

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:

BASIC NAVIGATION INFORMATION	
LOGIN TO PROVIDER ACCESS	
NAVIGATE IN PROVIDER ACCESS	
FIND A KEY WORD ON A WEBPAGE	4
DEMOGRAPHIC AND SITE MANAGMENT	
UPDATE A BUSINESS, MAILING AND / OR PAYMENT ADDRESS	
CHECK VERIFICATION STATUS	7
UPDATE A SITE ADDRESS	8
DELETE A SITE	9
ADD OR EDIT SERVICE LOCATION	10
DELETE SERVICE LOCATION	11
REVIEW ALL PROVIDER INFORMATION	13
SERVICE MANAGMENT	
ADD A SERVICE	14
DELETE	16
END-DATE A SERVICE	18
REVIEW CURRENT SERVICES	20
REVIEW ALL SERVICES USING THE PROVIDER SERVICE STATUS REPORT IN HCSIS	

If you have any questions about the screens in the Provider Access application or in HCSIS, click the <u>Help</u> 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.



	<u>e.pa.us</u> .	
	Register b a provider / Access provider functionality	
	<u>s</u> . The HCSIS Provider Access Homepage appears.	
HCSIS Home Provider Access	e and Community Services Information System	
HCSIS LMS SSD		<u>Register Login Help</u>
Available Tasks	Welcome to the HCSIS Provider Website	
	Mental Health and Substance Abuse Services (OMHSAS) in order to provide Home a to individuals in Pennsylvania. This application is intended exclusively to record info services funded and/or licensed by the above offices. This online application capture information, provider organizational information, and service/location data for service and OMHSAS. Only providers that have signed-up and recorded services in HCSIS v receive payment for these services. Providers may return at any time to update the below, providers can review service definition documentation and access job aids u provider information in the Provider Access website and in HCSIS. These document: Document Format (PDF) and requires the Adobe Acrobat Viewer to read.	rmation about providers of res basic demographic res provided under OMR, OSP vill be eligible to provide and air information. Using the links seful for updating and reviewing
<u>Provider Updates Tip</u> Sheet	HCSIS Bulletins	
Provider Updates Tip	HCSIS HelpDesk Contact Information	ours of Operation

► The PA Department of Public Welfare Login screen appears.

Ple	ease Login	- >
Usemame:		
Password:		
		- <u>></u>

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



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 a	and Service Lo	ocation									
Identification	Contacts	Addresses	SSD Options	Organization	Sites	Services	1				
Provider Registra	tion -> Sites	and Service Loo	cation -> 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
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider
- Service Authorization Notice

- <u>Modify Service Offerings</u> Click on this link to add, edit, or delete the provider's service offerings.
- <u>View/Update Basic Demographics</u> Click on this link add, edit, or delete basic information.
- <u>View/Update Sites Information</u> Click on this link to add, edit, or delete site information.
- <u>View/Update NPI and Taxonomies</u> Click on this link to add, edit, or delete Provider Type, Specialties, NPI, and Taxonomy code.
- <u>View My Application Summary</u> Click on this link to access a printable version of provider information.
- <u>Access Provider Qualification</u> 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.
- <u>Service Authorization Notice</u> Click on this link to access an electronic version of the Service Authorization Notices that are generated in HCSIS.



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.

Find what:	services		<u>F</u> ind Next
☐ Match <u>v</u>	vhole word only	Direction	Cancel
☐ Match <u>c</u>	ase	CUp CDown	

