip codes, be sure to enter only five numeric digits.
- Click [Save] if you desire to remain on this screen and edit another entry, or click [Save and Continue] to save the information and continue on to the next area.
- **Refer to the Appendix B at the end of this tip sheet for rules and restrictions on permissible characters that can be entered in address and city-name fields in this screen.**

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HCSIS Provider Access Updates Tip Sheet

UPDATE A BUSINESS, MAILING AND/OR PAYMENT ADDRESS (CONTINUED)

The screenshot shows the HCSIS Home and Community Services Information System interface. The user is logged in as 'MICHEAL, ED'. The 'Addresses' tab is selected under 'Step 1 of 3: Identification and Demographics'. The 'Address Information' section shows a table with two rows of address suggestions. The first row is '10 Main Street' in Harrisburg, PA 17101. The second row is '10 MANN ST' in HARRISBURG, PA 17113. A red circle highlights the 'Select' radio button for the second row. A 'Try Again' button is at the bottom right of the table.

Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip Code	Plus 4
<input type="radio"/>	10 Main Street			Harrisburg	PA	17101	
Our postal software has found the following potential matches for the address you entered							
<input checked="" type="radio"/>	10 MANN ST			HARRISBURG	PA	17113	

- ▶ Click the option circle for the correct address match based on the results suggested by the geo-coding (postal) application, or click [Try Again] if the address information you entered is incorrect.
Note: If you click [Try Again], the address information that you entered will be cleared, and you will be prompted to re-enter the address information.
- ▶ **Refer to the Appendix A at the end of this tip sheet for the documentation the HCSIS Help Desk and MPI require for verification of changes to business, mailing, or payment addresses.**



HCSIS Provider Access Updates Tip Sheet

CHECK VERIFICATION STATUS

- Click View/Update Sites Information in the sidebar located on the left side of the screen, or select the **Sites** tab found at the top of the screen.

HCSIS Home and Community Services Information System
Provider Access

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information**
- View/Update MPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice

Job Aids

- Provider Registration Job Aid
- Provider Updates Tip Sheet

Helpful Documents

- OMR Service Definitions
- OSP Service Definitions
- OMAP Service Definitions
- OMR MA Provider Agreement
- PROMISE enrollment instructions

Provider Registration - MICHEAL, ED Help

Step 1 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options **Sites** Services

Provider Registration -> Sites and Service Location -> Sites

Select	Site Name	Contact Name	Address	Verification Status	Service Location Exists?
<input checked="" type="radio"/>	Ed Michaels, MD		1245 CLAIR RD, PHILADELPHIA, PA, - 18123	Verification Pending	Yes
<input type="radio"/>	Service Site	ED,MICHEALS	8220 CASTOR AVE, PHILADELPHIA, PA, - 191522729	Verification Pending	No
<input type="radio"/>	Service Site 2	ED,MICHEALS	8225 CASTOR AVE, PHILADELPHIA, PA, - 191522718	Verification Pending	No
<input type="radio"/>	Site Not Specified		712 VALLEY, PHILADELPHIA, PA, -19128	Verified	Yes

Re-Use From MPI Add Edit Delete

Site Information

Site Name: Ed Michaels, MD
Contact Name:
Address Line One: *1245 CLAIR RD
Address Line Two:
Address Line Three:
City: *PHILADELPHIA
State: Pennsylvania
Zip: *18123
Country: United States
County: Philadelphia
Phone: *(215) 555-5555
Fax:
Email Address:

Continue

- Check the **Verification Status** of the provider's addresses in the table. The verification statuses include:
 - **Verification Pending**: change has not been verified by the Provider Sign-up Verifier role yet.
 - **Verified**: change has been reviewed by the Provider Sign-up Verifier role.

Note: If the updates are not accepted, the address reverts to its original **Verified** status without the requested changes. Therefore, seeing **Verified** informs you that a decision has been made regarding the request, not necessarily that the requested changes were made. You must review the address to determine if the change was accepted or rejected.



HCSIS Provider Access Updates Tip Sheet

UPDATE A SITE ADDRESS

- ▶ Click View/Update Sites Information in the sidebar located on the left side of the screen, or select the **Sites** tab found at the top of the screen.

HCSIS Home and Community Services Information System
Provider Access

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Provider Registration - MICHEAL, ED

Step 1 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options **Sites** Services

Provider Registration -> Sites and Service Location -> Sites

Select	Site Name	Contact Name	Address	Verification Status	Provider Type Added?
<input type="radio"/>	New SAT Site		3600 VARTAN WAY, HARRISBURG, PA, 17110-9438	Verified	Yes
<input type="radio"/>	HTTP		155 W 8TH ST, ERIE, PA, 16501-1012	Verified	Yes
<input checked="" type="radio"/>	Service Site		8220 CASTOR AVE, PHILADELPHIA, PA, 19152-2729	Verified	Yes
<input type="radio"/>	Service Site 2		8225 CASTOR AVE, PHILADELPHIA, PA, 19152-2718	Verified	Yes

Re-Use From MPI Add Edit Delete

Site Information

Site Name: *Service Site
Contact Name:
Address Line One: *8220 CASTOR AVE
Address Line Two:
Address Line Three:
City: *PHILADELPHIA
State: Pennsylvania
Zip: *19152-2729
County: Philadelphia
Phone: *(215) 123-4567
Fax:
Email Address:

Continue

- ▶ Click the option circle to the left of the address to be updated.
- ▶ Click [Edit].
- ▶ Make changes as necessary and click [Save].

