

# PELICAN-EI/HCSIS Enhancements Communication December 1, 2018

November 2018

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## Purpose

This communication is intended to inform the Early Intervention (EI) stakeholder community of the implementation modifications to the Home and Community Services Information System (HCSIS). The goal of this project is to improve and streamline processes associated with the Early Intervention Infant/Toddler (I/T) and Preschool (PS) programs, Information contained in this communication reflects a high-level summary of the enhancements, with specific details to be presented at the Leadership Conference at Seven Springs in mid-November.

## Enhancements to EI Infant/Toddler and Preschool Processing



The modifications included in this update impact the four key EI modules: Referral, Evaluation, Eligibility and Plan. As summarized below, the system modifications will enhance the usability of screens to improve user efficiency and increase data integrity. Improvements are also made in the areas of service monitoring, billing accuracy and Federal reporting capabilities.

### Referral

- Users can capture Referral information after case clearance or reentry into HCSIS, until an initial Evaluation Report (ER) is finalized.
- Specified State and Supervisor-level users can edit Referral details when an ER is in "Revising" status.
- Modifications are made to the Referral screen for both I/T and PS to link the screen to the ER:
  - The Time of Referral field is removed.
  - The [View Manage Pre-plan/Tracking Services] button is removed.
  - A new [Save and Continue] button is added to provide screen navigation:
    - For I/T users, from the Referral screen to the Manage Pre/Post Plan Services screen.
    - For PS users, from the Referral screen to the Manage Evaluation screen.

- Case reactivations for both I/T and PS are initiated through a new [Change Record Status] button on the Referral screen, using the “Activate” link from the Record Status screen

## Evaluation

- Only one ER for an individual can be revised at a time
- Two new ER types are introduced,
  - Abbreviated (Infant/Toddler only): to document that eligibility has not been established and no evaluation was completed. The child moved from referral directly into Tracking. An Abbreviated ER can be created at any point in time but can only be followed by a Re-evaluation ER.
  - Out of State Transfer (Preschool only): to document information required when transferring cases in from other states. An Initial or Out of State Transfer ER can only be followed by a Re-evaluation ER.
- A “Case Reactivated” row is added on the Manage Evaluation screen, displaying the date of reactivation.
  - Either an Initial or an Abbreviated ER type must be used after case reactivation for I/T.
  - Initial, Out of State Transfer or Re-evaluation must be used after case reactivation for PS.
- Questions from the Evaluation/Background History and the Family Assessment sections of the ER are modified/condensed to more effectively capture necessary information.
- The Age at Evaluation value is automatically calculated and populated on the Summary of Evaluation Results but remains editable by the user.

## Eligibility

- Users can capture Eligibility information on the Eligibility screens only when an ER for the case is in “In-Progress” or “Revising” status.
- Users can add a new eligibility reason and end date a current eligibility reason when an ER is in “In Progress” status, until the ER is finalized.
- Specified State and Supervisor-level users can revise Eligibility reasons when an ER is in “Revising” status, until the ER is re-finalized.
- The Eligibility Details screen is retired, allowing users to enter Program Eligibility information in a single screen (Program Eligibility):
  - Eligibility details are now entered in the Program Eligibility Details table on the lower half of the redesigned Program Eligibility screen.
  - Effective Begin Date and Effective End Date fields are added to allow users to document begin and end dates for program eligibility.
  - History of program eligibility changes is displayed in the Program Eligibility History table at the top of the redesigned Program Eligibility screen.
  - Specified State and Supervisor-level users can make necessary revisions/modifications on the same screen:
    - Modify previously finalized eligibility records on the Program Eligibility Details table.

- Delete individual records from the Program Eligibility History table.
- For PS users, Eligibility Reasons are modified to more accurately capture program eligibility.
- For Preschool both primary and secondary categories will display in the Eligibility Details table, if entered.