- 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 Home Provider Access	e and <u>C</u> ommunity <u>S</u>	ervices Informatio	n <u>S</u> ystem			
<u>Home</u> <u>Contact Us</u>	Provider Registr	ation - MICHEAL	ED			<u>Help</u>
Available Tasks	Step 1 of 3: Identificat					
Modify Service Offerings				atta a annia		
View/Update Basic		ntacts Addresses	SSD Options mographics -> Ad	Sites Servic dresses	es	
<u>Demographics</u> <u>View/Update Sites</u>						
Information	Select Address Type				Phone	Verification Statu
View/Update NPI and Taxonomies		ess 100 CORPORATE CEN				
<u>View My Application</u>	O Mailing Address	5 3600 VARTAN WAY,H	ARRISBURG,PA 1	7110-9438	(555) 555-5550	Verified
Summary	O Business Addre	SS 300 CORPORATE CEN	ITER DR,CAMP HIL	L,PA 17011-1760	(215) 555-5550	Verified
Access Provider			Edit			
Qualification			Address Infor			
Service Authorization Notice		🗆 Business Addi	Check all that ess 🗖 Mailing Ad	: apply dress 🗹 Payment	Address	
Job Aids			-			
, Provider Registration	Street Address: Suite / PO Box:	* 100 CORPORAT	E CENTER DR			
Job Aid						
<u>Provider Updates Tip</u>	Building / Dept.: City:	* CAMP HILL				
Sheet	State:	Pennsylvania	-			
	Zip:	* 17011-1758	<u> </u>			
Helpful Documents	County:	Philadelphia	•			
 <u>OMR Service Definitions</u> <u>OSP Service Definitions</u> 	Phone:	*(555) - 5	55 - 5555			
OMAP Service	Fax:					
Definitions	Email Address:					
+ OMR MA Provider Agreement	Website:					
PROMISe enrollment	Reset Save					Save And Continue

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.

CONTINUED ON NEXT PAGE



LCCIC Hom	e and Co	mmuni	v Services	s Informatio	n Svstem	1			No. Contraction	State of the	ALC: NOT THE OWNER
Provider Access				-				and the second se			
<u>Home Contact Us</u>	Provid	ler Reg	istration	- MICHEAL	ED						<u>Help</u>
Available Tasks	Step 1 o	f 3: Ident	ification and L	Demographics							
Modify Service Offerings	Idonti	fication	Contacts	Addresses	SSD Optic	ons Sites	Serv	loos			
View/Update Basic				ification and De	•			ices			
Demographics View/Update Sites											
Information						Information d This Addre					
View/Update NPI and	Select	Address	: Line One	Address Line		dress Line T		City	State	Zip Code	Plus 4
<u>Taxonomies</u>	0	10 Main								17101	
View My Application				are has found t	he followina	potential ma	tches fo	-			
<u>Summary</u> Access Provider	Senct		Line One	Address Line		Idress Line T		City		te Zip	Plus 4
			IST					HARRISBUR	G PA		

(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.



		СН	ECK	VER	IFIC/	ATION ST	ATU	S			
 Click <u>View / Update Sit</u> Sites tab found at the t 			_	e sid	ebar	located or	n the	left	side of	the so	creen, or sele
HCSIS Home Provider Access	e and <u>C</u>	ommunity	Service	s Info	rmatio	n <u>S</u> ystem					
Home Contact Us Available Tasks		ider Regist				ED					<u>Help</u>
<u>Modify Service Offerings</u> <u>View/Update Basic</u> Desegnatics View/Update Sites		tification C ider Registratio	Contacts n -> Sites		esses ervice Loc	SSD Options	Sites	Serv	ices		
Heformation View/Update NPI and Taxonomies	Selec	t Site Name	Contac Name	t	Address				Verificatio Status		ervice Location (ists?
<u>View My Application</u> Summary	۲	Ed Michaels, MD			1245 CL 18123	AIR RD, PHILADEL	.PHIA, PA	u -	Verificatio Pending	n Ye	95
Access Provider Qualification	0	Service Site	ED,MIC	HEALS	8220 CA 1915227	STOR AVE, PHILA 29	ADELPHIA	, PA, -	Verificatio Pending	n No	2
<u>Service Authorization</u> Notice	0	Service Site :	2 ED,MIC	HEALS	8225 CA 1915227	STOR AVE, PHILA '18	DELPHIA	, PA, -	Verificatio Pending	n No	0
Job Aids	0	Site Not Specified			712 VAL	LEY, PHILADELPH	IA, PA, -	19128	Verified	Ye	es
, Provider Registration	Re	-Use From MPI				Ad	d Edit	Delete			
Job Aid						Site Inform	ation				
Provider Updates Tip	Site N				Ed Micha	iels, MD					
Sheet		ct Name: ss Line One:		*	1245 CL/						
		ss Line Two:			101010						
Helpful Documents		ss Line Three:									
• OMR Service Definitions	City:				PHILADE						
OSP Service Definitions	State: Zip:				Pennsylv 18123	ania					
OMAP Service	Countr	ry:			United S	tates					
Definitions	County				Philadelp						
OMR MA Provider	Phone	:		*	(215) 55	5-5555					
Agreement	Fax: Email 4	Address:									
PROMISe enrollment											
instructions											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.



