

Every activity in this tip sheet can be performed by the **Provider Registration Data Entry Role**. This tip sheet assumes that providers have already completed the Electronic Provider Pre-Enrollment Application, if a new licensed provider, created a "b-" USERID by using the Create Provider Self Service Account link and certified on the Provider Self Service website, which is the portal for Certification and Licensing. New unlicensed providers follow current procedures to receive their "b-" USERIDs. The activities in this tip sheet include:

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Login into HCSIS	
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The Provider Self Service tile can be found on the HCSIS page:





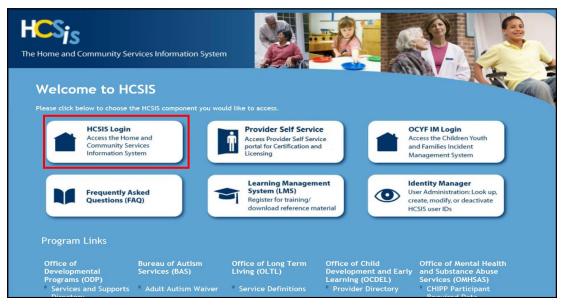
If you have any questions about the screens in HCSIS, click the <u>Help</u> hyperlink in the upper righthand corner of any screen or call the **HCSIS Help Desk** at **1-866-444-1264**.



Provider Registration

Login into HCSIS

• Go to <u>www.hcsis.state.pa.us</u>.



- Enter your "b-" User ID and Password.
- Click [Login].





The Home and Community Services I	nforma	tion System				Help
Home M4Q Individual Plan SC I	Provide	r Einancial Admin Tools				
Reports Notices Alerts Data Extrac						
Change Scope Power Data Entry Ma						
Tools - Misc - Change Scope - Program Office Selection						
HCSIS has identified yo	ou may	/ have relationships with multiple Program Offices. Please se	elect a Program Of	fice for this session.		
S	elect	Program Office	Roles			
Г		ODP-MR	View Roles			
	0	OLTL	View Roles			
	0	ODP-BAS	View Roles			
	\bigcirc	OCDEL	View Roles			
	0	OMHSAS	View Roles			
	Select					

- This screen will appear for Providers who have relationships with multiple Program Offices
- Click on the radio button for the Program Office information you wish to view and click the [Select] button

The HCSIS Homepage appears:

	The none and communicy services monnacion system					
	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
M INCIDENTS						
	Welcome to HCSIS					
ALERTS						
NOTICES	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.					
	Bulletins					
	HCSIS HelpDesk Contact Information Hours of Operation: Monday through Friday: 7:45AM-5:00PM					
	Support					
	Phone Fax Via Email					
	1(866)444-1264 (717)540-0960 <u>c- hhcsishd@pa.gov</u>					
	HCSIS Learning Management System					
	The Commonwealth of Pennsylvania is taking additional measures to protect personal information by implementing technology changes that will require action from users accessing HCSIS, EIM and PWIM. All HCSIS, EIM and PWIM ("b-") users must confirm their e-mail address is valid in Identity Manager. Not doing so could result in temporarily losing access to these systems. Risk Based Authentication starts on August 19, 2017 • CWOPA users will need to create security questions/answers and Security PIN • Business Partner users will request a Security Code when they access HCSIS, EIM or PWIM. The Security code will be sent to their e-mail address and will need to be entered when logging in. The e-mail will be sent from: <u>automatedemailDONOTREPLY@pa.gov</u> (Please "white-list" to ensure SPAM filters are turned off.)					
	 User Access Certification is scheduled to start on October 10, 2017 Business Partner Administrators (BP Admins) who have not logged into HCSIS for the past 6 months will receive an e-mail containing directions for certifying access. If a BP Admin does not certify, the PW-BPADMIN-HCSIS role in Identity Manager will be removed from their account. Without this role, BP Admins will no longer be able to create or update userid's. 					
	 The goal of this activity is to remove BP Admin access from users who no longer require the BP Admin role. No accounts will be removed during this process. 					

• Any technology changes that could affect HCSIS will be posted on this page.



Provider Contact

The Provider Registration Data Entry role has update access to the Provider Contact screen.

HCSta	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
M INCIDENTS	Welcome to HCSIS	
NOTICES	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

The Home and C	mmunity Services Information System		Help			
Home M4Q Indiv	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
Clearance Adminis	ration Registration Service Management Qualification Provider	r Organization Program Capacity				
Provider - Menu Selection						
Please Select a Menu Item						
You are presently logged into HCSIS	Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM			

• On the Provider Menu Selection screen click "Registration"

HCS;	Home and Community Services Information System	Help			
Home M	14Q Individual Plan SC Provider Financial Admin. Tools				
Clearance	e Administration Registration Service Management Qualification Provider Organization Program Capacity				
Provider (Creation Contact Address SD Organization MPI Location Sites				
Provider - Registration - Menu	J Selection				
Please Select a Menu Item					
You are presently logged into HCSIS	Monday, August 14, 2017 8:22 AM Privacy Policy Your session will expi	re at approximately 9:22 AN			

• On the Provider Registration Menu Selection screen click "Contact"

	The Home and Community Services Infr Home M4Q Individual Plan SC Prr Clearance Administration Registration Provider Creation Contact Address S on - Contact - Contact	vider Financial Admin. Tools Service Management Qualification Provider Organization Progra	am Capacity	Help
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200083420	
Select	Contact Type	Contact Name	Phone	
۲	Primary	LEE, SAM D	(215) 991-0672	
		Add Edit Delete		
		Contact Information		
Contact Type:		* Primary		
First Name:		* SAM		
Middle Initial:		D		
Last Name:		*LEE		
Title:		JR		
Phone Number(123) 45	56-7890:	*(215) 991-0672 Extension: 21		
Email:				
				Continue

• The contact information for the provider displays. If the provider has an alternate contact that information would also display.



Add a Provider Contact

Cle	ovider Creation Contact Address S		anization Program Capacity		Help
Cu	irrent Provider	Name: CAMERON UTILITY SERV	ICES	MPI ID : 200083420	
Select	Contact Type	Contact Name		Phone	
۲	Primary	LEE, SAM D		(215) 991-0672	
		Add Edit Delete			
		Contact Informatio	n		
Contact Type:		* Primary			
First Name:		* SAM			
Middle Initial:		D			
Last Name:		* LEE			
Title:		JR			
Phone Number(123) 456-	7890:	*(215) 991-0672 Extension: 21			
Email:					
					Continue

• Click the [Add] button

HCS _{IS} Provider - Registr	Clearance Administration Regis	ices Information System SC Provider Financial Admin. Tools stration Service Management Qualification Provider Or ress SSD Organization MPI Location Sites	ganization Program Cap	pacity	Help
	Current Provider	Name: CAMERON UTILITY SER	VICES	MPI ID : 200	083420
Select	Contact Type	Contact Name		Phone	
0	Primary	LEE, SAM D		(215) 991-0672	
		Add Edit Delete			
		Contact Informati	on		
Contact Type:		* Primary			
First Name:		* Alternate Provider Contact]		
Middle Initial:					
Last Name:		*]		
Title:					
Phone Number(123) 456-7890:	*() - Extension:			
Email:					
Reset Save					Save And Continue
You are presently logge	ed into HCSIS	Monday, August 14, 2017 9:13 AM	Privacy Policy	Your set	ssion will expire at approximately 10:13 AM

• Choose the appropriate contact type from the drop-down box, the contact type is a mandatory field



Provider - Registrat	Clearance Administration Re	rvices Information System SC Provider Financial Admin. Tools gistration Service Management Qualification Provider Org ddress SSD Organization MPI Location Sites	anization Program Capacity	нар
	Current Provider	Name: CAMERON UTILITY SERVI	ICES I	MPI ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0672	2
		Add Edit Delete		
		Contact Information	1	
Contact Type:		* Alternate		
First Name:		* Mary		
Middle Initial:				
_ast Name:		* Smith		
Title:				
Phone Number(123) 4	456-7890:	* (215) 991 - 0672 Extension: 25		
Email:		msmith@cameron.com		
Reset Save				Save And Continue
You are presently logged in	into HCSIS	Monday, August 14, 2017 10:42 AM	Privacy Policy	Your session will expire at approximately 11:42 AM

• Enter the information in the remaining fields and click the [Save] button

Note: The First Name, Last Name and Phone Number are mandatory fields

Cle	ovider Creation Contact Address S		n Program Capacity	Help
Cu	rrent Provider	Name: CAMERON UTILITY SERVICES	MPI	ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0672	
۲	Alternate	Smith, Mary	(215) 991-0672	7
		Add Edit Delete		_
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mary		
Middle Initial:				
Last Name:		* Smith		
Title:				
Phone Number(123) 456-	7890:	* (215) 991-0672 Extension: 25		
Email:		msmith@cameron.com		
				Continue
You are presently logged into H	ICSIS	Monday, August 14, 2017 12:53 PM Pr	rivacy Policy	Your session will expire at approximately 1:53 PM

