



## 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 signed up in the Provider Access website.

### **Basic Navigation Information**

Log into Provider Access .....	2
Navigate in Provider Access .....	3
Find a Key Word on a Webpage .....	4

### **Demographic And Site Management**

Update a Business, Mailing and/or Payment Address .....	5
Check Verification Status .....	7
Update a Site Address .....	8
Delete a Site .....	9
Add or Edit a Service Location .....	10
Delete a Service Location .....	11
Review All Provider Information .....	13

### **Service Management**

Add a Service .....	14
Delete a Service .....	16
End-Date a Service .....	18
Review Current Services .....	20
Review All Services Using the Provider Service Status Report in HCSIS .....	21

<b>Appendix A: Provider Documentation for HCSIS Help Desk</b> .....	23
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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**.

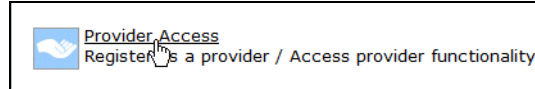
#### **A Note about the Provider Access Screens:**

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](http://www.hcsis.state.pa.us).



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

The screenshot shows the HCSIS Provider Access homepage. The sidebar on the left contains the following sections:

- Available Tasks**
  - ▶ **Login** (circled in red)
  - ▶ Register
  - ▶ Continue Saved Application
  - ▶ Contact Us
- 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
  - ▶ HCSIS User Security Agreement
  - ▶ HCSIS Bits
  - ▶ HCSIS Services to Provider Types Crosswalk

The main content area includes a welcome message, a detailed description of the system, and contact information for the HelpDesk.

- ▶ Click Login on the sidebar on the left of the screen.
- ▶ The *PA Department of Public Welfare Login* screen appears.

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



## HCSIS Provider Access Updates Tip Sheet

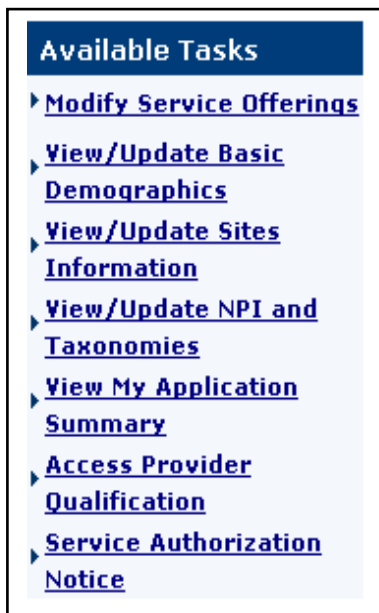
### Navigate in Provider Access

► 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.



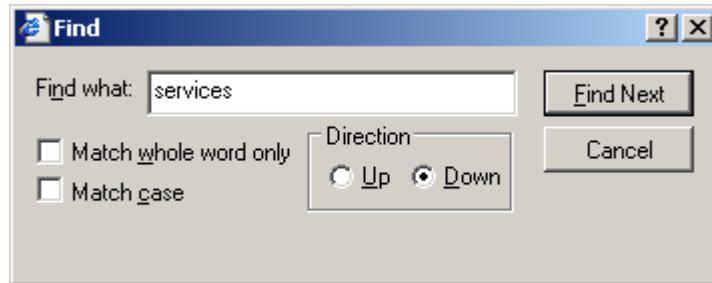
2. The sidebar on the left of the screen contains additional options for each of the main areas of Provider Access.



- **Modify Service Offerings** – Click this link to add, edit or delete the provider’s service offerings.
- **View/Update Basic Demographics** – Click this link to 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 in HCSIS.

### Find a Key Word on a Webpage

- ▶ Click the mouse anywhere on a screen.
- ▶ 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.

Home and Community Services Information System

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

**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](#)
- ▶ [QSP Service Definitions](#)
- ▶ [QMAP Service Definitions](#)
- ▶ [QMR MA Provider Agreement](#)
- ▶ [PROMISE enrollment instructions](#)

Provider Registration - MICHEAL, ED [Help](#)

Step 1 of 3: Identification and Demographics

Identification
Contacts
Addresses
SAD 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: \*

Suite / PO Box:

Building / Dept.:

City: \*

State:

Zip: \*

County:

Phone: \* (  ) -  -

Fax:

Email Address:

Website:

[Reset](#)
[Save](#)
[Save And Continue](#)

- ▶ Select the option button to the left of the address to be updated.
- ▶ Click [Edit].
- ▶ Make changes as necessary.
- ▶ 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 to the next area.