Note: You should only update a site address if the address was entered incorrectly. If a site physically moves, end-date all services at that site and delete the site entirely from HCSIS. Once the entire site has been deleted successfully, add a new site in HCSIS using the new address, and add the appropriate services to that site.

- ▶ Click the option circle for the correct address match based on the results suggested by the geo-coding (postal) application, or click [Try Again] if the address information you entered is incorrect.

Note: If you click [Try Again], the address information that you entered will be cleared, and you will be prompted to re-enter the address information.

- ▶ **Refer to the Appendix A at the end of this tip sheet for the documentation the HCSIS Help Desk and MPI require for verification of site address changes.**
- ▶ **Refer to the Appendix B at the end of this tip sheet for rules and restrictions on permissible characters that can be entered in site-name (service-location), address and city-name fields in this screen.**



HCSIS Provider Access Updates Tip Sheet

DELETE A SITE

Follow the steps below when there are no Provider Types associated with the site. If Provider Types are associated with the site, please see the **DELETE SERVICE LOCATION** task in this tip sheet.

Note: Before a site can be deleted from Provider Access, all services associated with that site must be end-dated in the past. Please see the **END-DATE A SERVICE** task in this tip sheet prior to completing the following steps to delete a site.

- Click View/Update Sites Information in the sidebar located on the left side of the screen, or select the **Sites** tab found at the top of the screen.

The screenshot shows the HCSIS Provider Access interface. The sidebar on the left has 'View/Update Sites Information' circled in red. The main content area shows the 'Provider Registration - MICHEAL, ED' page with the 'Sites' tab selected. A table lists four sites, with the third row (Service Site at 8220 CASTOR AVE) circled in red. Below the table, the 'Delete' button is circled in red. The 'Site Information' section below the table shows details for the selected site.

Select	Site Name	Contact Name	Address	Verification Status	Provider Type Added?
<input type="radio"/>	New SAT Site		3600 VARTAN WAY, HARRISBURG, PA, 17110-9438	Verified	Yes
<input type="radio"/>	HTTP		155 W 8TH ST, ERIE, PA, 16501-1012	Verified	Yes
<input checked="" type="radio"/>	Service Site		8220 CASTOR AVE, PHILADELPHIA, PA, 19152-2729	Verified	Yes
<input type="radio"/>	Service Site 2		8225 CASTOR AVE, PHILADELPHIA, PA, 19152-2718	Verified	Yes

Re-Use From MPI

Site Information

Site Name: *Service Site
Contact Name:
Address Line One: *8220 CASTOR AVE
Address Line Two:
Address Line Three:
City: *PHILADELPHIA
State: Pennsylvania
Zip: *19152-2729
County: Philadelphia
Phone: *(215) 123-4567
Fax:
Email Address:

- Click the option circle to the left of the address to be deleted.
- Click [Delete].
- Review the *Site* screen to verify that the site has been deleted.



HCSIS Provider Access Updates Tip Sheet

ADD OR EDIT SERVICE LOCATION

- Click View/Update Sites Information in the sidebar located on the left side of the screen, or select the **Sites** tab found at the top of the screen. The *Site Information* screen appears.

HCSIS Home and Community Services Information System
Provider Access

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information**
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice

Job Aids

- Provider Registration Job Aid
- Provider Updates Tip Sheet

Helpful Documents

- OMR Service Definitions
- OSP Service Definitions
- OMAP Service Definitions
- OMR MA Provider Agreement
- PROMISE enrollment instructions

Provider Registration - MICHEAL, ED

Step 1 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options **Sites** Services

Provider Registration -> Sites and Service Location -> Sites

Select	Site Name	Contact Name	Address	Verification Status	Provider Type Added?
<input type="radio"/>	New SAT Site		3600 VARTAN WAY, HARRISBURG, PA, 17110-9438	Verified	Yes
<input type="radio"/>	HTTP		155 W 8TH ST, ERIE, PA, 16501-1012	Verified	Yes
<input checked="" type="radio"/>	Service Site		8220 CASTOR AVE, PHILADELPHIA, PA, 19152-2729	Verified	Yes
<input type="radio"/>	Service Site 2		8225 CASTOR AVE, PHILADELPHIA, PA, 19152-2718	Verified	Yes

Re-Use From MPI Add Edit Delete

Site Information

Site Name: *Service Site
Contact Name:
Address Line One: *8220 CASTOR AVE
Address Line Two:
Address Line Three:
City: *PHILADELPHIA
State: Pennsylvania
Zip: *19152-2729
County: Philadelphia
Phone: *(215) 123-4567
Fax:
Email Address:

Continue

- Click the option circle to the left of the site to be edited and click [Continue]. The *Service Location Details* screen appears for the selected site.