• The new contact has been added



Edit a Provider Contact

HCSis Hom Clea	ider Creation Contact Address S		anization Program Capacity	Нер
Curr	ent Provider	Name: CAMERON UTILITY SERVI	CES	MPI ID : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0	672
۲	Alternate	Smith, Mary	(215) 991-0	672
		Add Edit Delete		
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mary		
Middle Initial:				
Last Name:		* Smith		
Title:		* (545) 004 06750 5 4 4 95		
Phone Number(123) 456-78 Email:	890:	*(215) 991-0672 Extension: 25 msmith@cameron.com		
				Continue
You are presently longed into HC	515	Monday, August 14, 2017 12:53 PM	Privacy Policy	Your session will expire at approximately 1:53 PM

• Select the contact information you wish to edit by selecting the corresponding radio button and then clicking the [Edit] button

HCS _{ic}	The Home and Community Se	ervices Information System			Help
		SC Provider Financial Admin. Tools			
(Clearance Administration Re	gistration Service Management Qualification Provider	Organization Program Capaci	ity	
Provider - Registratio		ddress SSD Organization MPI Location Sites			
Provider - Registratio	SIT - Contact - Contact				
(Current Provider	Name: CAMERON UTILITY SE	RVICES	MPI ID : 20	00083420
Select	Contact Type	Contact Name		Phone	
0	Primary	LEE, SAM D		(215) 991-0672	
۲	Alternate	Smith, Mary		(215) 991-0672	
		Add Edit Dele	ete		
		Contact Informa	ation		
Contact Type:		* Alternate			
First Name:		* Mandy			
Middle Initial:]		
Last Name:		* Smith -			
Title:					
Phone Number(123) 45	6-7890:	*(215) 991 - 0672 Extension: 25			
Email:		msmith@cameron.com			
Reset Save					Save And Continue
You are presently logged into	to HCSIS	Monday, August 14, 2017 2:31 PM	Privacy Policy	You	r session will expire at approximately 3:31 PM

• Edit the information for the contact and hit the [Save] button



	The Home and Community Services Ini Home M4Q Individual Plan SC Pr Clearence Administration Registration Provider Creation Contact Address S on - Contact - Contact		rogram Capacity	Неір
Search				
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200086468	
Select	Contact Type	Contact Name	Phone	
۲	Alternate	Smith, Mandy	(215) 991-0672	
0	Primary	LEE, SAM D	(215) 991-0672	
		Add Edit Delete		
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mandy		
Middle Initial:				
Last Name:		* Smith		
Title:	56 3000.	* (215) 991-0672 Extension: 25		
Phone Number(123) 45 Email:	56-7890:	* (215) 991-0672 Extension: 25 msmith@cameron.com		
cman.		Institut@cartieron.com		
				Continue
You are presently logged in	ito HCSIS	Tuesday, September 05, 2017 9:04 AM Priva	acy Policy Your session will expire	at approximately 10:04 AM

• The changed contact information displays on the screen

Delete a Provider Contact

Provider - Registratio	Clearance Administration Registra Provider Creation Contact Address on - Contact - Contact	Provider Financial Admin. Tools ion Service Management Qualification Provider Organizat SSD Organization MPI Location Sites		Help
(Current Provider	Name: CAMERON UTILITY SERVICES	MPI I	D : 200083420
Select	Contact Type	Contact Name	Phone	
0	Primary	LEE, SAM D	(215) 991-0672	
۲	Alternate	Smith, Mandy	(215) 991-0672	
		Add Edit Delete		
		Contact Information		
Contact Type:		* Alternate		
First Name:		* Mandy		
Middle Initial: Last Name:		* Smith		
Title:		" Smith		
Phone Number(123) 45	6-7890:	* (215) 991-0672 Extension: 25		
Email:		msmith@cameron.com		
				Continue
You are presently logged into	0 HCSIS	Monday, August 14, 2017 2:56 PM	Privacy Policy	Your session will expire at approximately 3:56 PM

• Select the contact information you wish to delete by selecting the corresponding radio button and then clicking the [Delete] button



Provider - Registrat	The Home and Community Services Int Home M4Q Individual Plan SC Pr Clearance Administration Registration Provider Creation Contact Address S ion - Contact - Contact	ovider Financial Admin. T n Service Management Qua	lification Provider Organization Program C	Capacity	Help
	Current Provider	Name: CAM	IERON UTILITY SERVICES	MPI ID : 200083420	
Select	Contact Type	Conta	ict Name	Phone	
۲	Primary	LEE, S	AM D	(215) 991-0672	
			Add Edit Delete		
			Contact Information		
Contact Type:		* Primary			
First Name:		* SAM			
Middle Initial:		D			
Last Name:		* LEE			
Title:		JR			
Phone Number(123) 4	156-7890:	*(215) 991-0672	Extension: 21		
Email:					
					Continue
You are presently logged in	nto HCSIS	Monday, August 14, 2017 3	16 PM Privacy Policy	Your session will ex	pire at approximately 4:16 PM

• You will receive an "Operation Successful" validation message and the deleted contact will no longer display on the Contact screen

Note: The Primary Contact cannot be deleted unless another one has been added



Provider Address

The Provider Registration Data Entry role has read-only access to the Provider Address screen, the provider address can only be updated by Commonwealth users who have the Provider Sign-Up Verifier role.

HCSic	The Home and Community Services Information System	Help
15	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
INCIDENTS	Welcome to HCSIS	
ALERTS		
NOTICES	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvivania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

HCS:	Community Services Information System		Help			
	ividual Plan SC Provider Financial Admin. Tools istration Registration Service Management Qualification Provide	er Organization Program Capacity				
Provider - Menu Selection						
Please Select a Menu Item						
You are presently logged into HCSIS	Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM			

• On the Provider Menu Selection screen click "Registration"

HCS _{ie}	e Home and Community Services Information System	Help			
Home	M4Q Individual Plan SC Provider Financial Admin. Tools				
Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity					
Provide	er Creation Contact Address SSD Organization MPI Location Sites				
Provider - Registration - Me	nu Selection				
Please Select a Menu Item					
You are presently logged into HCSIS	Thursday, August 10, 2017 11:57 AM Privacy Policy Your session will expire at ap	proximately 12:57 PM			

• On the Provider Registration Menu Selection screen click "Address"

HCS	The Hom	e and Community Services Informa	tion System			Help		
	Home M4Q Individual Plan SC Provider Financial Admin. Tools							
	Clearance A Provider Crea	dministration Registration Section Secti	rvice Management Qualification Provider Organiza Organization MPI Location Sites	ation Program Capacity				
Provide	- Registration - Address	- Address						
	Current Pro	vider	Name: CAMERON UTILITY SERVICES	5	MPI ID	: 200083420		
Select	Address Type	Address		County	Phone	Verification Status		
۲	Payment Address	450 WISSAHICKON AVE,	PHILADELPHIA,PA 19144-5221	Chester	(215) 991-0672	Verified		
0	Mailing Address	2991 W SCHOOL HOUSE L	N,PHILADELPHIA,PA 19144-5357	Chester	(215) 300-2178	Verified		
0	Business Address	450 WISSAHICKON AVE,	PHILADELPHIA,PA 19144-5221	Chester	(215) 991-0672	Verified		
			Address Information					
			Check all that apply Business Address Mailing Address I P	ayment Address				
Street Add		*5450 WIS	SAHICKON AVE					
Suite / PO Building / I								
ity: state:		*PHILADE						
State: *Pennsylvania Zip: *19144-5221 County: Chester								
hone:								
Fax:								
Email Addr Vebsite:	ress:							

- The Payment Address, Mailing Address and Business Address associated with the Provider are shown
- Select a radio button to view different address information

NOTE: To change the Payment Address, Mailing Address or Business Address you will need to complete a HCSIS Verification Change form detailing the new information specific to each address type and return it to <u>ra-odpproviderenroll@pa.gov</u>. The HCSIS Verification Change Form can be found on the MyODP website.



Services Supports Directory Listing

The Provider Registration Data Entry role has read-only access to the Service Supports Directory (SSD) screen (this is referring to the Public SSD), the SSD screen can only be updated by Commonwealth users who have Provider Sign-Up Verifier role.