HCSIS Home Provider Access	e and <u>C</u> ommunit	y Services	<u>Informatio</u>	n <u>S</u> ystem				
Home Contact Us	Provider Reg	istration ·	- MICHEAL	, ED				Help
Available Tasks	Step 1 of 2: Sites	and Service L	ocation					
Modify Service Offerings	Identification	Contacts	Addresses	SSD Options	Sites	Service	s	
Demographics <u>View/Update Sites</u> <u>Information</u>	<u>1</u> 2							
Viewy optime NP1 and Taxonomies View My Application	Select Site Name	Contact Name	Address				Verification Status	Provider Type Added?
Summary Access Provider	C New SAT Site		3600 VART 9438	AN WAY, HARRIS	BURG, PA,	17110-	Verified	Yes
Qualification	А НТТР		155 W 8TH	I ST, ERIE, PA, 10	501-1012		Verified	Yes
Service Authorization Notice	Service Si	te	8220 CAST 19152-272	OR AVE, PHILADE 9	LPHIA, PA	6	Verified	Yes
Job Aids	C Service Si		8225 CAST 19152-271		\frown		Verified	Yes
Provider Registration Job Aid	Re-Use From MP	I		Ac		Delete		
<u>Provider Updates Tip</u>	Site Name:		*Service	Site Inform	ation			
Sheet	Contact Name: Address Line One:			STOR AVE				
Helpful Documents	Address Line Two							
• OMR Service Definitions	Address Line Thre City:	е:	*PHILADE	LPHIA				
• OSP Service Definitions	State: Zip:		Pennsyl *19152-2					
DMAP Service	County:		Philadel					
			*(215) 1	23-4567				
<u>OMAP Service</u> <u>Definitions</u> <u>OMR MA Provider</u>				ohia				

- 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.



		DELETE A SITE			
		Provider Types associated with temperature service Location ta			s are
	Please see the El	Provider Access, all services a ND-DATE A SERVICE task in t			
 Click <u>View / Update Site</u> Sites tab found at the table 		the sidebar located on the left s	side of the s	screen, or sele	ect the
HCSIS Provider Access	e and <u>C</u> ommunity <u>S</u> ervi	vices Information System	ALLAR OF		
Home Contact Us Available Tasks Modify Service Offerings View /Hodate Basic Demographics	Provider Registratic Step 1 of 2: Sites and Servi Identification Contac Provider Registration -> S	ice Location	es	<u>Help</u>	
, View/Update Sites Information , View/opdate Sites , View/opdate Sites , View My Application Summary , Access Provider Qualification , Service Authorization Notice	1 2 Select Site Name Conta C New SAT Site HTTP Service Site C Service Site C	Address 3600 VARTAN WAY, HARRISBURG, PA, 17110- 9438 155 W 8TH ST, ERIE, PA, 16501-1012 8220 CASTOR AVE, PHILADELPHIA, PA, 19152-2729 8225 CASTOR AVE, PHILADELPHIA, PA,	Status / Verified / Verified / Verified /	Provider Type Added? Yes Yes Yes	
Job Aids Provider Registration Job Aid Provider Updates Tip Sheet Helpful Documents ONR Service Definitions DSP Service Definitions	Re-Use From MPI Site Name: Contact Name: Address Line One: Address Line Three: Address Line Three: City: State:	19152-2718 Add Edit Delete Site Information *Service Site *8220 CASTOR AVE *PHILADELPHIA Pennsylvania			
<u>OMAP Service</u> Definitions <u>OMR MA Provider</u> <u>Agreement</u> <u>PROMISe enrollment</u> instructions	Zip: County: Phone: Fax: Email Address:	* 19152-2729 Philadelphia *(215) 123-4567		Continue	
 Select the option circle Click [Delete]. Review the <i>Site</i> screen 		address to be deleted. e site has been deleted.			