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice

Job Aids

- Provider Registration Job Aid
- Provider Updates Tip Sheet

Provider Registration - MICHEAL, ED

Step 2 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options **Sites** Services

Provider Registration -> Sites and Service Location -> Site -> Service Location

Select	Provider Type	NPI Number	Service Location Id	Status
<input checked="" type="radio"/>	52.Community Residential Rehabilitation		0013	Verification Pending
<input type="radio"/>	05.Home Health	1000099089	0011	Verified
<input type="radio"/>	51.Home and Community Habilitation		0012	Verified

Add Edit Delete

Service Location Details

Provider Type: * 52.Community Residential Rehabilitation

Specialties: 340. PROGRAM EXCEPTION
456. CRR-ADULT
520. CHILD & YOUTH LIC GRP HOME W MNTL HLTH TRTMT COMP
521. ADULT RESIDENTIAL - 6400

Reset Save Save And Continue

- To add a new service location:** Click [Add] and select the appropriate provider type, specialties, and NPI and Taxonomy, if applicable.
- To modify a service location:** Click the option circle to the left of the provider type you wish to edit. Click [Edit] and make the necessary changes.
- Click [Save] if you desire to remain on this screen and edit another entry or [Save and Continue] to save the information and continue on to the next area.



HCSIS Provider Access Updates Tip Sheet

DELETE SERVICE LOCATION

ATTENTION: Deleting service locations from MPI is not possible. This task deletes service locations from the Provider Access website and HCSIS only. **Remember; if you are a provider of OLTL services, do not attempt to delete any addresses with provider types listed for OLTL services.**

Note: Before a service location can be deleted from Provider Access, all services associated with that service location must be end-dated in the past. Please see the **END-DATE A SERVICE** task in this tip sheet prior to completing the following steps to delete a service location.

- ▶ Click View/Update Sites Information in the sidebar located on the left side of the screen, or select the **Sites** tab found at the top of the screen. The *Site Information* screen appears.

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Provider Access

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Provider Registration - MICHEAL, ED

Step 1 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options Sites Services

Provider Registration -> Sites and Service Location -> Sites

Select	Site Name	Contact Name	Address	Verification Status	Provider Type Added?
<input type="radio"/>	New SAT Site		3600 VARTAN WAY, HARRISBURG, PA, 17110-9438	Verified	Yes
<input type="radio"/>	HTTP		155 W 8TH ST, ERIE, PA, 16501-1012	Verified	Yes
<input checked="" type="radio"/>	Service Site		8220 CASTOR AVE, PHILADELPHIA, PA, 19152-2729	Verified	Yes
<input type="radio"/>	Service Site 2		8225 CASTOR AVE, PHILADELPHIA, PA, 19152-2718	Verified	Yes

Re-Use From MPI Add Edit Delete

Site Information

Site Name: *Service Site
Contact Name:
Address Line One: *8220 CASTOR AVE
Address Line Two:
Address Line Three:
City: *PHILADELPHIA
State: Pennsylvania
Zip: *19152-2729
County: Philadelphia
Phone: *(215) 123-4567
Fax:
Email Address:

Continue

- ▶ Click the option circle to the left of the site to be deleted.
- ▶ Click [Continue]. The *Service Location Details* screen appears.

CONTINUED ON NEXT PAGE



HCSIS Provider Access Updates Tip Sheet

DELETE SERVICE LOCATION (CONTINUED)

HCSIS Home and Community Services Information System

Provider Access

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Available Tasks

Modify Service Offerings

View/Update Basic Demographics

View/Update Sites Information

View/Update NPI and Taxonomies

View My Application Summary

Access Provider Qualification

Service Authorization

Notice

Provider Registration - ALLEGHENY SERVICES

Step 2 of 2: Sites and Service Location/Provider Types

Identification Contacts Addresses SSD Options Organization Sites Services

Provider Registration -> Sites and Service Location/Provider Types -> Site -> Service Location

Select	Provider Type	NPI Number	Service Location Id	Status
<input checked="" type="radio"/>	52.Community Residential Rehabilitation		0001	Verified

Add Edit Delete

Service Location Details

Provider Type: 52.Community Residential Rehabilitation

Specialties:

Continue

- Click the option circle to the left of the provider type you wish to delete and click [Delete].

Note: If you receive the error message **Cannot delete the service location because there is an active service associated**, please refer to the **END-DATE A SERVICE** task in this tip sheet.

- Click [Continue] to return to the *Site Information* screen.