CONTINUED ON NEXT PAGE



## HCSIS Provider Access Updates Tip Sheet

### Update a Business, Mailing and/or Payment Address (Continued)

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

Address Information

You Entered This Address

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

Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip	Plus 4
<input checked="" type="radio"/>	10 MANN ST			HARRISBURG	PA	17113	

Try Again

- ▶ Select 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 Appendix A for the documentation the HCSIS Help Desk and MPI require for verification of changes to business, mailing and/or payment addresses.

### 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 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	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, -19126	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 HCSIS Help Desk.
  - **Verified:** change has been verified by the HCSIS Help Desk.

**Note:** If the HCSIS Help Desk does not accept the changes, 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 update, not necessarily that the requested changes were made. You must review the address to determine if the change was accepted or rejected.

### 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 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	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

**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:

- ▶ Select 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 remove the site entirely from HCSIS. Once the entire site has been removed successfully, add a new site in HCSIS, using the new address, and attach the appropriate services to that site.
- ▶ Select 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 for the documentation the HCSIS Help Desk and MPI require for verification of site address changes.**

### 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 a 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.

**HCSIS** Home and Community Services Information System  
*Provider Access*

Home Contact Us **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	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

- ▶ Select 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.

## Add or Edit 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.

**HCSIS** Home and Community Services Information System  
Provider Access

Home Contact Us **Provider Registration - MICHEAL, ED** Help

Step 1 of 2: Sites and Service Location

Identification Contacts **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

- Select 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.

**HCSIS** Home and Community Services Information System  
Provider Access

Home Contact Us **Provider Registration - MICHEAL, ED** Help

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

Specialities:  
 \* 340. PROGRAM EXCEPTION  
 \* 456. CAR-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:** Select the option button 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 to the next area.



## HCSIS Provider Access Updates Tip Sheet

### Delete a 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.

**HCSIS** Home and Community Services Information System

Provider Access

Home Contact Us Help

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

- ▶ Select 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 a Service Location (Continued)

HCSIS Home and Community Services Information System  
Provider Access

Home Contact Us Help

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

Specialities:

Continue

- ▶ Select 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 My 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:	<b>Provider Type:</b> 51.Home and Community Habilitation <b>NPI:</b> <b>Service Location Id:</b> 0003 <b>Specialities:</b> <b>Provider Type:</b> 26.Transportation <b>NPI:</b> <b>Service Location Id:</b> 0001 <b>Specialities:</b> <b>Provider Type:</b> 36.Personal Care Services <b>NPI:</b> <b>Service Location Id:</b> 0002 <b>Specialities:</b> <b>Provider Type:</b> 52.Community Residential Rehabilitation <b>NPI:</b> 1000099089 <b>Service Location Id:</b> 0004 <b>Specialities:</b>

## 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.

**Service Management**

[Add Service](#)

[Modify Service](#)

[Delete Service](#)

[View Service](#)

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


**Search Criteria**

Program Office: \*


County/Joinder: \*

Site: \*

- ▶ Select the appropriate Program Office, County/Joinder and Site from the drop-down list.
- ▶ Click [Search].



Home and Community Services Information System



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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** [Help](#)

Step 3 of 3: Select Service Offerings

Identification
Contacts
Addresses
SSD Options
Sites
Services

Provider Registration -> Service Offerings

Program Office : OMR
County/Joinder Name : Philadelphia
Site Name : Service Site (8220 CASTOR AVE)

OMR Services	Service Status	Qualification Status	Contracted Rate
<b>Family Support Services</b>			
<b>51.Home and Community Habilitation</b>			
<input type="checkbox"/> Respite Care in Hospital (Base)-1 day (W7287)			
<input type="checkbox"/> Respite Care in Hospital (Level 1)-1 day (W7288)			
<input type="checkbox"/> Respite Care in Hospital (Level 2)-1 day (W7289)			
<input type="checkbox"/> Respite Care in Hospital (Level 2 Enh)-1 day (W7290)			
<input type="checkbox"/> Respite Care - Out of Home - 15 min (W7301)			

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

- ▶ Select the checkbox to the left of each service that will provided at 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*.