tab found at the t					י בחז חו	left side of	the screen, o
tab iounu at the t	on of the ce	roon Th					
	.op of the sci			nonnalioi		in appears).
HCSIS Home	and Community	Services	Informatio	n <u>S</u> ystem		4	
Provider Access						1	Marken Start
Home Contact Us	Provider Regi			ED			Help
Available Tasks	Step 1 of 2: Sites a	nd Service Lo	cation				
Modify Service Offerings	Identification	Contacts	Addresses	SSD Options	Sites	Services	
View/Undate Basic Demographics	Provider Registrat	ion -> Sites a	and Service Lo	cation -> Sites			
View/Update Sites							
Information View/opeace NPI and	<u>1</u> 2						
Taxonomies	Select Site Name	Contact Name	Address			Verification Status	n Provider Type Added?
View My Application Summary	O New SAT			AN WAY, HARRIS	BURG, PA, 1		Yes
Access Provider	Site		9438	OT 5815 21 13	501 1010		
Qualification Service Authorization				ST, ERIE, PA, 16 OR AVE, PHILADE		Verified	Yes
Notice	Service Site	э	19152-2729		PA,	Verified	Yes
Job Aids	C Service Site	э	8225 CAST 19152-2718	OR AVE, PHILADE	LPHIA, PA,	Verified	Yes
Provider Registration	Re-Use From MPI		119100 2110		Edit	Delete	
Job Aid				Site Inform	ation		
Provider Updates Tip Sheet	Site Name: Contact Name:		*Service :	Bite			
	Address Line One:		*8220 CA	STOR AVE			
Helpful Documents	Address Line Two: Address Line Three	c:					
• OMR Service Definitions	City:		*PHILADE				
• OSP Service Definitions	State: Zip:		Pennsylv *19152-2				
Definitions	County: Phone:		Philadelp *(215) 12				
OMR MA Provider	Fax:		(213) 12	3-4307			
Agreement	Email Address:						
PROMISe enrollment instructions							Continu
	to the left of	the site	e to be e	dited and	click [(Continue].	The Service L
t the option circle	for the sele	ctad site	<u> </u>				
	, IUI IIIE SEIE	ucu siii	5.				
s screen appears							
s screen appears	e and Community			n <u>S</u> ystem		2	
s screen appears				n <u>S</u> ystem			
s screen appears				n <u>S</u> ystem		25	
s screen appears		y <u>S</u> ervices	Information				Help
s screen appears	e and <u>C</u> ommunit	y <u>S</u> ervices istration -	Information MICHEAL,				Help
s screen appears	e and <u>C</u> ommunit Provider Reg Step 2 of 2: Sites a	y <u>S</u> ervices istration -	Information MICHEAL,	ED	Sites 9	ervices	Help
s screen appears	e and <u>C</u> ommunit	y <u>S</u> ervices istration - and Service Lo Contacts	Information MICHEAL, pocation Addresses	ED SSD Options		ervices ation	Help
s screen appears	e and <u>C</u> ommunit Provider Reg Step 2 of 2: Sites a Identification	y <u>S</u> ervices istration - and Service Lo Contacts	Information MICHEAL, pocation Addresses	ED SSD Options			Help
S SCREEN APPEARS	e and Communit Provider Reg Step 2 of 2: Sites & Identification Provider Registra Select Provider	y Services istration - and Service Lo Contacts tion -> Sites a Type	Information MICHEAL, ccation Addresses and Service Loc	ED SSD Options cation -> Site -> NPI Nur	Service Loc mber Ser	ation vice Location Id	Status
S SCREEN APPEARS	e and Communit Provider Reg Step 2 of 2: Sites a Identification Provider Registra Select Provider 52.Comm	y Services istration - and Service Lo Contacts ition -> Sites a Type unity Resident	Information MICHEAL, pocation Addresses	ED SSD Options cation -> Site -> NPI Num n	Service Loc mber Ser 001	ation vice Location Id 3	Status Verification Pending
S SCREEN APPEARS	e and Communit Provider Reg Step 2 of 2: Sites a Identification Provider Registra Select Sc.Comm DS.Home	y Services istration - and Service Lo Contacts ition -> Sites a Type unity Resident	Information MICHEAL, ocation Addresses and Service Loc ial Rehabilitatio	ED SSD Options cation -> Site -> NPI Nur	Service Loc mber Ser 001	ation vice Location Id 3 1	Status

5/29/2007

Service Authorization

<u>Provider Registration</u> <u>Job Aid</u> <u>Provider Updates Tip</u>

NPI and Taxonomy, if applicable.

