Appendix 1

Submitting an Individual to Individual Abuse Incident Report 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 of the HCSIS incident report must be completed using the standard target identifier outlined in the Policy section of this bulletin.

For example, if the target for an Individual to Individual Abuse incident report 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.