



# DEVELOPMENTAL PROGRAMS BULLETIN

## COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

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**July 1, 2010**

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SUBJECT:

**Recording Information on the Target of an Individual to Individual Abuse Incident Report in HCSIS**

BY:

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### SCOPE:

Administrative Entities (AEs) for Waiver Participants  
County Mental Health/Mental Retardation (MH/MR) Programs for Base-Funded Individuals  
Facilities and Providers licensed by the Office of Developmental Programs (ODP)  
Supports Coordination Organization (SCO) Directors  
Providers of Mental Retardation (MR) Services  
Providers who receive ODP funding to provide supports and services to individuals, either directly or indirectly

### PURPOSE:

The purpose of this bulletin is to give direction on the standard method to identify the “target or targets” of an Individual to Individual Abuse incident report. This bulletin is relevant to Individual to Individual Abuse incident reports where the victim of the abuse and the target are both covered under the scope of this bulletin. The bulletin does not apply to reported incidents where the target is considered a family member, guardian, or surrogate, or is employed through a provider agency.

### BACKGROUND:

In July of 2002, the Department of Public Welfare (DPW) implemented the Incident Management component of the Home and Community Services Information System (HCSIS) to assist with the management of incident information related to individuals receiving mental retardation services. HCSIS enables ODP, AEs, County Programs, and providers to review and analyze information concerning the individuals receiving services in the mental retardation system. Analysis of Incident Management data revealed that the target(s) of Individual to Individual Abuse incidents were inconsistently identified in HCSIS. As a result providers, AEs, County Programs and ODP are unable to accurately track and support individuals identified as targets.

### DISCUSSION:

The procedure described in this bulletin is to be used during the entry of Individual to Individual Abuse incident reports in HCSIS.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

**The Appropriate Developmental Programs Regional Office**

A “target” is defined as either:

- The person who is the focus of the investigation.
- The person who may have caused the incident to occur. This person is not necessarily someone who is under investigation.

**POLICY:**

This bulletin establishes the standard method to identify the target of Individual to Individual Abuse incident reports. The standardized identification utilizes information that is generally available to the provider, AE, and County Program, is easy to use, and is compliant with the Health Insurance Portability and Accountability Act (HIPAA). Use of a standardized target identifier for Individual to Individual Abuse reports will enable monitoring through the HCSIS Target Report.

The following standard documentation must be used to identify the target of an Individual to Individual Abuse incident report in HCSIS:

- The *first* initial of the *first* name of the target.
- The *first* initial of the *last* name of the target.
- The *last* four digits of the target’s social security number.

The initials are capitalized, and there are no spaces used between the initials and the number.

This standard identifier must be used when the “target “of an alleged Individual to Individual Abuse incident report is identified as someone who receives supports or services by a provider covered by this bulletin. An example of the standard identifier is indicated in Appendix 1, attached.

**ATTACHMENT:**

Appendix 1, *Submitting an Individual to Individual Abuse Incident Report with Target Identifier*