Click [Edit] and make the necessary changes.

the information and continue on to the next area.

Provider Type:

Specialities:

Reset Save

Notice

Job Aids

Sheet

Service Location Details

•

340. PROGRAM EXCEPTION 456. CRR-ADULT 520. CHILD & YOUTH LIC GRP HOME W MNTL HLTH TRTMNT COMP 521. ADULT RESIDENTIAL - 6400

* 52.Community Residential Rehabilitation

▶ To add a new service location: Click [Add] and select the appropriate provider type, specialties, and

To modify a service location: Select the option button to the left of the provider type you wish to edit.

Click [Save] if you desire to remain on this screen and edit another entry or [Save and Continue] to save

Save And Continue



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 <u>View / Update Sites Information</u> 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.

Modify Service Offerings In View/Update Basic P view/Update Site Information View/update NPI and 1	ep 1 of 2: Sites dentification rovider Registra	Contacts	ocation Addresses					
View/Update Basic vemographics View/Update Site Information View/Update NPI and			Addresses					
View/Update Site Information View/Update NPI and	rovider Registra	ition -> Sites		SSD Options	Sites	Service	95	
View/Update Site Information View/update NPI and			and Service Loo	cation -> Sites				
View/update NPI and								
View/update NPI and	2							
Taxonomies	elect Site Name	Contact	Address				Verification	Provider Type
View My Application		Name					Status	Added?
	O New SAT Site		3600 VART/ 9438	AN WAY, HARRISE	SURG, PA,	17110-	Verified	Yes
Access Provider Dualification				ST, ERIE, PA, 16	501-1012	,	Verified	Yes
Comuise Authonization				8220 CASTOR AVE, PHILADELPHIA, PA,				
Notice	Service Si	te		19152-2729				Yes
lob Aids	O Service Si	te	8225 CAST 19152-2718	OR AVE, PHILADEI 3	LPHIA, PA	6	Verified	Yes
Provider Registration	Re-Use From MP	I		Ade	d Edit	Delete		
Job Aid				Site Inform	ation			
	e Name:		*Service \$	Site				
	ntact Name:							
	dress Line One: dress Line Two		*8220 CA	STOR AVE				
Telpful Documents	dress Line Two dress Line Thre							
OMD Complete Definitions		0.	*PHILADE	I PHIA				
C+-	ate:							
Zip);		*19152-2					
	unty:		Philadelp	hia				
Definitions Ph	one:		*(215) 12	3-4567				
OMR MA Provider Fa:								
Agreement Em	ail Address:							
OMR Service Definitions Cit OSP Service Definitions Sta OMAP Service Co	y: ate:): unty:	е.	Philadelp	/ania 729 Ihia				
			(215) 12	374307				
Agreement Em	all Address:							

▶ Click [Continue]. The Service Location Details screen appears.

CONTINUED ON NEXT PAGE



Home Contact Us Available Tasks	Provider Regi Step 2 of 2: Sites a				S		The second	Help
Modify Service Offerings	Identification	Contacts	Addresses	SSD Options	Organization	Sites	Services	
<u>View/Update Basic</u> <u>Demographics</u>	Provider Registrat			•				
View/Update Sites	Select Provider	Туре			NPI Number	Service	Location Id	Status
View/Update NPI and	52.Comm	nunity Reside	ntial Rehabilitat	ion		0001		Verified
Taxonomies View My Application				Add Edit I	elete			
Summary Access Provider				Service Locatio	n Details			
Oualification Service Authorization	Provider Type: Specialities:	52.Com	imunity Residen	tial Rehabilitation				
Notice								Continue

• Click [Continue] to return to the *Site Information* screen.