HCSic	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
ALERTS	Welcome to HCSIS	
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvivania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

	The Home and Community Services Information System	Help				
H Coje						
	Home M4Q Individual Plan SC Provider Financial Admin. Tools					
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity					
Provider - Menu Se	election					
Please Select a Menu Item						
You are presently logged	l into HCSIS Thursday, August 10, 2017 10:18 AM Privacy Policy Your session will expire	at approximately 11:18 AM				

On the Provider Menu Selection screen click "Registration

HCS _{ie}	e Home and Community Services Information System	Help
I Home	M4Q Individual Plan SC Provider Financial Admin. Tools	
Cleara	nce Administration Registration Service Management Qualification Provider Organization Program Capacity	
Provide	er Creation Contact Address SSD Organization MPI Location Sites	
Provider - Registration - Me	anu Selection	
	Please Select a Menu Item	
You are presently logged into HCSIS	Monday, August 14, 2017 8:22 AM Privacy Policy Your session will expire at a	pproximately 9:22 AM

• From the Provider Registration Menu Selection screen you want to choose "SSD"

The Home and Community Services Information System Home M4Q Individual Plan SC Provider Financial Admin. Tools Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity Provider Creation Contact Address SSD Organization MPI Location Sites Provider - Registration - SSD - Services Supports Directory							
Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420				
Does Provider want to be listed in the SSD? * Yes V							
If yes, please select any one of the options below.							
Business Address							
Address: 5450 WISSAHICKON AVE							
Phone: (215) 991-0672							
Fax:							
Email:							
 Mailing Address 							
Address: 2991 W SCHOOL HOUSE LN							
Phone: (215) 300-2178							
Fax:							
Email:							
Do not include address as part of the Service and Sup	port Directory.						
				Continue			
You are presently logged into HCSIS	Monday, August 14, 2017 4:13 PM	Privacy Policy	Your session will expire at	approximately 5:13 PM			

• The SSD Screen displays



- If the address is to be listed 'Yes' from the dropdown box and select the radio button if its either the Business Address or Mailing Address
- If you the address is not to be listed select the radio button for "Do not include address as part of the Service and Support Directory".

NOTE: To change your Business Address or Mailing Address information you must complete the HCSIS Verification Change Form and return to <u>ra-odpproviderenroll@pa.gov</u>. The HCSIS Verification Change Form can be found on the MyODP website.



Provider Sites

The Provider Registration Data Entry role has read-only access to the Site screen, the provider sites and service location and site can only be updated by Commonwealth users who have the Provider Sign-Up Verifier role.

HCSie	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
	Welcome to HCSIS	
ALERTS		
	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsylvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

The Home and Community Se	rvices Information System		Неір			
	SC Provider Financial Admin. Tools	or Organization Dragon Canadity				
Clearance Administration Re Provider - Menu Selection	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity					
Please Select a Menu Item						
You are presently logged into HCSIS	Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM			

On the Provider Menu Selection screen click "Registration"

The Home and Community Service			Help	
Home M4Q Individual Plan S	C Provider Financial Admin. Tools			
	ration Service Management Qualification Provider (Organization Program Capacity		
Provider Creation Contact Addre	ess SSD Organization MPI Location Sites			
Provider - Registration - Menu Selection				
Please Select a Menu Item				
You are presently logged into HCSIS	Thursday, September 14, 2017 9:26 AM	Privacy Policy	Your session will expire at approximately 10:26 AM	

• From the Provider Registration Menu Selection screen you want to choose "Sites"

	Clearance Administrati	Plan SC Provider Financial A on Registration Service Manageme	nt Qualification		acity		
rovider - Reg	Provider Creation Cont Jistration - Site - Site	act Address SSD Organization I		ord to display.			
	Current Provider	Name	e: ALLEGHENY DIS	SABILITY SERVICES	MPI ID : 2000848	89	
2 3 Select	Site Name	Provider Type (MPI Servi	ce Location ID)		Address	Verificatio Status	n Provide Type Added?
۲	PITT SITE 1	11. Mental Health / Substance A	\buse (0028)	328 IVORY AVE PITTSBURGH, PA, 15214-1651		Verified	Yes
0	PITT SITE 2	11. Mental Health / Substance A	Abuse (0029)	1702 ORCHID ST PITTSBURGH, PA, 15207-2469		Verified	Yes
0	PHIL SITE 2	11. Mental Health / Substance A	Abuse (0031)	4712 RHAWN ST PHILADELPHIA, PA, 19136-2930		Verified	Yes
0	Test	51.Home and Community Habili	tation (0020)	2040 LINGLESTOWN RD camp hill, PA, 17011		Verified	Yes
0	Site First	03. Extended Care Facility (002	4)	2001 rupley rd Camp Hill, PA, 17011		Verified	Yes
						Vie	ew All
							Continue

• The Providers sites display



HCSic	The Home and Community	Services Information System				Help
		an SC Provider Financial Admin. Tools				
		Registration Service Management Qualification Address SSD Organization MPI Location Sites				
Provider - Regist	tration - Site - Site	Address 550 Organization MPI Location 5ites				
	Current Provider	Name: ALLEGHE	NY DISABILITY SERVICES	MPI ID : 200084839		
1 2 3						
Select	Site Name	Provider Type (MPI Service Location I	D)	Address	Verification Status	n Provide Type Added?
0	PITT SITE 1	11. Mental Health / Substance Abuse (0028)	328 IVORY AVE PITTSBURGH, PA, 15214-1651		Verified	Yes
0	PITT SITE 2	11. Mental Health / Substance Abuse (0029)	1702 ORCHID ST PITTSBURGH, PA, 15207-2469		Verified	Yes
0	PHIL SITE 2	11. Mental Health / Substance Abuse (0031)	4712 RHAWN ST PHILADELPHIA, PA, 19136-2930		Verified	Yes
۲	Test	51.Home and Community Habilitation (0020)	2040 LINGLESTOWN RD camp hill, PA, 17011		Verified	Yes
0	Site First	03. Extended Care Facility (0024)	2001 rupley rd Camp Hill, PA, 17011		Verified	Yes
					View	/ All
						Continue
You are presently logg	red into HCSIS	Monday, December 04, 2017 11:02	AM Privacy Policy	Your session wi	l expire at approximat	elv 12:02 P

• Select the radio button of the site you wish to view and click [Continue].

HCS _{is} Provider - Re	Clearance Administration Regis	SC Provider Financial Admin. Too stration Service Management Qualifi ress SSD Organization MPI Locatio	ication Provider Organization	Program Capacity	Help
	Current Provider Site Name: Test	Name: ALLEGHENY DISABIL Site Ad	LITY SERVICES	MPI ID : 20008483 RD, camp hill, PA-17011	9
Select	Provider		NPI Number	Service Location Id	Status
	51.Home and Community Habilitation	Туре)20	Verified
Provider Type: Specialties:		Service Location	on Details		Continue
You are presently	y logged into HCSIS	Monday, December 04, 2017 11:05 AM	Privacy Policy	Your session will expire	at approximately 12:05 F

• The Provider Type and Service Location details display for the that site display

NOTE: To add or delete a Specialty on an enrolled site please complete the Promise[™] Provider Service Location Change Request Form, which can be found on the MyODP website and the DHS Provider Enrollment website: <u>https://provider.enrollment.dpw.state.pa.us</u>. When complete please return the from to <u>ra-odpproviderenroll@pa.gov</u>.



Organization

The Provider Registration Data Entry role has update access to the Organization screen.

HCSic	The Home and Community Services Information System	Help
	Home M4Q Individual Plan SC Provider Financial Admin. Tools	
M INCIDENTS	Welcome to HCSIS	
NOTICES	Our web site is designed to make it easier and more efficient for users to store and retrieve data in order to improve the lives of individuals across the Commonwealth of Pennsvlvania.	

• Click on "Provider" to navigate to the Provider Menu Selection screen

The Home and Community S	ervices Information System		Help	
Home M4Q Individual Plan Clearance Administration R	SC Provider Financial Admin. Tools	er Organization Program Capacity		
Provider - Menu Selection Provider - Menu Selection Please Select a Menu Trem				
Piedse Select a Menu Item				
You are presently logged into HCSIS	Thursday, August 10, 2017 10:18 AM	Privacy Policy	Your session will expire at approximately 11:18 AM	

On the Provider Menu Selection screen click "Registration

The Home and Community Services Home M4Q Individual Plan SC Clearance Administration Registra Provider Creation Contact Address Provider - Registration - SSD - Services Supports Director	Provider Financial Admin. Tools tion Sendee Management Qualification Provid SSD Organization MPI Location Sites	er Organization Program Capacity	Help	
Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420	
Does Provider want to be listed in the SSD? * $_{ m Yes}$ V				
If yes, please select any one of the options below.				
Business Address				
Address: 5450 WISSAHICKON AVE				
Phone: (215) 991-0672				
Fax:				
Email:				
 Mailing Address 				
Address: 2991 W SCHOOL HOUSE LN				
Phone: (215) 300-2178				
Fax:				
Email:				
Do not include address as part of the Service and S	Support Directory.			
			Con	ntinue
You are presently logged into HCSIS	Monday, August 14, 2017 4:13 PM	Privacy Policy	Your session will expire at approximately	5:13 PM

• To proceed to the Organization screen, the user can either click the [Continue] button at the bottom right of the SSD screen or click the "Organization" link at the top of the screen