HCSIS Provider Access Updates Tip Sheet

REVIEW ALL PROVIDER INFORMATION

- Click View Application Summary in the sidebar located on the left side of the screen to view a printable version of the provider's contact, address, SSD, organization, site, and service information that is captured in Provider Access.

Note: Click [Back] to return to the *Identification Data* screen.

[Back](#)

PROVIDER REGISTRATION

Commonwealth of Pennsylvania
Department of Public Welfare

Identification Information

Organization Type:	Individual
Business Name:	MICHEAL, ED
IRS Name:	HELP SOURCE
MPI Number:	300181334
SSN:	213875690
Department of State Number:	N/A
Business Type:	Individual
Operating Status:	Not-for-Profit

Site Information

1) Ed Michael Corporate Office

Contact Name:	
Street Address:	300 CORPORATE CENTER DR
Suite/PO Box:	
Building/Dept:	
City:	CAMP HILL
State:	Pennsylvania
Zip:	170111760
County:	Philadelphia
Country:	United States
Phone:	(215) 555-5550
Fax:	
Email:	
Service Locations:	

Provider Type: 51.Home and Community Habilitation

NPI:

Service Location Id: 0003

Specialties:

Provider Type: 26.Transportation

NPI:

Service Location Id: 0001

Specialties:

Provider Type: 36.Personal Care Services

NPI:

Service Location Id: 0002

Specialties:

Provider Type: 52.Community Residential Rehabilitation

NPI: 1000099089

Service Location Id: 0004

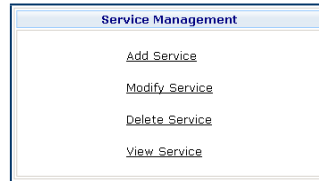
Specialties:



HCSIS Provider Access Updates Tip Sheet

ADD A SERVICE

- Click Modify Service Offerings in the sidebar located on the left side of the screen, or select the **Services** tab found at the top of the screen. The *Service Management* menu appears.



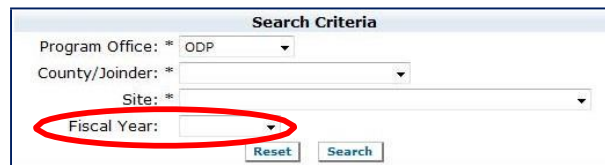
A screenshot of the 'Service Management' menu. It is a light blue box with a title bar. Inside, there are four links: 'Add Service', 'Modify Service', 'Delete Service', and 'View Service', each preceded by a small icon.

- Click Add Service. The *Search* screen appears.



A screenshot of the 'Search Criteria' form. It has three dropdown menus: 'Program Office: *', 'County/Joinder: *', and 'Site: *'. Below the dropdowns are 'Reset' and 'Search' buttons.

- Select the appropriate Program Office from the drop-down box. The Search Criteria screen will re-populate with additional search criteria drop-down menus according to the Program Office selected.



A screenshot of the 'Search Criteria' form after selecting 'ODP' for Program Office. A new dropdown menu, 'Fiscal Year: *', has appeared below the 'Site: *' dropdown. The 'Fiscal Year' dropdown is circled in red. 'Reset' and 'Search' buttons are at the bottom.

- For the ODP Program Office, you have the option of selecting a fiscal year from the drop-down list, in addition to the County/Joinder and a Site; for ODP-BAS, you must select a Site and for both OCDEL Program Offices you must select the Local Entity and a Site.
- Click [Search].



A screenshot of the HCSIS Provider Registration screen. The title is 'HCSIS Home and Community Services Information System'. The page shows 'Step 3 of 3: Select Service Offerings'. The 'Program Office' is 'ODP', 'County/Joinder Name' is 'Berks', and 'Site Name' is 'ALLEGHENY (ALLEGHENY)'. Below this is a table with columns: 'ODP Services', 'Service Status', 'Qualification Status', and 'Contracted Rate'. The table lists services under 'Home and Community Services' and 'Other Community Services'. A 'Tentative Service Begin Date (MM/DD/YYYY):' field is at the bottom right, and a 'Select And Continue' button is circled in red.

- Click the checkbox to the left of each service that will be provided through this site and contracted with the selected county.

Note: The Services that appear are based on the provider types selected on the *Service Location Detail Screen*.

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HCSIS Provider Access Updates Tip Sheet

ADD A SERVICE (CONTINUED)

- ▶ Enter the **Tentative Service Begin Date (MM/DD/YYYY)** for all of the selected services. Click [Select and Continue].
- ▶ The next screen will allow you to edit the Tentative Service Begin Date for each selected service, if needed.

