

For Review and Comment Purposes Only – Not for Implementation

## Appendix 1

### Submitting an Individual to Individual Abuse Incident with Target Identifier

When submitting an Individual to Individual Abuse incident report in HCSIS, the Target Information Screen (see below) that is included in the Final Section must be completed using the standard target identifier outlined in the discussion section of this bulletin.

For example, if the target of an Individual to Individual Abuse incident is John Doe, with a social security number of 111-11-1234, the format for the target identifier is: **JD1234**. The initials are capitalized, and there are no spaces used between the initials and the number.

Target Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**HCSIS** The Home and Community Services Information System

Home | M4Q | Individual | ISP | SC | Provider | Financial | Admin.  
HRP | IM | OMOC | IM4Q | Reports  
IM Data Entry | IM Status | Report Extension | IM Process Mo

M4Q - IM - IM Data Entry - Target Information

Search

Individual Information Name: [REDACTED] SSN: [REDACTED] BSU#: [REDACTED]

Incident Information Incident ID: [REDACTED] Incident Date: [REDACTED] Primary Incident Individ

Operation Successful

Go to: Target Information

Target Identifier:	Target relationship:	Current Statu
<input type="button" value="Add"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

**Final Section: Target Information**

Is / Was there a Target identified? \* Yes ▾

Target Identifier: JD1234

Target relationship to the individual: ▾

What is the current status if target is identified? ▾

Reset Save