Provider - Registra	Clearance Administration R Provider Creation Contact A	n SC Provider Financial Admin. Tools egistration Service Management Qualification Provider		
Provider - Registra	Provider Creation Contact A	egistration Service Management Qualification Provider		
Provider - Registra			Organization Program Capacity	
Provider - Registra		Address SSD Organization MPI Location Sites		
	ation - Organization - Organizatio	n		
	Current Provider	Name: CAMERON UTILITY S	ERVICES	MPI ID : 200083420
Select Orga	nization Type	Address		Phone
Regio	on Entity	5450 CHESTNUT ST, HARRISBURG, PA 17109		(717) 526-0430
O Paren	nt Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144	-5357	(215) 991-3456
		Add Edit De	lete	
		Organization Info	rmation	
Organization Type:		*Region		
Name:		*CAMERON UTILITY SERVICES REGION		
FEIN:				
Department of State	Number:			
Street Address:		*5450 CHESTNUT ST		
Suite / PO Box:				
Building / Dept.:		*HARRISBURG		
City: State:		*Pennsylvania		
Zin:		*17109		
County:		Dauphin		
Zip: County: Phone:		*(717) 526-0430		
Fax:				
Email Address:				
	rposes, this regional/filed			
office is responsible fi following counties:	or service provision in the	*Dauphin		
contraction of the state of the				
				Continue
You are presently logged	into HCSIS	Tuesday, August 15, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

• The Organization Screen displays

Add an Organization

				Help
HCC	The Home and Comm	unity Services Information System		Нер
	IS I			
		Plan SC Provider Financial Admin. Tools on Registration Service Management Qualification Provid		
		act Address SSD Organization MPI Location Sites	ler Organization Program Capacity	
Provider	- Registration - Organization - Organ			
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 191-	44-5357	(215) 991-3456
		Add Edit	Delete	
		Organization Ir	formation	
Organizatio	n Type:	*Region		
Name:		*CAMERON UTILITY SERVICES REGION		
FEIN:				
	t of State Number:			
Street Addr		*5450 CHESTNUT ST		
Suite / PO E Building / D				
City:	ept	*HARRISBURG		
City: State:		*Pennsylvania		
Zip:		*17109		
County:		Dauphin		
Phone:		*(717) 526-0430		
Fax:				
Email Addre	ess: trative purposes, this regional/filed			
	ponsible for service provision in the	*Dauphin		
following co		baapiini		
				Continue
You are proc	ently logged into HCSIS	Tuesday, August 15, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM
rou are pres	chan logged into hooto	Tuesday, August 15, 2017 0.55 AM	rindey rolley	Tour session will expire at approximately 5.55 Am

• To add an Organization type, click the [Add] button on the Organization screen



HCSid	The Home and Commu	nity Services Information System		Help
		Plan SC Provider Financial Admin. Tools		
		n Registration Service Management Qualification Provid	er Organization Program Capacity	
Drewider D	Provider Creation Conta Registration - Organization - Organ	ct Address SSD Organization MPI Location Sites		
Provider - R	egistration - Organization - Organ	IZALION		
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 1914	4-5357	(215) 991-3456
		Add Edit	Delete	
		Organization In	formation	
Organization T	ype:	*		
Name:		* Parent		
FEIN:		Region		
Department of	f State Number:			
Street Address		*		
Suite / PO Box	c			
Building / Dep	t.:			
City:		*		
State:		* Pennsylvania		
Zip:		*		
County:		×		
Phone:		*()		
Fax:				
Email Address	:			
Reset Save				Save And Continue
You are present	ly logged into HCSIS	Tuesday, August 15, 2017 9:04 AM	Privacy Policy	Your session will expire at approximately 10:04 AM

• Select the Organization Type from the dropdown box, this is a mandatory field.

A **Parent Entity** is a related organization that is able to influence the providers' policies and procedures. Services cannot be assigned to the Parent entity. A provider agency can have only one Parent entity. An individual Provider cannot have a Parent entity.

A **Region** is an organization that manages a specific grouping of sites. Services cannot be assigned to a Region. A provider agency can have Regions, but an individual provider cannot.

HCS				цын
		Plan SC Provider Financial Admin. Tools on Registration Service Management Qualification Prov	vider Organization Program Capacity	
	Provider Creation Conta	act Address SSD Organization MPI Location Sites		
rovider	- Registration - Organization - Organ	lization		
earch				
<u>aren</u>	Current Provider	Name: CAMERON UTILI	TY SERVICES	MPI ID : 200083420
elect	Organization Type	Address	· · · · · ·	Phone
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19	144-5357	(215) 991-3456
Ŭ		Add Edit		()
		Organization		
rganization	n Type:	* Region V		
ame:		* Cameron Utility Services		
IN:				
epartment	of State Number:			
treet Addre	ess:	* 125 W Chocolate Ave		
ite / PO E	Box:			
uilding / D	ept.:			
ty:		* Hershey		
ate:		* Pennsylvania V		
p:		* 17033		
one:		*(717) - 533 - 2518		
x:				
nail Addre				
	trative purposes, this regional/filed	Cumberland		
	ponsible for service provision in the	* Dauphin Delaware		
llowing co		Elk		
Reset Sav	e			Save And Continue
				<u></u>
ou are prese	ently logged into HCSIS	Friday, September 01, 2017 10:31 AM	Privacy Policy	Your session will expire at approximately 11:31
(



- Complete the remaining Organization Information fields. The Name, Street Address, City, State Zip Code and Phone Number fields are mandatory fields.
- For Regional Field offices only: Select the county (or counties) from the list that the current regional/field office is responsible for servicing. Select multiple counties by pressing and holding the Control [Ctrl] button on your keyboard and clicking the left button on your mouse.
- Click the [Save] button

Provider	Home M4Q Individual I Clearance Administration	ty Services Information System Plan SC Provider Financial Admin. Registration Service Management Q Address SSD Organization MPI L ation	Qualification Provider Organization P	ogram Capacity			_	Help
	Current Provider	Name: C	AMERON UTILITY SERVICES		м	PI ID : 200	083420	
			Organization Information You Entered This Address					
Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip Cod	e I	Plus 4 County
0	125 W CHOCOLATE AVE			HERSHEY	PA	17033		
		Our postal software has four	nd the following potential matches for th	e address you entered				
Select	Address Line One	Address Line Two	Address Line Three	City	State	Zip	Plus 4	County
۲	125 W CHOCOLATE AVE			HERSHEY	PA	17033		DAUPHIN
	Try Again							
You are pre	esently logged into HCSIS	Tuesday, August 15, 201	7 11:29 AM Privac	y Policy		Your set	ssion will expir	e at approximately 12:29 PM

- If the County is not selected from the dropdown box when entering the Organization address information, this screen will display.
- Click the radio button of the suggested postal address and click the [Try Again] button.

H	<u>CS</u> ;	e line hone and community a	Services information System		nep
		Home M4Q Individual Pla	an SC Provider Financial Admin. Tools		
		Clearance Administration R	Registration Service Management Qualification Provider Organiza	ation Program Capacity	
			Address SSD Organization MPI Location Sites		
Prov	ider -	Registration - Organization - Organizatio	Operation successful.		
Search	1	Current Provider	Name: CAMERON UTILITY SERVICES		MPI ID : 200083420
				P	
Selec		Organization Type	Address		Phone
	۲	Region Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033		(717) 533-2518
	0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
	0	Parent Entity	2991 W SCHOOL HOUSE LN,PHILADELPHIA,PA 19144-5357		(215) 991-3456
			Add Edit Delete		
			Organization Information	•	
Organi	ization	Type:	*Region		
Name:	:		_* Cameron Utility Services		
FEIN:					
Depart Street		of State Number:	*125 W CHOCOLATE AVE		
Street Suite /			TI25 W CHOCOLATE AVE		
Buildin					
City:	-		*HERSHEY		
State:			*Pennsylvania		
Zip:			*17033		
County			Dauphin		
Phone: Fax:	:		*(717) 533-2518		
Email A	Addres	25:			
		rative purposes, this regional/filed			
	is resp	onsible for service provision in the	*Dauphin		
					Continue
You a		ntly logged into HCSIS	Friday, Sentember 01, 2017 11:09 AM	Privacy Policy	Your session will expire at approximately 12:09 PM

 You will receive an "Operation Successful" validation message and the new organization will be displayed



Edit an Organization

HCS	The Home and Commu	inity Services Information System	Нер
Descider	Clearance Administratio	Plan SC Provider Financial Admin. Tools on Registration Service Management Qualification Provider Organization Program Ca ct Address SSD Organization MPI Location Sites	pacity
Provider -	5 5 5		
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200083420
Select	Organization Type	Address	Phone
۲	Parent Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033	(717) 533-2518
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109	(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144-5357	(215) 991-3456
		Add Edit Delete	
		Organization Information	
Organization	Type:	*Parent	
Name:		*CAMERON UTILITY SERVICES PARENT 2	
EIN:			
	of State Number:		
Street Addre		*125 W CHOCOLATE AVE	
Suite / PO B			
Building / De	ept.:		
City:		*HERSHEY	
State:		*Pennsylvania *17033	
Zip: County:		Dauphin	
Phone:		*(717) 533-2518	
Fax:		(/1/) 555 2510	
Email Addres	55:		
			Continue
You are prese	ntly logged into HCSIS	Tuesday, August 15, 2017 11:58 AM Privacy Policy	Your session will expire at approximately 12:58 PM

• Select the radio button of the Organization you wish to edit and click the [Edit] button