## Plan

- Users are restricted from finalizing plans with dates overlapping the periods when a child has an “Ineligible” Program Eligibility status, to ensure there are no plans in the system for children who are ineligible for services.
- The Manage Pre-plan/Tracking Services screen is renamed to Manage Pre/Post Plan Services. References to Tracking are removed from the screen.
- A new Tracking Plan is introduced for I/T children to enable service planning for children eligible for At-Risk Tracking:
  - Includes Outcome/Goal, Early Intervention Services and optional Transition Plan components.
  - Service selection for the Tracking plan is limited to the Service Coordination service, which cannot overlap with the Service Coordination services on an Individualized Family Service Plan (IFSP) or Pre/Post Plan Services
  - Tracking plan revisions can be made through:
    - Administrative Review.
    - Other Update.
  - Projected Annual Review Date (PARD) does not apply to the Tracking plan and is not captured or displayed in any of the plan screens when a user views the plan.
- A new “Currently Viewing” table allows I/T users to toggle viewing between the IFSP and Tracking Plan.
- Enhancements to the way outcomes/goals are captured:
  - Each new Outcome/Goal is automatically assigned a number, which is increased by one each time a new Outcome/Goal is added. This number cannot be changed, and the counter cannot be reset.
  - I/T and PS users can copy previously end-dated Outcome/Goals to new plans. Only those Outcomes/Goals end-dated by the system, either during plan closure or case closure, are available for copy selection.
  - For Tracking Plans only, users can end date an Outcome/Goal on the Outcome/Goal screen using the new Outcome Completed field on the Outcome/Goal screen.
  - An Outcome Progress pop-up screen is added for the Tracking Plan, with two new fields:
    - “Screening tool implemented” dropdown.
    - “Not Returned” checkbox.

- A plan is automatically end-dated to align with Eligibility segment end dates when eligibility changes from Eligible to either Ineligible or Tracking. Units can be added to an existing IFSP until a new IFSP is created.
- The printable plan includes the new Tracking plan and updates to improve usability of the report:
  - Team Membership section ordered by team hierarchy.
  - Page breaks after each outcome.

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## Other Enhancements

### Case Closure Process Changes

- Changes are introduced to modify the existing Case Closure process, to account for the new Tracking Plan and for changes made to determine Program Eligibility:
  - End dating the Tracking Plan and services on that plan.
  - End dating the Program Eligibility segment.
  - End dating Outcomes/Goals (IFSP/Tracking Plan/Individualized Education Program (IEP)).

### Service Notes Extract Report

- Additional information is now included on the report to further its usefulness to users. The following fields are being added to the report output:
  - Date of Birth
  - Gender
  - Address Line 1
  - Address Line 2
  - Address Line 3
  - City
  - State
  - Zip



Historical eligibility records will remain in the system for research/viewing purposes. This includes Program Eligibility and Eligibility Details as captured through the eligibility screens in HCSIS prior to 12/01/2018. New eligibility data will be created in the system based on the individual's plan, plan services and current eligibility information for active cases only.

### Conversion Information

Historical Program Eligibility and Eligibility Details information will remain in the system for viewing and research purposes. The data will appear on

the eligibility screens the way it did prior to the implementation of the enhancements.

New eligibility data will be created for the active records in the system, based on the individual's plan, plan services and current eligibility information.

For PS cases, eligibility reasons "In need of special designed intervention/instruction (SDI) in order to participate in typical activities & routines," "25% delay or 1.5 standard deviations below the mean in one or more areas of development" and "Disability which results in the need for SDI in order to participate in typical activities and routines" are converted to one Eligibility reason: "Disability which results in the need for SDI in order to participate in typical activities and routines."

Eligibility records that have both Ineligibility reasons "Demonstrating skills similar to children his/her age" and "Child with a disability but does not need specially designed intervention/instruction (SDI)" will have just one Ineligibility reason after conversion: "Demonstrating skills similar to children his/her age".

After conversion, a Business Exception Report will be generated, if there are any eligibility records that are missing Program Eligibility information, missing Primary Disability information or Program Eligibility is not compatible with the plan, they will display on the report. OCDEL will review the report and send a communication to the Program and provide the MCI, County/Program and Exception Reason of the records that did not convert.

It is strongly recommended, that prior to conversion the eligibility records for active plans be reviewed to make sure that there is no missing Program Eligibility information, no missing Primary Disability information or the Program Eligibility is compatible with the plan. This will mitigate the number of eligibility records that were not able to be converted.

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## Training Documentation

A recording of the training webinars conducted at the Seven Springs Leadership Training sessions will be available on the Early Intervention Technical Assistance (EITA) website: [www.eita-pa.org](http://www.eita-pa.org) on November 14, 2018.

## Next Steps



- Share this communication with appropriate staff members.
- Plan to attend the Leadership Training sessions at Seven Springs the afternoon of November 13, 2018.
- Plan for HCSIS downtime during deployment of this initiative on Saturday, December 1, 2018, from 6 a.m. to 11 p.m.