CONTINUED ON NEXT PAGE



## 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. The next screen will allow you to edit the Tentative Service Begin Date for each selected service, if needed.
- ▶ Click [Select and Continue].

**HCSIS** Home and Community Services Information System  
Provider Access

Home Contact Us **Provider Registration - MICHEAL, ED** Help

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Sites **Services**

Provider Registration -> Service Offerings

Program Office : OMR County/Joinder Name : Philadelphia Site Name : Service Site (8220 CASTOR AVE)

OMR Services	Begin Date	End Date
<b>Family Support Services</b>		
<b>51.Home and Community Habilitation</b>		
Respite Care in Hospital (Base)-1 day (W7287)	02/28/2007	
Respite Care in Hospital (Level 1)-1 day (W7288)	02/28/2007	

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)** which represents 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

Home Contact Us **Provider Registration - MICHEAL, ED** Help

Step 3 of 3: Select Service Offerings

Identification Contacts Addresses SSD Options Sites **Services**

Provider Registration -> Service Offerings

Program Office : OMR County/Joinder Name : Philadelphia Site Name : Service Site (8220 CASTOR AVE)

OMR Services	Service Status	Qualification Status	Contracted Rate
<b>Family Support Services</b>			
<b>51.Home and Community Habilitation</b>			
<input checked="" type="checkbox"/> Respite Care in Hospital (Base)-1 day (W7287)	<b>Selected</b>	Existing	
<input checked="" type="checkbox"/> Respite Care in Hospital (Level 1)-1 day (W7288)	<b>Selected</b>	Existing	
<input type="checkbox"/> Respite Care in Hospital (Level 2)-1 day (W7289)			
<input type="checkbox"/> Respite Care in Hospital (Level 2 Enh)-1 day (W7290)			
<input type="checkbox"/> Respite Care - Out of Home - 15 min (W7301)			

- ▶ 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**

County/Joinder: \*

Site:

Service:

- ▶ Select the appropriate County/Joinder, Site and Service from the drop-down list. You must select the County/Joinder and a Site or the County/Joinder and a Service.

Home and Community Services Information System

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Home [Contact Us](#)
**Provider Registration - ALLEGHENY SERVICES** [Help](#)

**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"/>	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	JCAHO/MA Cert. Non-Res. Providing Comm. Hab.-1 hr (W7095)	Qualified
<input type="checkbox"/>	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Family Aide (Level 1) - 15 Minutes (W7311)	Qualified
<input type="checkbox"/>	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Family Aide (Level 3) - 1 Hour (W7308)	Qualified
<input type="checkbox"/>	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Family Aide (Level 1) - 1 Hour (W7306)	Qualified
<input type="checkbox"/>	Allegheny	ALLEGHENY	53.Employment - Competitive (0021)	Job Finding Service-15 min (W7233)	Qualified

- ▶ Place a checkmark 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  
*Provider Access*

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

**Provider Registration - ALLEGHENY SERVICES**

*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
Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Family Aide (Level 1) - 1 Hour (W7306)	Qualified	07/01/2004	

▶ 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**

County/Joinder: \*

Site:

Service:

- ▶ Select the appropriate County/Joinder, Site and Service from the drop-down list. You must select the County/Joinder and a Site or the County/Joinder and a Service.

Home and Community Services Information System

Home Contact Us
Provider Registration - MICHEAL, ED
Help

**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](#)

**Step 3 of 3: Select Service Offerings**

Identification
Contacts
Addresses
SSD Options
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
<input type="checkbox"/>	Philadelphia	EM. 1245 CLAIR RD	52.Community Residential Rehabilitation (0005)	Community Homes (6400 - Eligible)-1/2 month (W7220)	Existing	02/28/2007	
<input type="checkbox"/>	Philadelphia	EM. 1245 CLAIR RD	52.Community Residential Rehabilitation (0005)	Community Homes (6400 - Ineligible)-1/2 month (W7221)	Existing	02/28/2007	06/30/2007

- ▶ Place a checkmark 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  
Provider Access

