



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**.

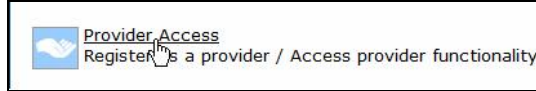
A Note about the Provider Access Screens:

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

HCSIS Provider Access Updates Tip Sheet

LOGIN TO PROVIDER ACCESS

- ▶ Go to www.hcsis.state.pa.us.



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

HCSIS Home and Community Services Information System

Available Tasks: **Login**, 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

HCSIS HelpDesk Contact Information

Phone	Fax	Email	Hours of Operation
(866)444-1264	(717)540-0960	c-hcsishd@state.pa.us	Mon-Fri : 8AM-5PM

- ▶ 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.

Provider Registration - ALLEGHENY SERVICES

Step 1 of 2: Sites and Service Location

Identification Contacts Addresses SSD Options Organization Sites Services

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 on this link to add, edit, or delete the provider’s service offerings.
- **View/Update Basic Demographics** – Click on this link add, edit, or delete basic information.
- **View/Update Sites Information** – Click on this link to add, edit, or delete site information.
- **View/Update NPI and Taxonomies** – Click on this link to add, edit, or delete Provider Type, Specialties, NPI, and Taxonomy code.
- **View My Application Summary** – Click on this link to access a printable version of provider information.
- **Access Provider Qualification** – Click on this link to access the provider qualification screens in HCSIS. Note: The qualification process is currently in a pilot phase and is not required.
- **Service Authorization Notice** – Click on 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 the mouse anywhere on the screen that you want to search on.
- ▶ 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 **Provider Registration - MICHEAL, ED** Help

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](#)

- ▶ 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 on to the next area.

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HCSIS Provider Access Updates Tip Sheet

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

The screenshot shows the HCSIS Provider Access interface. The main heading is "Provider Registration - MICHEAL, ED". Below this, there are tabs for "Identification", "Contacts", "Addresses", "SSD Options", "Sites", and "Services". The "Addresses" tab is selected. The page displays "Address Information" and "You Entered This Address" with a table of results. A red circle highlights the "Select" button for the second entry, "10 MANN ST".

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	

- ▶ Select the option button 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.**

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

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 HCSIS Help Desk yet.
 - **Verified:** change has been verified by the HCSIS Help Desk.

Note: If the HCSIS Help Desk does not accept the updates, the address reverts to its original Verified status without the requested updates. 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 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 updated.
- ▶ Click [Edit].
- ▶ Make changes as necessary and click [Save].

! **Note:** You should only update a site address if the address was originally 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 successfully been deleted, add a brand new site in HCSIS using the new address, and attach the appropriate services to that site.

- ▶ Select the option button 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.**

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.

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 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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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 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. CRR-ADULT
 520. CHILD & YOUTH LIC. GRP HOME W MNLT HLTH TRTMNT 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 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.

HCSIS Home and Community Services Information System
Provider Access

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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

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 site to be deleted.
- ▶ Click [Continue]. The *Service Location Details* screen appears.

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HCSIS Provider Access Updates Tip Sheet

DELETE SERVICE LOCATION (CONTINUED)

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Provider Access

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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="checkbox"/>	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 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.

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 box.
- ▶ Click [Search].

Home and Community Services Information System

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](#)

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Provider Registration - MICHEAL, ED

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
Family Support Services			
51.Home and Community Habilitation			
<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 is 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. The next screen will allow you to edit the Tentative Service Begin Date for each selected service, if needed.
- ▶ Click [Select and Continue].

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Provider Access

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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
Family Support Services		
51.Home and Community Habilitation		
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)** 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

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
Family Support Services			
51.Home and Community Habilitation			
<input checked="" type="checkbox"/> Respite Care in Hospital (Base)-1 day (W7287)	Selected	Existing	
<input checked="" type="checkbox"/> Respite Care in Hospital (Level 1)-1 day (W7288)	Selected	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)			

Reset Save 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

County/Joinder: *

Site:

Service:

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

Home and Community Services Information System

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Provider Registration - ALLEGHENY SERVICES [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
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.

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HCSIS Provider Access Updates Tip Sheet

DELETE A SERVICE (CONTINUED)

HCSIS Home and Community Services Information System 

Provider Access

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Provider Registration - ALLEGHENY SERVICES

Step 3 of 3: Select Service Offerings

Provider Registration -> Service Offerings -> Delete Service

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

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 box. You must at least select the County/Joinder and a Site.

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.

Service Management

[Add Service](#)

[Modify Service](#)

[Delete Service](#)

[View Service](#)

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

Search Criteria

Program Office:

County/Joinder:

Site:

- ▶ Select any combination of the appropriate Program Office, County/Joinder, and Site from the drop-down box. You must at least select 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)	Specialty	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 MNTL 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.

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 –

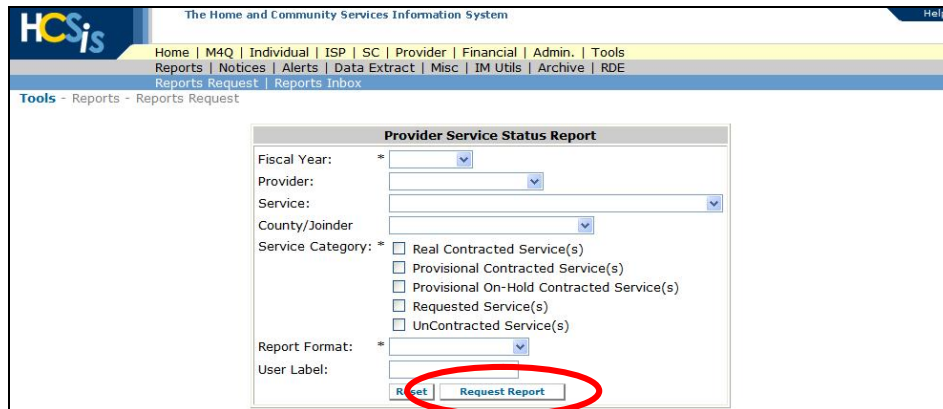
- ▶ Go to www.hcsis.state.pa.us.



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



- ▶ Enter your **Username** and **Password** you use to 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 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 in the Learning Management System (LMS) 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
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, 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 Clearance/Verification

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 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.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, (email 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 name or address is for correcting mistakes only.



HCSIS Provider Access Updates Tip Sheet

Appendix A: Provider Documentation for HCSIS Help Desk Clearance/Verification, 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 address(es) to be verified