



# Alert Alert Alert

## Directions to Retrieve the Proposed Fiscal Year (FY) 2011-2012 Service Rates in HCSIS

ODP Communication Number: Alert 076-11

**AUDIENCE:** Administrative Entities (AEs), Supports Coordination Organizations (SCOs), and Direct Service Providers

**PURPOSE:** This Office of Developmental Programs (ODP) Alert is intended to provide further information to providers on how to retrieve the proposed FY 2011-2012 service rates.

### DISCUSSION:

The rate letters sent to providers on June 16, 2011, indicated that the proposed rates are available in HCSIS for providers to reference. A number of calls have been received from providers asking how to navigate to view all of their rates. This communication provides clarification to providers regarding rate retrieval.

After logging into HCSIS, rates are available in a HCSIS report using the following path:

**Tools > Reports > Reports Request > Provider Service Details Report**

The screenshot shows the HCSIS interface for the 'Provider Service Details Report'. The breadcrumb path is 'Tools - Reports - Reports Request - Provider Service Details Report'. The form contains the following fields:

- Program Office: \* [dropdown]
- Fiscal Year: \* [dropdown]
- Service Authorized From Date (MM/DD/YYYY): [calendar icon]
- Service Authorized To Date (MM/DD/YYYY): [calendar icon]
- Individual Last Name: [text box]
- First Name: [text box]
- Identifier Type: [dropdown]
- Identifier: [text box]
- Report Format: \* [dropdown]
- User Label: [text box]

Buttons: [Reset] [Request Report]

Complete the **Provider Service Details Report** screen exactly as noted by the red arrows below. DO NOT select any other parameters other than what is noted below:

The Home and Community Services Information System

Home | M4Q | Individual | Plan | Service | Provider | Financial | Admin. | Tools  
Reports | Notices | Alerts | Data Request | Misc | IM Utils | RDE | CIS  
Reports Request | Reports Inbox

Tools - Reports - Reports Request - Provider Service Details Report

**Provider Service Details Report**

Program Office: \* ODP Fiscal Year: \* 2011-2012

Service Authorization Status: Pre-Authorized

Service Authorized From Date (MM/DD/YYYY):

Service Authorized To Date (MM/DD/YYYY):

Individual Last Name: First Name:

Identifier Type: Identifier:

Report Format: \* Microsoft Excel

User Label: Provider Rates

Reset Request Report

After the four (4) parameters have been selected exactly as described in the screen shot above, click on the **Request Report** button. Your report will be available the next day in your HCSIS inbox.