Home Contact Us **Provider Registration - MICHEAL, ED** Help

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

**Step 3 of 3: Select Service Offerings**

Identification Contacts Addresses SSD Options Sites Services

Provider Registration -> Service Offerings -> Modify Services

County/Joinder: Philadelphia  
Site Name: EM. 1245 CLAIR RD  
Provider Type(MPI Service Location ID): 52.Community Residential Rehabilitation (0005)  
Service(Procedure Code): Community Homes (6400 - Eligible)-1/2 month (W7220)  
Status:  
Earliest Contract Begin Date:  
Latest Contract End Date:  
Earliest Request Begin Date:  
Latest Request End Date:  
Service Begin Date: \* 02/28/2007  
Service End Date:

View Search Results Save And Continue Skip And Continue

- ▶ 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.



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

- ▶ Select any combination of the appropriate Program Office, County/Joinder and Site from the drop-down list. You must select the Program Office and a County/Joinder or the Program Office and a Site.
- ▶ Click [Search].

*Step 3 of 3: Select Service Offerings*

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	
OMR Services	Allegheny	ALLEGHENY	52.Community Residential Rehabilitation (0020)	Child Resid. (3800 - Ineligible)-1 day (W7201)	520. CHILD & YOUTH LIC GRP HOME W MNLT HLTH TRTMNT COMP	Qualified	102.00	Contracted
OMR Services	Allegheny	ALLEGHENY	52.Community Residential Rehabilitation (0020)	Comm. Resid. Rehab. (5310 - Eligible)-1 day (W7206)	523. HOST HOME / CHILDREN	Qualified		
OMR Services	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Community Habilitation(2380 - Level 2)-1 day (W7074)	514. ADULT TRAINING - 2380	Qualified		
OMR Services	Allegheny	ALLEGHENY	51.Home and Community Habilitation (0019)	Family Aide (Level 1) - 1 Hour (W7306)	519. FSS/CONSUMER PAYMENT WAS FAMILY SUPPORT SERVICES	Qualified		

- ▶ Review the list of services 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.

### Review All Services Using the Provider Service Status Report in HCSIS

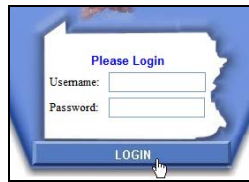
**Note:** This step takes place over **two** business days.

Day 1 –

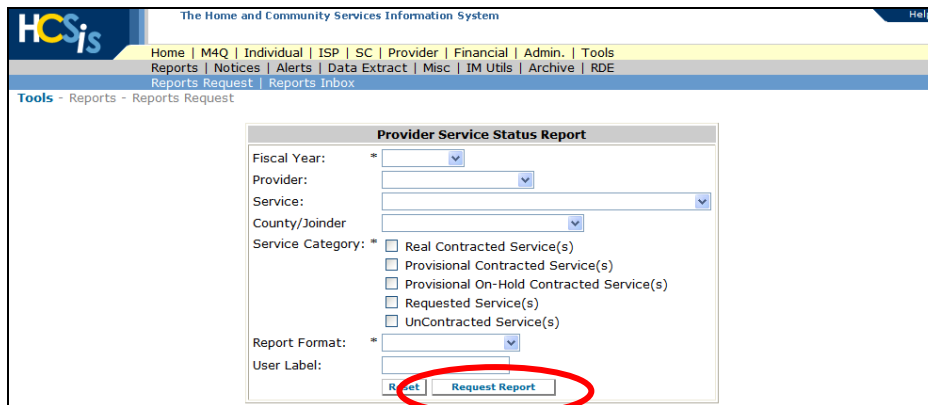
- ▶ Go to [www.hcsis.state.pa.us](http://www.hcsis.state.pa.us).



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



- ▶ Enter your **Username** and **Password** (the same as you use to login to 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 a **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 limit 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.

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## 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**.

Report Title
<a href="#">Provider Service Status Report</a>

- ▶ 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, Provisional 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 HCSIS Help Desk**

This appendix summarizes the provider documentation that the HCSIS Help Desk requires 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 proof of their Federal Employer Identification Number (FEIN).

For all individuals 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.dpw.state.pa.us/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
  - Email 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 HCSIS Help Desk, Continued***

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

<http://www.dpw.state.pa.us/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
    - Email Address
    - Phone Number
    - County in which you are physically located
  - A list of the changed addresses to be verified