



Developmental Disability Administration

Provider Consumer Information System (PCIS2)

Maryjane Osazuwa

How to Report Incident for Individuals with service tracking fully in LTSS

February 4, 2020

Initial Incident Report (IR)

The Initial Incident Report is reported within 24 hours.

How to Report Initial Incident

- Click on QA Module as shown below



Test, MJ Home Logout

You have 0 Workflows and 0 Notifications since 02/04/2020 at 11:40 AM. [Refresh Count](#)

[Workflows](#) [Notifications](#) [Completed](#) [Broadcast](#) [Help Desk](#)

Welcome to PCIS2!

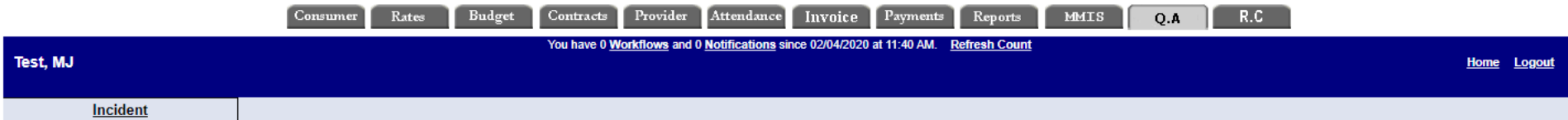
Login Expires on March 05, 2020 [Change Password](#)

Latest Broadcast

Message	Date
DDA Providers, Revised FY20 Community Pathways Waiver Non-FPS Invoice Template and Instructions have been posted to the website to correct the FY20 Respite Day procedure code. Please use this revis click here for more	11/07/2019
Date: 9/24/2019 To DDA Providers: The Q2 FY 2020 invoices are available for review. Please print, sign in Blue ink, and mail to DDA: Attn: Ms. Chevelle McGinnis 201 W. Preston Street, 4th F click here for more	09/24/2019
DDA Providers, As a follow up to the letter you received dated June 21, 2019 regarding the 3.5% COLA increase for Non FPS services in FY 2020, this notice is sent as an update. Please note tha click here for more	07/26/2019

How to Report Initial Incident cont..

- Click on Incident



Incident



Reporting a New Incident

- Click on Report Incident to begin

Consumer Rates Budget Contracts Provider Attendance Invoice Payments Reports MMIS Q.A R.C

Test, MJ

You have 0 Workflows and 0 Notifications since 02/04/2020 at 11:40 AM. [Refresh Count](#)

[Home](#) [Logout](#)

Incident

Report Incident

IR & AIR

Standing committee Review

Internally Investigated Incidents

Click here

Complete all required fields* 1 thru 8

Consumer Rates Budget Contracts Provider Attendance Invoice Payments Reports MMIS Q.A R.C

Test, MJ You have 0 Messages and 0 Notifications since 02/04/2020 at 11:40 AM. Refresh Count Home Logout

Incident

Fields marked with an asterisk * are required.

REPORT NEW INCIDENT

1 *Date of incident: 02/04/2020 * Time of incident: 12:00 PM estimated
mm/dd/yyyy hh:mi Check this box if exact date and time of incident is unknown

3. Check estimated if exact date and time is unknown

4 * Type of incident
Hospital admission / emergency room visit: Type I View definition

5 * Provider
Test Account - C035

* Service Type:
RESIDENTIAL

Individual:
Not Found

6. Select not found from the Individual drop down
Type Client SSN# and click on find

SSN 991597052 Find

Name JOHN DOE
DOB: 07/21/1951
Gender: M

Incident occurred at	<input checked="" type="radio"/> Home	<input type="radio"/> Site	<input type="radio"/> Neither
	Individual's Home 0068 RYDVVQOM TYDJW ELLCOTT CITY, MD 21043	Site: ▼	If neither, please write location of incident <input type="text"/>

7. Type incident location if neither home nor site

8 If address for home or site is not correct, please report to DDA regional office. Go to Next Go back

DDA Regional Quality Assurance Directors

■ Central Maryland Regional Office
(CMRO)

QE Director: Shireen Hodge-Ryan

Email: Shireen.hodge-ryan@Maryland.gov

Contact number: 410-234-8200

■ Southern Maryland Regional Office
(SMRO)

QE Director: Mark Celeste

Email: Mark.Celeste@Maryland.gov

Contact number: 301-362-5113

■ Eastern Shore Regional Office
(ESRO)

QE Director: Carrie A. Day

Email: Carrie.Day@Maryland.gov

Contact number: 410-572-5921

■ Western Maryland Regional Office
(WMRO)

QE Director: Allison Johnson

Email: Allison.Johnson@Maryland.gov

Contact number: 240-313-3864



Maryland

DEPARTMENT OF HEALTH

DDA Service Desk

Contact number: 410-767-0747

Servicedesk.DDA@Maryland.gov

<https://pcis.health.Maryland.gov>