HCS	IS Home M4Q Individua	aunity Services Information System		Нер
Provider		ion Registration Service Management Qualification Provi tact Address SSD Organization MPI Location Sites Inization	der Organization Program Capacity	
	Current Provider	Name: CAMERON UTILIT	Y SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Parent Entity	125 W CHOCOLATE AVE,HERSHEY,PA 17033		(717) 533-2518
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN,PHILADELPHIA,PA 191	44-5357	(215) 991-3456
		Add Edit	Delete	
		Organization I		
Organizatio	n Type:	* Parent V		
Name:		* CAMERON UTILITY SERVIC		
FEIN:				
Department	t of State Number:			
Street Addr	ess:	* 125 W CHOCOLATE AVE		
Suite / PO E	Box:			
Building / D	ept.:			
City:		* HERSHEY		
State:		* Pennsylvania 🗸		
Zip:		* 17033		
County:		Dauphin 🗸		
Phone:		*(717) - 533 - 2581		
Fax:				
Email Addre	ess:			
Reset	re			Save And Continue
You are proc	anthy logged into HCSIS	Tuesday, August 15, 2017 1:52 DM	Drivpay Doliay	Your cossion will expire at approximately 2:52 DM

• Edit the information for the Organization and click the [Save] button



HCSi	The Home and Comm	unity Services Information System	Help				
	I Home M4Q Individual Plan SC Provider Financial Admin. Tools						
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity						
		act Address SSD Organization MPI Location Sites					
Provider -	Registration - Organization - Orga	nization					
	Current Provider	Name: CAMERON UTILITY SERVICES	MPI ID : 200083420				
Select	Organization Type	Address	Phone				
۲	Parent Entity	125 W CHOCOLATE AVE,HERSHEY,PA 17033	(717) 533-2581				
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109	(717) 526-0430				
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144-5357	(215) 991-3456				
		Add Edit Delete					
		Organization Information					
Organization	Type:	*Parent					
Name:		*CAMERON UTILITY SERVICES PARENT 2					
FEIN:							
	of State Number:						
Street Addres		*125 W CHOCOLATE AVE					
Suite / PO Bo Building / Dep							
City:	pt.:	*HERSHEY					
State:		*Pennsylvania					
Zip:		*17033					
County:		Dauphin					
Phone:		*(717) 533-2581					
Fax:							
Email Address	5:						
			Continue				
You are present	tly logged into HCSIS	Thursday, August 17, 2017 8:44 AM Privacy Policy	Your session will expire at approximately 9:44 AM				

• The edited information displays

Delete an Organization

HCS	is	unity Services Information System		нер
	Clearance Administrat	Plan SC Provider Financial Admin. Tools on Registration Service Management Qualification Provid act Address SSD Organization MPI Location Sites	er Organization Program Capacity	
Provider	- Registration - Organization - Orga			
	Current Provider	Name: CAMERON UTILITY	SERVICES	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Parent Entity	125 W CHOCOLATE AVE, HERSHEY, PA 17033		(717) 533-2581
0	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 1914	14-5357	(215) 991-3456
		Add Edit	Delete	
		Organization In	formation	
Organizatio	n Type:	*Parent		
Name:		*CAMERON UTILITY SERVICES PARENT 2		
FEIN:				
	t of State Number:			
Street Addr		*125 W CHOCOLATE AVE		
Suite / PO E				
Building / D	ept.:			
City:		*HERSHEY		
State: Zip:		*Pennsylvania *17033		
County:		Dauphin		
Phone:		*(717) 533-2581		
Fax:		((=)) = = = = = =		
Email Addre	ess:			
				Continue
You are pres	ently logged into HCSIS	Thursday, August 17, 2017 8:44 AM	Privacy Policy	Your session will expire at approximately 9:44 AM

• Select the radio button of the Organization Type you will to delete and click the [Delete] button



LCC	The Home and Communit	y Services Information System		Неір
	Clearance Administration	lan SC Provider Financial Admin. Tools Registration Service Management Qualification Provider Organiz Address SSD Organization MPI Location Sites	ation Program Capacity	
Provider -	Registration - Organization - Organiza			
	Current Provider	Name: CAMERON UTILITY SERVICE	S	MPI ID : 200083420
Select	Organization Type	Address		Phone
۲	Region Entity	5450 CHESTNUT ST,HARRISBURG,PA 17109		(717) 526-0430
0	Parent Entity	2991 W SCHOOL HOUSE LN, PHILADELPHIA, PA 19144-5357		(215) 991-3456
		Add Edit Delete		
		Organization Information	ı	
Organization	n Type:	*Region	-	
Name:		*CAMERON UTILITY SERVICES REGION		
FEIN:				
Department Street Addre	of State Number:	*5450 CHESTNUT ST		
Street Addre Suite / PO B		~5450 CHESTNUT ST		
Building / De				
City:		*HARRISBURG		
State:		*Pennsylvania		
Zip:		*17109		
County:		Dauphin		
Phone: Fax:		*(717) 526-0430		
Email Addres	ss:			
	trative purposes, this regional/filed			
office is resp	consible for service provision in the	*Dauphin		
following cou	unties:			
				Continue
You are prese	ently loaged into HCSIS	Thursday, August 17, 2017 9:27 AM	Privacy Policy	Your session will expire at approximately 10:27 Al

An "Operation Successful validation message displays and the Organization Type has been deleted



Service Management

The Provider Registration Data Entry role has update access to the Service Management Add, Modify and Delete screens.

Add Service

HCS _{ic}	The Home and Community Services Information System	Help			
	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity				
Provider - Menu Sele	ection				
Please Select a Menu Item					
You are presently logged in	to HCSIS Thursday, August 17, 2017 10:29 AM Privacy Policy Your session will expire at approxim	nately 11:29 AM			

 To navigate to the Service Management, Add Services screen, select "Service Management" on the Provider Menu Selection screen

HCS _{ic}	The Home and Community Services Information System	Help			
	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification Provider Organization Proc	ram Capacity			
	Add Service Modify Service Delete Service				
Provider - Service M	anagement - Menu Selection				
Please Select a Menu Item					
You are presently logged in	to HCSIS Thursday, August 17, 2017 10:39 AM Privacy F	Policy Your session will expire at approximately 11:39 AM			

- The Provider Service Menu Selection screen appears
- Select "Add Service"

The Home and Community Services Informati Home M4Q Individual Plan SC Provider Clearance Administration Registration Sen Add Service Modify Service Delete Service	Financial Admin. Tools	ider Organization Program Capacity	Help
Provider - Service Management - Add Service - Provider Search	Search 0 Program Office: * Service Location: * Fiscal Year: Reset	vriteria	
You are presently logged into HCSIS	Thursday, August 17, 2017 11:03 AM	Privacy Policy	Your session will expire at approximately 12:03 PM

- The Provider Search screen displays
- Enter the information in the Search Criteria fields to locate the Service Location you wish to add services to



The Home and Community Services Information Home M4Q Individual Plan SC Provider Clearance Administration Registration Service Add Service Modify Service Delete Service Provider - Service Management - Add Service - Provider Search	Financial Admin. Tools	der Organization Program Capacity	Help
	Search C Program Office: * Service Location: * Fiscal Year: Reset	IT PS V	
You are presently logged into HCSIS	Thursday, August 17, 2017 11:22 AM	Privacy Policy	Your session will expire at approximately 12:22 PM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field

The Home and Community Services Informati Home M4Q Individual Plan SC Provider Clearance Administration Registration Ser Add Service Modify Service Delete Service Provider - Service Management - Add Service - Provider Search		zation Program Capacity	нер
	Search Criteria Program Office: * ODP ✓ Service Location: * 0001 - 5450 WISSAH 0001 - 5450 WISSAH Fiscal Year: 0002 - 5450 WISSAH 0004 - 5450 WISSAH 0004 - 5450 WISSAH 0005 - 5550 WISSAH 0006 - 5450 WISSAH 0007 - 5450 WISSAH 0006 - 5450 WISSAH 0007 - 5450 WISSAH 0008 - 5450 WISSAH 0009 - 5450 WISSAH 0009 - 5450 WISSAH 0009 - 5450 WISSAH 0010 - 5450 WISSAH 0010 - 5450 WISSAH 0010 - 5450 WISSAH 0011 - 5450 WISSAH 0012 - 5450 WISSAH	IICKON AVE IICKON AVE IICKON AVE IICKON AVE IICKON AVE IICKON AVE IICKON AVE IICKON AVE IICKON AVE	
You are presently logged into HCSIS	Thursday, August 17, 2017 12:54 PM	Privacy Policy	Your session will expire at approximately 1:54 PM

- In the Service Location field, click the dropdown box and select the appropriate Service Location
- This is a mandatory field

The Home and Community Services Inform Home M4Q Individual Pian SC Provid Clearance Administration Registration S Add Service Modify Service Delete Servic Provider - Service Management - Add Service - Provider Search	der Financial Admin. Tools service Management Qualification Provid e Search Cri Program Office: * ODP Service Location: * 0005-54 Fiscal Year: 2017-201	teria 50 WISSAHICKON AVE	Help
You are presently logged into HCSIS	Tuesday, September 05, 2017 10:45 AM	Privacy Policy	Your session will expire at approximately 11:45 AM

