

Appendix 1

Submitting an Individual to Individual Abuse Incident Report with Target Identifier

When submitting an Individual to Individual Abuse incident report in HCSIS, the Target Information Screen (see below) that is included in the Final Section of the HCSIS incident report must be completed using the standard target identifier outlined in the Policy section of this bulletin.

For example, if the target for an Individual to Individual Abuse incident report is John Doe, with a social security number of 111-11-1234, the format for the target identifier is: **JD1234**. The initials are capitalized, and there are no spaces used between the initials and the number.

Target Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

HCSIS The Home and Community Services Information System

Home | M4Q | Individual | ISP | SC | Provider | Financial | Admin.
HRP | IM | OMO | IM4Q | Reports

IM Data Entry | IM Status | Report Extension | IM Process Mon.

M4Q - IM - IM Data Entry - Target Information

Search

Individual Information	Name:	SSN:	BSU#:
Incident Information	Incident ID:	Incident Date:	Primary Incident

Operation Successful

Go to: Target Information

Target Identifier:	Target relationship:	Current Status:
	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Final Section: Target Information

Is / Was there a Target identified? *

Target Identifier:

Target relationship to the individual:

What is the current status if target is identified?

Reset Save