REVIEW ALL PROVIDER INFORMATION

e: 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: MPI Number:	HELP SOURCE 300181334	
SSN:	213875690	
Department of State Number:	N/A	
Business Type:	Individual	
Opearting Status:	Not-for-Profit	
	Site Information	
 Ed Michael Corporate Office Contact Name: 		
Street Address:	300 CORPORATE CENTER DR	
Suite/PO Box:		
Building/Dept:		
City: State:	CAMP HILL 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 Specialities:	
	Provider Type: 26. Transportation	
	NPI: Service Location Id: 0001	
	Service Location Id: 0001 Specialities:	
	Provider Type: 36.Personal Care Services	
	NPI: Service Location Id: 0002	
	Specialities:	
	Provider Type: 52.Community Residential Rehabilitation	
	NPI: 1000099089 Service Location Id: 0004	



		Service Management		
		Add Service		
		Modify Service		
		Delete Service		
		<u>View Service</u>		
Click Add Serv	<u>ice</u> . The S	Search screen appears.		
		Search Criteria		
	Prog	ram Office: * 📃 💽		
	Coun	ty/Joinder: *		
		Site: *	•	
		Recet Search		
Select the appr	ropriate P	Reset Search	_	(.
Click [Search].		Reset Search rogram Office, County/Joinder, and Site from from and Community Services Information System	_	۲.
Click [Search].	B Home Provider Access <u>Contact Us</u>	rogram Office, County/Joinder, and Site from the and Community Services Information System Provider Registration - MICHEAL, ED	the drop-down bo>	K.
Click [Search].	Contact Us Contact Us e Tasks ervice Offerings date Basic uphics date Sites	rogram Office, County/Joinder, and Site from f e and Community Services Information System Provider Registration - MICHEAL, ED Step 3 of 3: Select Service Offerings Identification Contacts Addresses SSD Options Sites Service Provider Registration -> Service Offerings	the drop-down box	Help
Click [Search]. Here Voidble More View/Upd Informati View/Upd Informati View/Upd Informati View/Upd Information	Contact Us <u>Contact Us</u> <u>Contact Differings</u> <u>Contact Sites</u> <u>Contact </u>	rogram Office, County/Joinder, and Site from the and Community Services Information System Provider Registration - MICHEAL, ED Step 3 of 3: Select Service Offerings Identification Contacts Addresses SSD Options Sites Service	the drop-down box	Help
Click [Search]. Home Available Modify Se View/Upd Demogra View/Upd Takonom View/Vud Takonom	Contact Us Contact Us Contact Us e Tasks ervice Offerings date Basic uphics date NPI and ues Application z	Program Office, County/Joinder, and Site from from the second content of the se	the drop-down box	Help 8220 cted
Click [Search]. HCS Home Available Yiew/Upd Demogra Yiew/Upd Demogra Yiew/Upd Demogra Yiew/Upd Summary Access Pi Dualificat	Contact Us Contact Us E Tasks ervice Offerings date Basic iphics date Sites ion date NPI and ues Application z rovider tion	rogram Office, County/Joinder, and Site from f e and Community Services Information System Provider Registration - MICHEAL, ED Step 3 of 3: Select Service Offerings Identification Contacts Addresses SSD Options Sites Service Provider Registration -> Service Offerings Program Office : OMR County/Joinder Name : Philadelphia OMR Services Service Status C Family Support Services	the drop-down box	Help 8220 cted
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selected county. **Note**: The Services that appear are based on the provider types selected on the *Service Location Detail*

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Screen.



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]. Þ Home and Community Services Information System HCSIS Acres <u>Home</u> Contact Us Help Provider Registration - MICHEAL, ED Step 3 of 3: Select Service Offerings Available Tasks Modify Service Offerings Identification Contacts Addresses SSD Options Sites Services View/Update Basic Provider Registration -> Service Offerings **Demographics** View/Update Sites **Information** Site Name : Service Site (8220 Program Office : OMR County/Joinder Name : Philadelphia View/Update NPI and CASTOR AVE) Taxonomies View My Application End Date **Begin Date OMR Services** Summary Family Support Services Access Provider Qualification 51.Home and Community Habilitation Service Authorization Respite Care in Hospital (Base)-1 day (W7287) 02/28/2007 Notice Respite Care in Hospital (Level 1)-1 day (W7288) 02/28/2007 Job Aids Provider Registration Reset Save And Continue Job Aid

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 Provider Access	and <u>C</u> ommunit	y <u>S</u> ervices	Informatio	n <u>S</u> ystem				
Home Contact Us	Provider Reg	istration -	MICHEAL	, ED				<u>Help</u>
Available Tasks	Step 3 of 3: Select	: Service Offei	rings					
Modify Service Offerings	Identification	Contacts	Addresses	SSD Option:	s Sites	Service	s	
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View My Application Summary		OMR Ser	vices		Service St	atus Qu	alification Status	Contracted Rate
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<u>Service Authorization</u>	51.Home and Co	ommunity Ha	bilitation					
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Repeat these steps for all service, County, and site combinations by selecting the Services tab at the top of the screen.