- Fiscal Year is not a mandatory field, if you wish to choose a Fiscal Year, click in the dropdown box and select the appropriate Fiscal Year
- Click on the [Search] button



The Home and Community Services Information System			Help
HCSte			
Home M4Q Individual Plan SC Provider Financial Admin			
Clearance Administration Registration Service Management Add Service Modify Service Delete Service	Qualification Provider Organization Program Ca	Dacity	
Provider - Service Management - Add Service - Add Service			
Program Office : ODP	Site Nar	ne : SHARED PO 1 (2040 LINGLESTO	OWN RD)
ODP Services	Service Status	Qualification Status	Contracted Rate
Home and Community Services			
51.Home and Community Habilitation			
3034 AddService (W9803 11 12 13 14)			
ADV (222222 22 22 22 22)			
ASCRA ODP PSERVICE ONE (ASCRA1)			
Behavioral Support - ECS (W7095 U1)			
DTT ODP ADD SD TEST - EDITED (D0005)			
DTT ODP ALL EDSOL SERVICE ONE (D0119)			
DTT ODP ALL EDSOL SERVICE TWO (D0120)			
DTT ODP BASE CONTRACT TEST SD (D0141)			
DTT ODP BASE EDSOL SERVICE ONE (D0115)			
DTT ODP BASE EDSOL SERVICE TWO (D0116)			
DTT ODP BASE SDC TEST SD (D0201)			
DTT ODP CONSOLIDATED EDSOL SERVICE ONE (D0112)			
DTT ODP CONSOLIDATED EDSOL SERVICE TWO (D0114)			
DTT ODP CREATE BASE TEST SD (D0211)			
DTT ODP Consolidated Combo Service (D0172)			
DTT ODP Consolidated Corticon Service (D0170)			

• The Add Service screen displays

Or TO OP ADD SD TEP - EDTED (0000) OTT OP ADD SD TEP - EDTED (0000) OTT OP ADS EDDOL SERVICE TWO (0016) OTT OP ADS EDDOL SERVICE TWO (0017) OTT OP ADS EDDOL SERVICE OWE (0017) OTT OP CONCIDIATE EDTED (0000) OTT OP FORE EDUTED (0000) OTT OP CONTRE EDUTED (0000) OTT OP CONTRE EDUTED (0000) In Homma & Commut Support (UVI 1, 11) (V7058) In Homma & Commut Support (UVI 1, 11) (V7058) In Homma & Commut Support (UVI 1, 11 EDI NEC (V7061 UUI) In Homma & Commut Support (UVI 1, 11 EDI NEC (V7061 UUI) In Homma & Commut Support (UVI 1, 11 EDI NEC (V7068 UI)	Program Office : ODP Site Name : SHARED P0 1 (2040 LINGLESTOWN RD)					
Internal Controlling Services Internal Controlling Services Internal Controlling Services Internal Services Internal Services	_					
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• Benviron! Bupport - ECS (VV7095 L1) • OTT OOP ASS EDS TETE - EDS (VO0516) • OTT OOP ASS EDS TETE - EDS (VO0516) • OTT OOP ASS EDS TETE - EDS (VO0516) • OTT OOP ASSE EDS CONSTICUTE TWO (EDS14) • OTT OOP CONSOLIDATED EDSOL SERVICE TWO (ED114) • OTT OOP CONSOLIDATED EDSOL SERVICE TWO (ED172) • OTT OOP CONSOLIDATED EDSOL SERVICE TWO (ED172) • OTT OOP Consolidated Combo Service (ED172) • OTT OOP Consolidated Combo Service (ED172) • OTT OOP FORS Esculated Service (ED172) • Interms & Commuty Suppts (Bsici 114) (ED1767) • Interms & Commuty Suppts (U14, 114) ECS (V70793 U11) • Interms & Commuty Suppts (U14, 113) ECS (V70793 U11) • Interms & Commuty Suppts (U14, 114) ECS (V70794 U11) • Interms & Commuty Suppts (U14, 114) ECS (V70794 U11						
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Sther Community Services C		WO 3019-ODP Actual regression (D10101)				
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CP5 100% Community with 2:1 (Level 4 Enhance) (VS5997 TE U.) CP5 100% Community with 1:1 (Level 3 Enhanced) (CS5997 U.) CP5 100% Community with 1:1 (Level 3 Enhanced) (CS5997 U.) CP5 100% Community with 1:1-2+12 (VS5995 U.) CP5 100% Community with 1:2-12 (VS5995 U.) CP5 100% Community with 1:2-12 (VS5995 U.) CP5 100% Community with 1:2-12 (VS5995 U.) CP5 100% Community with 1:2-12 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% Community with 1:2-13 (VS5995 U.) CP5 100% COM (VS5995 V.) CP5 100% Community with 1:2-13 (VS5995 V.) CP5 100% (VS5995 V.) CP5 100% Community with 1:2-13 (VS5995 V.) CP5 100% (VS5995 V.) CP5 100% Community with 1:2-13 (VS5995 V.) CP5 100% (VS5995 V.) CP5 100% COM (VS5995 V.) CP5 100% (VS5995 V.) CP5 100% (othe					
CP5 100% Community with 1:1 (Level 3 Enhanced) (W5997) CP5 100% Community with 1:1 (Level 3 Enhanced) ECS (W5997 U1) CP5 100% Community with 1:1-15C (W5996 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:5C (W5996 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:5C (W5996 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community W5 C5 (W5995 U1) CP5 100% Community with 1:1-1:3 (W5995 U1) CP5 100% Community W5 C5 (W5995 U1) CP5 100% Community W5 C5 (W5995 U1) CP5 100% C5 (W595 U1) CP5 100% Community W5 C5 (W5995 U1) CP5 100% C5 (W595 U1)						
CP5 100% Community with 1:1eVel 3 Enhanced) ECS (W5997 U1)						
CP5 100% Community with 1:1-ECS (WS995 U1)						
CPS 100% Community with 1:2-1:3 (WS995)					_	
CPS 100% Community with 1:2-1:3-ECS (W5995 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1) TEST (D0100) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)						
CP5 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)						
TEST (D0100)						
TEST (D0100)	land			-	_	
rentative service Begin Date (MM/DD/YYYY): 05/01/2017		1231 (20100)		Tentative Service Regin Date (144/00.02	2021 09/01/2017	
				rentative Service begin Date (MM/DD/Y	1117. [03/01/2017	

• Select the Service Offerings you wish to add



- Enter the Tentative Service Begin Date
- Click the [Select and Continue] button

The Home and Community Services Infor Home M4Q Individual Plan SC Prov Clearance Administration Registration Add Service Modify Service Delete Serv Provider - Service Management - Add Service - Add Service	ider Financial Admin. Tools Service Management Qualification Pr	ovider Organization Program Capacity		Help
Program Office : ODP		Site Name : SHARED PO 1 (20	40 LINGLESTOWN RD)	
	ODP Services		Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Home and Community Services				
51.Home and Community Habilitation				
Behavioral Support - ECS (W7095 U1)			09/01/2017	
Reset				Continue
You are presently logged into HCSIS	Thursday, August 17, 2017 2:08 PM	Privacy Policy	Your session will expire	e at approximately 3:08 PM

- The screen refreshes and allows the user to enter an end-date, it is also populated with the tentative end-date. It is NOT recommended to enter an end-date unless you are ending a service offering. It should be left blank as it will populate with fiscal year end or serviced end-date, whichever comes first.
- Click the [Continue] button

The Home and Community S	ervices Information System			Help
Home M4O Individual Pla	n SC Provider Financial Admin. Tool	s		
	egistration Service Management Qualific		rogram Capacity	
Add Service Modify Service	Delete Service			
Provider - Service Management - Add Service - Add	d Service			
Program O	ffice : ODP		Site Name : SHARED PO 1 (2	2040 LINGLESTOWN RD)
	Se	elect County/Joinder		
		, ,		
		Allegheny Armstrong/Indiana		
		Beaver	$\hat{}$	
		Bedford/Somerset		
		Berks Blair		
		Bradford/Sullivan		
		Bucks		
		Butler		
		Cambria Cameron/Elk		
		Carbon/Monroe/Pike		
		Centre		
		Chester		
		Clarion Clearfield/Jefferson		
		Columbia/Montour/Snyder/Union		
		Crawford		
		Cumberland/Perry	~	
		Dauphin		
		Select All		
	Reset		Create Service Offerings	
You are presently logged into HCSIS	Thursday, August 17, 2017 2:14	PM Priva	cy Policy	Your session will expire at approximately 3:14 PM

- The Select County/Joinder screen displays
- Select the appropriate County/Joinder you intend to renders services in, using the Ctrl + the left click button on your mouse will allow you to select multiple County/Joinders
- Click the [Create Service Offerings] button