HCSIS Home and Community Services Information System
Provider Access

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice

Job Aids

- Provider Registration Job Aid
- Provider Updates Tip Sheet

Helpful Documents

- QMR Service Definitions
- OSP Service Definitions
- QMAP Service Definitions

Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Organization Sites **Services**

Provider Registration -> Service Offerings

Program Office : ODP County/Joinder Name : Berks Site Name : ALLEGHENY (ALLEGHENY)

ODP Services	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Home and Community Services		
51.Home and Community Habilitation		
Companion Services (Basic Staff Support) (W1724)	07/01/2010	
Companion Services (Level 1) (W1725)	07/01/2010	
Companion Services (Level 2) (W1726)	07/01/2010	
Older Adult Day Service-1/2 day (W7094)	07/01/2010	
Other Community Services		
51.Home and Community Habilitation		
Companion Services (Level 3) (W1727)	07/01/2010	

Reset Save And Continue

- ▶ If you selected multiple services and the begin date is not the same for each service, enter the appropriate **Begin Date (MM/DD/YYYY)** for when the provider will offer each service to the county for the site selected.
- IMPORTANT NOTE:** The **End Date** field is not required. Even if you have a contract for a service that ends on a certain date, leave this field blank unless the provider will no longer be offering the service as of a specific date.
- ▶ Click [Save and Continue]. The *Service Offerings* screen appears.

HCSIS Home and Community Services Information System
Provider Access

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice

Job Aids

- Provider Registration Job Aid
- Provider Updates Tip Sheet

Helpful Documents

- QMR Service Definitions
- OSP Service Definitions
- QMAP Service Definitions

Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Organization Sites **Services**

Provider Registration -> Service Offerings

Operation successful.

Program Office : ODP County/Joinder Name : Berks Site Name : ALLEGHENY (ALLEGHENY)

ODP Services	Service Status	Qualification Status	Contracted Rate
Home and Community Services			
51.Home and Community Habilitation			
<input checked="" type="checkbox"/> Companion Services (Basic Staff Support) (W1724)	Selected		
<input checked="" type="checkbox"/> Companion Services (Level 1) (W1725)	Selected		
<input checked="" type="checkbox"/> Companion Services (Level 2) (W1726)	Selected		
<input checked="" type="checkbox"/> Older Adult Day Service-1/2 day (W7094)	Selected	Qualified	
Other Community Services			
51.Home and Community Habilitation			
<input checked="" type="checkbox"/> Companion Services (Level 3) (W1727)	Selected		

Tentative Service Begin Date (MM/DD/YYYY):

Reset Select And Continue

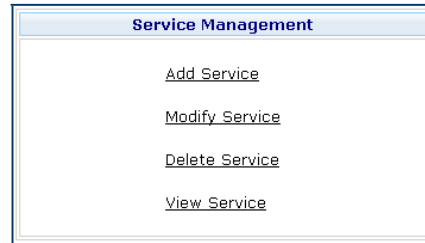
- ▶ Repeat these steps for all service, county, and site combinations by selecting the Services tab at the top of the screen.



HCSIS Provider Access Updates Tip Sheet

DELETE A SERVICE

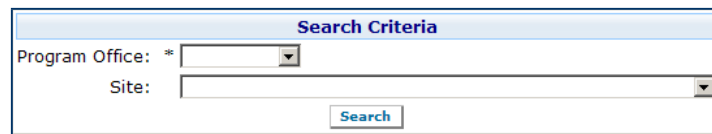
- Click Modify Service Offerings in the sidebar located on the left side of the screen, or select the **Services** tab found at the top of the screen. The *Service Management* menu appears.



Service Management

- [Add Service](#)
- [Modify Service](#)
- [Delete Service](#)
- [View Service](#)

- Click Delete Service to search for the service you wish to delete.

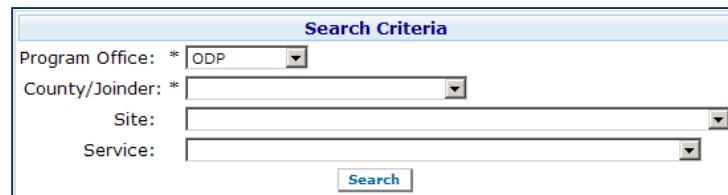


Search Criteria

Program Office: *

Site:

- Select the appropriate Program Office from the drop-down box. The Search Criteria screen will re-populate with additional search criteria drop-down menus according to the Program Office selected.



Search Criteria

Program Office: *

County/Joinder: *

Site:

Service:

- For the ODP Program Office, you must at least select the County/Joinder and a Site; for ODP-BAS, you must select a Site and for both OCDEL Program Offices you must select the Local Entity and a Site.



HCSIS Home and Community Services Information System

Provider Access

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Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice
- Job Aids
- Provider Registration Job Aid
- Provider Updates Tip Sheet

Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Organization Sites Services

Provider Registration -> Service Offerings -> Delete Service

Select	County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 3) (W1727)	
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 2) (W1726)	
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Basic Staff Support) (W1724)	
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Older Adult Day Service-1/2 day (W7094)	Qualified
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 1) (W1725)	

- Click the Select box beside the name of each service you want to delete and click [Continue].

Remember - Do not end-date any OLTL services.

