

Additional Fields in HCSIS Service Notes Now Available for the Adult Autism Waiver (AAW)

ODP Announcement 20-058

AUDIENCE:

Supports Coordination Organizations (SCOs) in the Adult Autism Waiver


PURPOSE:

The purpose of this communication is to notify SCOs enrolled in the AAW of a change to the service note fields in HCSIS.

DISCUSSION:

On 4/18/20, an update was made to the Home and Community Services Information System (HCSIS) that included the addition of two new fields on the Service Note Billable Claim Details page: Begin Time and End Time. **The use of these fields is optional.**

SERVICE NOTE DETAILS

Date of Service/Contact (MM/DD/YYYY):	*	<input type="text"/>	
Service Type:	*	<input type="text"/>	▼
Category:	*	<input type="text"/>	
Sub-Category:	*	<input type="text"/>	
Begin Time (HH:MM):		<input type="text"/>	AM ▼
End Time (HH:MM):		<input type="text"/>	AM ▼
No. of Units:		<input type="text" value="0"/>	
Follow-up:	*	<input type="text"/>	▼
Billable:		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Service Note:		<input type="text"/>	

In accordance with 55 Pa. Code Chapter 6100.226(c), each service note must include the number of units of service delivered. Completion of Begin Time and End Time does not replace the need for the number of units to be documented.

ODP intends to release future guidance that would require SCOs to document start and end times of service delivery. At that time, SCOs will have the option on how to document the start and end time of each service provision. The options will include:

- Using the Begin Time and End Time fields in HCSIS;
- In the body of the text of the service note in HCSIS; or
- On other documentation that is maintained by the SCO.

SCOs may enter documentation of all services delivered to the same individual, by the same Supports Coordinator, on the same calendar day in a single service note, if desired. If this occurs, and the SC chooses to document the start and end times in the body of the text, the start and end times of each service provision may be documented in the text of the single service note in HCSIS. When choosing “location of service,” “service type,” “category,” and “sub-category,” the response that was most prominent during the time span of service delivery should be selected.

Questions about this communication should be directed to the appropriate Regional Office of ODP’s Bureau of Supports for Autism and Special Populations.