The Home and Community Services Information System			Неір
Home M4Q Individual Plan SC Provider Financial Admin. Tools			
Clearance Administration Registration Service Management Qualification Pro	vider Organization Program Ca	apacity	
Add Service Modify Service Delete Service			
Provider - Service Management - Add Service - Add Service			
Operation	successful.		
Program Office : ODP	Site Na	me : SHARED PO 1 (2040 LI	NGLESTOWN RD)
ODP Services	Service Status	Qualification Status	s Contracted Rate
Home and Community Services			
51.Home and Community Habilitation			
3034 AddService (W9803 11 12 13 14)			
ADV (222222 22 22 22 22)			
ASCRA ODP PSERVICE ONE (ASCRA1)			
Behavioral Support - ECS (W7095 U1)	Selected	Qualified	

• You will receive an "Operation Successful" validation message and the service offering(s) you have added will be have Service Status of "Selected" and a Qualification Status of "Qualified"

The Home and Community Services Information System			Help		
Home M4Q Individual Plan SC Provider Financial Admin. Tools					
Clearance Administration Registration Service Management Qualification Pro	vider Organization Program Ca	pacity			
Add Service Modify Service Delete Service					
Provider - Service Management - Add Service - Add Service In-Home & Commnty Supprts (Basic 1:4) (W7057): Begin Date must be greater than or equal to the Provider Qualification Begin Date. (7/1/2017).					
In-Home & Commity Supprts (Basic 1:4) (W7057): Begin Date must be gi	reater than or equal to the Pro	ovider Qualification Begin Date. (7/1/20	017).		
In-Home & Commnty Supprts (Basic 1:4) (W7057): Begin Date must be gr Program Office : ODP		ovider Qualification Begin Date. (7/1/20 e Name : Test (2040 LINGLESTOWN RD)	-		
			-		

• If the user attempts to add a service offering where the Service Offering Begin date is less than the Provider Qualification Begin Date they will receive a validation message:

(Service Offering Name): Begin Date must be greater than or equal to the Provider Qualification Date. (07/1/017).

NOTE: This is message is just an example, 07/07/2017 will not always be the Provider Qualification Begin Date.

The Home and Community Services Information System Help					
Home M4Q Individual Plan SC Provider Financial Admin. Tools					
Clearance Administration Registration Service Management Qualification Pro	vider Organization Program C	Capacity			
Add Service Modify Service Delete Service					
Provider - Service Management - Add Service - Add Service					
Service Offering(s) cannot be added if	the provider is not currently	/ qualified.			
Program Office : ODP	Site N	ame : Site One (300 CORPORATE CENT	'ER DR)		
ODP Services	Service Status	Qualification Status	Contracted Rate		
Transportation Services					
26.Transportation					
Transportation(Zone 1)-Trip (W7274)					
Transportation(Zone 2)-Trip (W7275)					
✓ Transportation(Zone 3)-Trip (W7276)					
Tentative Service Begin Date (MM/DD/YYYY): 08/01/2017					
Reset			Select And Continue		

• If the user attempts to add a Service Offering in which the Provider Qualification status is "Not Qualified", "Expiring" or " Not Requalified", they will receive the validation message:

Service Offering(s) cannot be added if the provider is not currently qualified.



Modify Service

	The Home and Community Services Information System	Help			
⊓ <mark>L</mark> -Jje ∐					
	Home M4Q Individual Plan SC Provider Financial Admin. Tools				
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity				
	Add Service Modify Service Delete Service				
Provider - Service N	Management - Menu Selection				
Please Select a Menu Item					
You are presently logged i	d into HCSIS Thursday, August 17, 2017 10:39 AM Privacy Policy	Your session will expire at approximately 11:39 AM			

• From the Provider Service Management Menu Selection screen click "Modify Service"

HCSie	The Home and Community Services Information System					
	Plan SC Provider Financial Admin. Tools					
	on Registration Service Management Qualification Provid	er Organization Program Capacity				
Add Service Modify Ser		l				
Provider - Service Management - Modify Service Management	Search Crit Program Office: * Service Location: Search	ieria v 1				
You are presently logged into HCSIS	Friday, August 18, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM			

- The Provider Search screen displays
- Enter the information in the Search Criteria fields to locate the Service Location you wish to modify services

The Home and Community Services Informatio			Нер
Home M4Q Individual Plan SC Provider			
Clearance Administration Registration Servi	ice Management Qualification Provid	ler Organization Program Capacity	
Add Service Modify Service Delete Service			
Provider - Service Management - Modify Service - Provider Search	Program Office: * COEL - II Service Location: ODP-BAS		
You are presently logged into HCSIS	Friday, August 18, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field



The Home and Community Services Inf	ormation System			Неір
H_Jie				
Home M4Q Individual Plan SC Pro				
Clearance Administration Registration		ent Qualification Provider Org	anization Program Capacity	
Add Service Modify Service Delete Ser Provider - Service Management - Modify Service - Provider Service	rvice			
Provider - Service Management - Modify Service - Provider Se	arch			
		Search Criteria		
	Program Office: *	ODP V		
	Service Location:			
	Service:	0001 - 5450 WISSAHICKON AVE 0002 - 5450 WISSAHICKON AVE	~	
		0003 - 5450 WISSAHICKON AVE		
		0004 - 5450 WISSAHICKON AVE		
		0005 - 5450 WISSAHICKON AVE 0006 - 5450 WISSAHICKON AVE		
You are presently logged into HCSIS	Friday, August 1	8 0007 - 5450 WISSAHICKON AVE	Privacy Policy	Your session will expire at approximately 9:43 AM
	,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,	0008 - 5450 WISSAHICKON AVE		
		0009 - 5450 WISSAHICKON AVE		
		0010 - 5450 WISSAHICKON AVE		
		0011 - 5450 WISSAHICKON AVE 0012 - 5450 WISSAHICKON AVE		
		0012 - 5450 WISSAHICKON AVE		
		0014 - 5450 WISSAHICKON AVE		
		0015 - 5450 WISSAHICKON AVE		
		0016 - 5450 WISSAHICKON AVE		
		0017 - 5450 WISSAHICKON AVE		
		0018 - 5450 WISSAHICKON AVE		
		0019 - 5450 WISSAHICKON AVE 0020 - 2040 LINGLESTOWN RD		
		0021 - 200 STERLING PKWY		
		0022 - 200 STERLING PKWY		
		0023 - 2040 LINGLESTOWN RD		
		0024 - 2001 rupley rd		
		0025 - 2040 LINGLESTOWN RD		
		0026 - 200 STERLING PKWY 0027 - 200 STERLING PKWY		
		0027 - 200 STEREING PRWT		

• Service Location is not a mandatory field, if you wish to choose a Service Location, click in the dropdown box and select the appropriate Service Location

Add Service Modify Service Delete Service	Admin. Tools ment Qualification Provider Organization Program Capacity	Help
Provider - Service Management - Modify Service - Provider Search	Search Criteria	
Program Office		
Service Location		
Service	ASCRA ODP PSERVICE ONE (ASCRA1) Behavior therapy - Individual insight behavior (90804 SE) Behavioral Support - ECS (W7095 U1) CPS 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)	
You are presently logged into HCSIS Friday, Augu	st 18 Comm. Resid. Rehab. (5310 -Eligible)-1 day (W7206) Community Habilitation(2380 - Level 2)-1 day (W7074)	Your session will expire at approximately 9:43 AM
	DTT ODP ÁLL EDSOL SERVICE TO (D0120) DTT ODP ALL EDSOL SERVICE TWO (D0120) DTT TEST SERVDEF - NO FUNDING STREAM (D0002) In-Home & Commnty Suppt's (Asia' 1-4) (W2057) In-Home & Commity Suppt's (Lv1 1, 1-3) (W7058) WUSING - Health Intervention (V95122) WO 3034 NEW ADDED (W9339 11 11)	

• Service is not a mandatory field, if you wish to choose a Service, click in the dropdown box and select the appropriate Service

NOTE: Although Service Location and Service are not mandatory fields you must have one or the other to complete the search

The Home and Community Services Info	mation System		Неір
Home M4Q Individual Plan SC Prov			
		n Provider Organization Program Capacity	
Add Service Modify Service Delete Serv			
Provider - Service Management - Modify Service - Provider Sea	arch		
	S	earch Criteria	
	Program Office: * ODP 🗸 🗸		
	Service Location: 0020 - 2040 LIN	GLESTOWN RD 🗸	
	Service: CPS 100% Comm	nunity with 2:1 (Level 4 Enhanced) ECS (W5994 U1) 🗸	
		Search	
You are presently logged into HCSIS	Friday, August 18, 2017 8:43 AM	Privacy Policy	Your session will expire at approximately 9:43 AM

• Once you have completed entering the search criteria, click the [Search] button