CONTINUED ON NEXT PAGE



HCSIS Provider Access Updates Tip Sheet

DELETE A SERVICE (CONTINUED)

HCSIS Home and Community Services Information System 

[Home](#) [Contact Us](#) [Help](#)

Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

[Identification](#) [Contacts](#) [Addresses](#) [SSD Options](#) [Organization](#) [Sites](#) [Services](#)

Provider Registration -> Service Offerings -> Delete Service

County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Begin Date	End Date
Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 3) (W1727)		07/01/2010	

[Cancel](#) [Confirm Delete](#)

► Click [Confirm Delete].

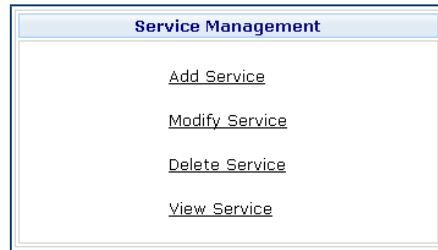


HCSIS Provider Access Updates Tip Sheet

END DATE A SERVICE

Note: To end-date a service, the service's end date must be in the past and greater than or equal to the begin date.

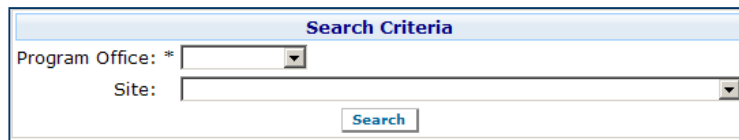
- Click Modify Service Offerings in the sidebar located on the left side of the screen, or select the **Services** tab found at the top of the screen. The *Service Management* menu appears.



Service Management

- [Add Service](#)
- [Modify Service](#)
- [Delete Service](#)
- [View Service](#)

- Click Modify Service to search for the service you wish to end-date.

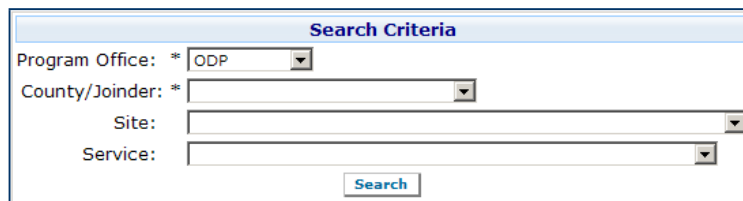


Search Criteria

Program Office: *

Site:

- Select the appropriate Program Office from the drop-down box. The Search Criteria screen will re-populate with additional search criteria drop-down menus according to the Program Office selected.



Search Criteria

Program Office: *

County/Joinder: *

Site:

Service:

- For the ODP Program Office, you must at least select the County/Joinder and a Site; for ODP-BAS, you must select a Site and for both OCDEL Program Offices you must select the Local Entity and a Site.



HCSIS Home and Community Services Information System

Provider Access

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Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Organization Sites Services

Provider Registration -> Service Offerings -> Modify Services

Select	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Service Begin Date	Service End Date	Status
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Basic Staff Support) (W1724)		07/01/2010		
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 1) (W1725)		07/01/2010		
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 2) (W1726)		07/01/2010		
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 3) (W1727)		07/01/2010		
<input type="checkbox"/>	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Older Adult Day Service-1/2 day (W7094)	Qualified	07/01/2010		

- Click the Select box beside the name of each service you want to end-date and click [Continue].

Remember - Do not end-date any OLTL services.

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HCSIS Provider Access Updates Tip Sheet

END DATE A SERVICE (CONTINUED)

HCSIS Home and Community Services Information System 

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Provider Registration - SERVICE, PROVIDER

Step 3 of 3: Select Service Offerings

Provider Registration -> Service Offerings -> Modify Services

Available Tasks

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice
- Job Aids
 - Provider Registration Job Aid
 - Provider Updates Tip Sheet

Identification **Contacts** **Addresses** **SSD Options** **Organization** **Sites** **Services**

County/Joinder: Berks
Site Name: ALLEGHENY
Provider Type(MPI Service Location ID): 51.Home and Community Habilitation (0019)
Service(Procedure Code): Companion Services (Basic Staff Support) (W1724)
Status:
Earliest Contract Begin Date:
Latest Contract End Date:
Earliest Request Begin Date:
Latest Request End Date:
Service Begin Date (MM/DD/YYYY): * 07/01/2010
Service End Date (MM/DD/YYYY):

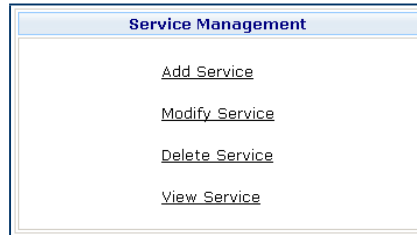
- ▶ Enter the **Service End Date (MM/DD/YYYY)**.
- ▶ Click [Save and Continue]. The *Select Services Search Criteria* screen appears.



