



For Review and Comment Purposes Only – Not for Implementation
DEVELOPMENTAL PROGRAMS BULLETIN
COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE
DRAFT

EFFECTIVE DATE
DRAFT

NUMBER
DRAFT

SUBJECT:

**Recording Information on Targets in
Incidents of Individual to Individual Abuse
in HCSIS**

BY:

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SCOPE:

Administrative Entities for Waiver Participants
County Mental Health/Mental Retardation (MH/MR) Programs for Base-Funded
Individuals
Facilities and Providers licensed by the Department of Public Welfare's (DPW) Office of
Developmental Programs (ODP)
Providers of Mental Retardation Services

PURPOSE:

The purpose of this bulletin is to give direction on the standard method to identify the
“target(s)” of an Individual to Individual Abuse incident. A “target” is defined as either:

- the person who is the focus of the investigation; or
- the person who may have caused the incident to occur.

The procedure described in this bulletin is to be used during the entry of the incident of
Individual to Individual Abuse in the Home and Community Services Information System
(HCSIS). This bulletin is relevant to incidents of Individual to Individual Abuse where the
victim of the abuse and the target are both covered under the scope of this bulletin. The
bulletin does not apply to reported incidents where the target is considered a family
member, guardian, or is employed through a provider agency.

BACKGROUND:

In July of 2002, DPW implemented the HCSIS incident management system to assist
with the management of incident information related to individuals receiving mental
retardation services. Through this system ODP is able to review and analyze
information concerning the individuals receiving services in the mental retardation
system. Analysis of incident management data identified that users were not
consistently identifying the target(s) of Individual to Individual Abuse incidents. As a
result providers, Administrative Entities, County Programs, and ODP are unable to
accurately track and support individuals identified as targets.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The Appropriate Developmental Programs Regional Office

DISCUSSION:

Through this bulletin, ODP is establishing the required standard identification of the target of Individual to Individual Abuse incidents. The standardized identification utilizes information that is generally available to the provider, Administrative Entity, and County Program, is easy to use, and is Health Insurance Portability and Accountability Act (HIPAA) compliant. Use of a standardized target identifier for Individual to Individual Abuse reports will enable the monitoring through the HCSIS Target Report, enabling the identification of targets who need additional support.

When submitting an incident report for an allegation of Individual to Individual Abuse in HCSIS, the following standard documentation must be used to identify the target of the incident:

- The *first* initial of the *first* name of the target;
- The *first* initial of the *last* name of the target; and
- The *last* four digits of the target's social security number.

This standard identifier must be used when the “target “of an alleged Individual to Individual Abuse incident is identified as someone who receives supports or services by a provider covered by this bulletin. An example of the standard identifier is indicated in Appendix 1 below.