HCS	The	Home and Community Services Infor	mation System					Help
	Home 1	M4Q Individual Plan SC Prov	/ider Financial Admin. Tools					
	Clearanc	e Administration Registration	Service Management Qualification Prov	vider Organization Program Capacity				
	Add Serv	/ice Modify Service Delete Serv						
Provider	- Service Manageme	nt - Modify Service - Modify Servic	ce					
Select	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Service Begin Date	Service End Date	Status
	Allegheny	Test	51.Home and Community Habilitation (0020)	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)	Qualified	07/31/2017		
								Continue
You are pre	sently logged into HCSIS		Friday August 18, 2017 8:53 AM	Privacy Policy		Your session will	expire at approxim	ately 9:53 AM

- The search results are displayed
- Select the Service
- Click the [Continue] button

The Home and Community Services Inf	ormation System		нер
Home M4Q Individual Plan SC Pro	ovider Financial Admin. Tools		
	Service Management Qualification Provider Organizat	ion Program Capacity	
Add Service Modify Service Delete Ser			
Provider - Service Management - Modify Service - Modify Service	vice		
County/Joinder:	Allegheny		
Site Name:	Test		
Provider Type(MPI Service Location ID):	51.Home and Community Habilitation (0020)		
Service(Procedure Code):	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)		
Status:			
Earliest Contract Begin Date:			
Latest Contract End Date:			
Earliest Request Begin Date:			
Latest Request End Date:			
Service Begin Date (MM/DD/YYYY): *	08/1/2017 ×		
Service End Date (MM/DD/YYYY):			
View Search Results			Save And Continue Skip And Continue
You are presently logged into HCSIS	Friday, August 18, 2017 8:59 AM	Privacy Policy	Your session will expire at approximately 9:59 AM

- Change the Service Begin Date
- Click the [Save and Continue] button

	The	Home and Community Services Infor	mation System					Help	
	Home M4Q Individual Plan SC Provider Financial Admin. Tools								
	Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity								
	Add Serv	vice Modify Service Delete Serv	ice						
Provide	r - Service Manageme	nt - Modify Service - Modify Servic	Operation s	uccessful.					
Select	County/Joinder	Site Name	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Service Begin Date	Service End Date	Status	
	Allegheny	Test	51.Home and Community Habilitation (0020)	In-Home & Commnty Supprts (Lvl 1, 1:3) (W7058)	Qualified	08/01/2017			
								Continue	

• You will receive an "Operation Successful" validation message



Delete Service

HCS:	The Home and Community Services Information System			Неір
	Home M4Q Individual Plan SC Provider Financial Adm Clearance Administration Registration Service Management		am Capacity	
	Add Service Modify Service Delete Service anagement - Menu Selection	Please Select a Menu Item		
You are presently logged in	to HCSIS Thursday, August 17,	, 2017 10:39 AM Privacy Poli	icy Your session will expire at a	approximately 11:39 AM

• From the Provider Service Management Menu Selection screen click "Delete Service"

The Home and Community Services Information	on System		Help
Home M4Q Individual Plan SC Provider	Financial Admin. Tools		
Clearance Administration Registration Serv	rice Management Qualification Prov	vider Organization Program Capacity	
Add Service Modify Service Delete Service			
Provider - Service Management - Delete Service - Provider Search	Search (Program Office: * Service Location: ODP ODP-BA	- IT - PS	
You are presently logged into HCSIS	Friday, August 18, 2017 8:33 AM	Privacy Policy	Your session will expire at approximately 9:33 AM

- In the Program Office field, click the dropdown box and select the appropriate Program Office
- This is a mandatory field

HCSie	The Home and Community Services Info	ormation System				Help
	Home M4Q Individual Plan SC Pro	vider Financial A	dmin. Tools			
	Clearance Administration Registration			nization Program Capacity		
	Add Service Modify Service Delete Ser					
Provider - Service I	Management - Delete Service - Provider Se					
			Search Criteria			
		Program Office: *	ODP V			
		Service Location:				
			0001 - 5450 WISSAHICKON AVE		-	
		Service:	0002 - 5450 WISSAHICKON AVE	~		
			0003 - 5450 WISSAHICKON AVE			
			0004 - 5450 WISSAHICKON AVE			
			0005 - 5450 WISSAHICKON AVE 0006 - 5450 WISSAHICKON AVE			
You are presently logged		Eddoy: August 1	2 0008 - 5450 WISSAHICKON AVE	Privacy Policy	Your session will expire at approxim	ataly 0:42 AM
rou are presenuy loggeu l	IIIO HCSIS	riludy, August 1	0008 - 5450 WISSAHICKON AVE	Flivacy Folicy	four session will expire at approxim	ately 9.45 AM
			0009 - 5450 WISSAHICKON AVE			
			0010 - 5450 WISSAHICKON AVE			
			0011 - 5450 WISSAHICKON AVE			
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			0015 - 5450 WISSAHICKON AVE			
			0016 - 5450 WISSAHICKON AVE			
			0017 - 5450 WISSAHICKON AVE 0018 - 5450 WISSAHICKON AVE			
			0019 - 5450 WISSAHICKON AVE			
			0020 - 2040 LINGLESTOWN RD			
			0021 - 200 STERLING PKWY			
			0022 - 200 STERLING PKWY			
			0023 - 2040 LINGLESTOWN RD			
			0024 - 2001 rupley rd			
			0025 - 2040 LINGLESTOWN RD			
			0026 - 200 STERLING PKWY			
			0027 - 200 STERLING PKWY			

• Service Location is not a mandatory field, if you wish to choose a Service Location, click in the dropdown box and select the appropriate Service Location



The Home and Community Services Inform	nation System		Help
Home M4Q Individual Plan SC Provi	ider Financial Admir	n. Tools	
		Qualification Provider Organization Program Capacity	
Add Service Modify Service Delete Servic			
Provider - Service Management - Delete Service - Provider Sean	ch		
		Search Criteria	
	Program Office: * ODI	op 🗸	
2	Service Location: 002	20 - 2040 LINGLESTOWN RD 💙	
	Service:		
		CRA ODP PSERVICE ONE (ASCRA1)	
		havior therapy Individual insight behavior (90804 SE) havioral Support - ECS (W7095 U1)	
	CPS	S 100% Community with 2:1 (Level 4 Enhanced) ECS (W5994 U1)	
You are presently logged into HCSIS	Friday, August 18 Con	mm. Resid. Rehab. (5310 -Eligible)-1 day (W7206) mmunity Habilitation(2380 - Level 2)-1 day (W7074)	Your session will expire at approximately 9:43 AM
		T ODP ALL EDSOL SERVICE ONE (D0119)	
	DTI	T ODP ALL EDSOL SERVICE TWO (D0120)	
		T TEST SERVDEF - NO FUNDING STREAM (D0002) Home & Commnty Supprts (Basic 1:4) (W7057)	
		Home & Commity Suppris (Dasic 1.4) (W7057)	
	Nur	rsing - Health Intervention (96152)	
	wo	0 3034 NEW ADDED (W9939 11 11)	

• Service is not a mandatory field, if you wish to choose a Service, click in the dropdown box and select the appropriate Service

NOTE: Although Service Location and Service are not mandatory fields you must have one or the other to complete the search

The Home and Community Services Info	ormation System		Help
Home M4Q Individual Plan SC Pro	vider Financial Admin	n. Tools	
Clearance Administration Registration	Service Management	Qualification Provider Organization Program Capacity	
Add Service Modify Service Delete Ser			
Provider - Service Management - Delete Service - Provider Se	arch		
		Search Criteria	
	Program Office: * ODF	op 🗸	
	Service Location: 002	20 - 2040 LINGLESTOWN RD 💙	
	Service: DTT	T ODP ALL EDSOL SERVICE ONE (D0119)	·
		Search	
You are presently logged into HCSIS	Friday, August 18, 2017	7 9:21 AM Privacy Policy	Your session will expire at approximately 10:21 AM

• Once you have completed entering the search criteria, click the [Search] button

HC	Sie	e Home and Community Services Infor			Help
			lder Financial Admin. Toois Service Management Qualification Provider Organizati	on Program Canacity	
		ervice Modify Service Delete Servi			
Provi		nent - Delete Service - Delete Servic			
Select	County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status
Select	County/Joinder Allegheny	Site/Location Test			
Select			(MPI Service Location ID)	(Procedure Code)	Status

- The search results are displayed
- Select the Service
- Click the [Continue] button



HCSis		nmunity Services Information System			-	elp
Home M4Q Individual Plan SC Provider Financial Admin. Tools						
Clearance Administration Registration Service Management Qualification Provider Organization Program Capacity						
Add Service Modify Service Delete Service Provider - Service Management - Delete Service Delete Service						
County/Joinder	Site/Location	Provider Type (MPI Service Location ID)	Service (Procedure Code)	Qualification Status	Begin Date	End Date
Allegheny	Test	51.Home and Community Habilitation (0020)	Behavioral Support - ECS (W7095 U1)	Qualified	07/01/2016	
Cancel		· · · · · ·			Confirm	Delete
You are presently logged into HCSIS		Friday, August 18, 2017 9:29 AM	Privacy Policy	Your session will expire at approximately 10:29 AM		10:29 AM

- The page refreshes
- If you do not wish to delete this service, click the [Cancel] button
- Click the [Confirm Delete] button