HCSIS Provider Access Updates Tip Sheet

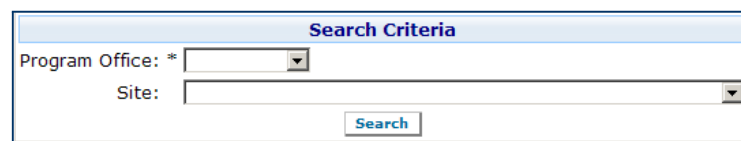
REVIEW CURRENT SERVICES

- ▶ Click Modify Service Offerings in the sidebar located on the left side of the screen, or select the **Services** tab found at the top of the screen. The *Service Management* menu appears.



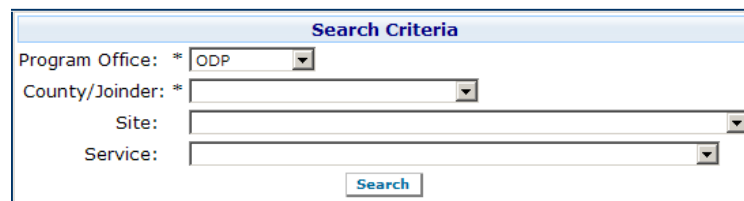
A screenshot of the 'Service Management' menu. It is a light blue box with a title bar that says 'Service Management'. Inside the box, there are four links: 'Add Service', 'Modify Service', 'Delete Service', and 'View Service', all in blue text and underlined.

- ▶ Click View Service. The *Search Criteria* screen appears.



A screenshot of the 'Search Criteria' screen. It has a title bar that says 'Search Criteria'. Below the title bar, there are two dropdown menus: 'Program Office: *' and 'Site:'. Below these is a 'Search' button.

- ▶ Select the appropriate Program Office from the drop-down box. The Search Criteria screen will repopulate with additional search criteria drop-down menus according to the Program Office selected.



A screenshot of the 'Search Criteria' screen with 'ODP' selected in the 'Program Office: *' dropdown. This has populated additional dropdowns: 'County/Joinder: *', 'Site:', and 'Service:'. A 'Search' button is at the bottom.

- ▶ For the ODP Program Office, you must at least select the County/Joinder and a Site; for ODP-BAS, you must select a Site and for both OCDEL Program Offices you must select the Local Entity and a Site.
- ▶ Click [Search].

Identification	Contacts	Addresses	SSD Options	Organization	Sites	Services			
Provider Registration -> Service Offerings -> View Services									
Program Office	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Speciality	Qualification Status	Contracted Rate	Status	
ODP Services	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Basic Staff Support) (W1724)	363. COMPANION SERVICE				
ODP Services	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 1) (W1725)	363. COMPANION SERVICE				
ODP Services	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 2) (W1726)	363. COMPANION SERVICE				
ODP Services	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Companion Services (Level 3) (W1727)	363. COMPANION SERVICE				
ODP Services	Berks	ALLEGHENY	51.Home and Community Habilitation (0019)	Older Adult Day Service-1/2 day (W7094)	410. ADULT DAY CARE	Qualified			
									Download

- ▶ Review the list of services and rates currently offered and/or contracted by the various county and address combinations selected.
- ▶ Click [Download] to download the list of services displayed on this screen into an excel spreadsheet.



HCSIS Provider Access Updates Tip Sheet

REVIEW ALL SERVICES USING THE PROVIDER SERVICE STATUS REPORT IN HCSIS

ATTENTION: This step takes place over **two** business days.

Day 1 –

- ▶ Go to www.hcsis.state.pa.us.



- ▶ Click the **HCSIS Login** hyperlink.



- ▶ Enter your **Username** and **Password** you use to log into Provider Access.
- ▶ Click [Login].
- ▶ From the *HCSIS Homepage*, follow the menu path: **Tools > Reports > Reports Request**.
- ▶ Click the **Provider Service Status Report** hyperlink under the **Financials** category.

- ▶ Select the appropriate **Fiscal Year**, **Service Category** (check all boxes to see all services), and **Report Format**. You may also choose a Provider, Service, and County/Joinder to specify your search.
Note: For more information on the reports and the report parameters in HCSIS, please refer to the ODP HCSIS Report Guide available on the Learning Management System (LMS) website under the **HCSIS Information** link.
- ▶ Click [Request Report].
- ▶ Your request will be processed overnight. Continue requesting this report for all fiscal years you want to review.

CONTINUED ON NEXT PAGE



HCSIS Provider Access Updates Tip Sheet

REVIEW ALL SERVICES USING THE PROVIDER SERVICE STATUS REPORT IN HCSIS (CONTINUED)

Day 2 –

- ▶ Access the report results by logging into HCSIS and following the menu path: **Tools > Reports > Reports Inbox**.