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			Service	Management		
			Add	<u>Service</u>		
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			Dele	te Service		
			<u>View</u>	Service		
Click <u>Delete Se</u>	<u>ervice</u> to se	earch for th	e service yo	u wish to delete.		
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Remember - Do not end-date any OLTL services.

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DELETE A SERVICE (CONTINUED)

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Available Tasks	Step 3 of 3: Select	t Service Offeri	ngs						
Modify Service Offerings	Identification	Contacts	Addresses	SSD Option	s Organization	Site	s Services		
<u>View/Update Basic</u> <u>Demographics</u> <u>View/Update Sites</u>	Provider Registra	ation -> Service	e Offerings ->	Delete Service	e				
Information View/Update NPI and Taxonomies	County/Joinder	Site/Location	n Provider Ty (MPI Servic ID)		Service (Procedure Code)		Qualification Status	Begin Date	Er Da
<u>View My Application</u> Summary	Allegheny	ALLEGHENY	51.Home and Habilitation (Family Aide (Level 1 Hour (W7306)) - 1	Qualified	07/01/2004	4
Access Provider Qualification	Cancel							Confirm De	lete



					END D	ATE A SE	RVICE				
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	Click Modify	<u>Service</u> to se	arch	n for th	e service	e you wish	to end-date.				
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	Job	Aids								Continue	2
	Place a cheo	kmark beside	e the	name	of each	service yo	u want to en	d-date a	and clic	ck [Con	tinue].
	Remember	- Do not end	-dat	e any	OLTL se	ervices.					

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END DATE A SERVICE (CONTINUED)

Home Contact Us	Provider Reg	istration .		ED				Help
Available Tasks	Step 3 of 3: Selec							
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Information View/Update NPI and	Site Name:		EM. 1245					
Taxonomies View My Application	Provider Type(MF ID):	I Service Loca	ation 52.Commu	nity Residential P	tehabilitat	ion (0005)		
Summary	Service(Procedur	e Code):	Community	y Homes (6400 -	Eligible)-:	L/2 month (W	7220)	
Access Provider	Status:							
Qualification	Earliest Contract							
Service Authorization	Latest Contract B							
Notice	Earliest Request (-						
Joh Aids	Latest Request E							
Provider Registration	Service Begin Dat	.e: *	02/28/2007	· `				
Job Aid	Service End Date	:						
Provider Updates Tip								
Sheet	View Search R	esults				Save And Co	ntinue	Skip And Continue



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- 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	
ATTENTION: This step takes place over two business days.	
Day 1 –	
Go to <u>www.hcsis.state.pa.us</u> .	
Acces ^{In} the Home and Community Services Information System	
Click the <u>HCSIS Login</u> hyperlink.	
Please Login Usemane: Password: DOGIN	
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 <u>Provider Service Status Report</u> hyperlink under the Financials category.	
The Home and Community Services Information System Help Home M4Q Individual ISP SC Provider Financial Admin. Tools Reports Notices Alerts Data Extract Misc IM Utils Archive RDE Reports - Robics - Reports Request Reports - Reports Request	
Provider Service Status Report	
Fiscal Year: * Provider: Service: County/Joinder Service Category: * Real Contracted Service(s) Provisional Contracted Service(s) Requested Service(s) UnContracted Service(s) UnContracted Service(s)	
Report Format: *	

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 in formation 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 <u>HCSIS Information</u> 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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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.

Tools - Reports - Reports Inbox
Report Title
Provider Service Status Report

Click the <u>Provider Service Status Report</u> 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.



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.

¹ 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 th Internal Revenue Service (IRS) or documentation from an independent third party (such as a 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 Car 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 <u>new Site</u> or <u>Provider Type</u>, fax a cover letter, signed by the CEO or a Director, wit the following information:
 - o Program Office for which you are updating or adding a site
 - o Provider IRS Name
 - o MPI#
 - Contact Information:
 - Name
 - Email Address
 - Phone Number
 - County in which you are physically located
 - o 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.



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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
 - o 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