Tools - Reports - Reports Inbox	
Report Title	
Provider Service Status Report	

- ▶ Click the **Provider Service Status Report** hyperlink in the **Report Title** column to open, save, and review each of the reports you requested.
- ▶ **Analyze the Provider Service Status Report:**
 - **Un-contracted Services:**
 - ◆ Providers can end-date;
 - ◆ County can end-date or delete.
 - **Contracted Services (Real and Provisional On-Hold):**
 - ◆ Providers can end-date on or after contract expires;
 - ◆ County can delete the contract and/or end-date the service. If the contract is deleted, the service must still be end-dated in the past or deleted by the county.
 - **Requested Services:**
 - ◆ Providers can end-date on or after the service request expires;
 - ◆ Supports Coordinators can delete service requests. If a service request is deleted, the service itself must be end-dated in the past or deleted by the county.



HCSIS Provider Access Updates Tip Sheet

Appendix A: Provider Documentation for Clearance and Verification

This appendix summarizes the provider documentation that the provider must send to the HCSIS Help Desk for the validation of any new or updated provider information in HCSIS.

Please fax the following documentation to the HCSIS Help Desk at 717-540-0960.



Update to any Tax Reporting Information (e.g.: FEIN or name change, merging of agencies):

Call the HCSIS Help Desk (866-444-1264) for specific instructions.



Enter a Provider's Information into HCSIS for the First Time:

A cover sheet with the provider's name, the name of the provider contact, and the contact's phone number.

For (a) individuals who are not doing business as sole proprietorships; and (b) provider organizations enrolling as agencies, a copy of the Determination Letter they received from the Internal Revenue Service (IRS) or documentation from an independent third party (such as an auditor) is required as a proof of their Federal Employer Identification Number (FEIN).

For all individuals are doing business as a sole proprietorship, a copy of their Social Security Card is required as proof of their Social Security Number (SSN).

On a company letterhead or a signed document, a list of all site/service location addresses that will be enrolled in HCSIS.

For PROMISe™ enrollment, complete the form attached to this link:

<http://www.dhs.pa.gov/omap/promise/enroll/omappromiseenroll.asp>. Update or



Add Sites:

- a. If adding a new Site or Provider Type, fax a cover letter, signed by the CEO or a Director, with the following information:
 - Program Office for which you are updating or adding a site
 - Provider IRS Name
 - MPI#
 - Contact Information:
 - Name
 - E-mail Address
 - Phone Number
 - County in which you are physically located
 - A list of the new and/or changed sites to be verified

NOTE: For all other changes to a site, (e-mail address, fax number, etc.) fax a summary of the changes to the HCSIS Help Desk. A signed memo is not required, because changes to a site's name or address is for correcting mistakes only.



HCSIS Provider Access Updates Tip Sheet

Appendix A: Provider Documentation for Clearance and Verification, Continued

b. To record in PROMISe™, complete the form attached to this link:

<http://www.dhs.pa.gov/omap/promise/enroll/omappromiseenroll.asp>.



Update the Provider's Business, Mailing, and/or Payment Address:

- a. Fax a cover letter signed by the CEO or a Director, including the following information:
 - Program Office for which you are updating or adding a site
 - Provider IRS Name
 - MPI#
 - Contact Information:
 - Name
 - E-mail Address
 - Phone Number
 - County in which you are physically located
 - A list of the changed addresses to be verified



HCSIS Provider Access Updates Tip Sheet

Appendix B: Internal Revenue Service and US Postal Service Requirements for Business Names and Business Addresses

With HCSIS Release 7.5, screens in the provider module begin enforcing standard formatting in accordance with the Internal Revenue Service and United States Postal Service requirements for Business Names and Business Addresses, respectively. In each of the standards given below, the numbers in parentheses indicate the field lengths in MPI.

Names (IRS (40), Legal Entity (50), Service Location (50)) (First Name (21), Last Name (25))

The only allowable characters are:

- 1) Letters
- 2) Numbers
- 3) Spaces
 - a. Cannot be the first or last character
 - b. Cannot be consecutive
- 4) Ampersand (&)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by a space
- 5) Hyphen (–)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by letters or numbers
- 6) Forward Slash (/)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by letters or numbers

Periods and commas are **not** allowed in the name fields.

Addresses (Address 1 (26), Address 2 (26))

The only allowable characters are:

- 1) Letters
- 2) Numbers
- 3) Spaces
 - a. Cannot be the first or last character
 - b. Cannot be consecutive
- 4) Pound (#)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by a space
- 5) Hyphen (–)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by letters or numbers
- 6) Forward Slash (/)
 - a. Cannot be the first or last character
 - b. Must be preceded and followed by letters or numbers

All other punctuation should be omitted.



HCSIS Provider Access Updates Tip Sheet

Appendix B: Internal Revenue Service and US Postal Service Requirements for Business Names and Business Addresses, Continued

City Names (23)

The only allowable characters are:

- 1) Letters
- 2) Numbers
- 3) Spaces
 - a. Cannot be the first or last character
 - b. Cannot be consecutive

All other punctuation should be omitted.