Developmental Disability Administration

Provider Consumer Information System (PCIS2)

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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
How to Report Incident for Individual’s who have moved from PCIS2 to LTSS

How to Report Initial Incident cont..

• Click on Incident
How to Report Incident for Individual’s who have moved from PCIS2 to LTSS

Reporting a New Incident

• Click on Report Incident to begin

Click here
How to Report Incident for Individual’s who have moved from PCIS2 to LTSS

Complete all required fields* 1 thru 8

1. Type Incident Location if neither home nor site
2. Enter Date of Incident
3. Check estimated if exact date and time is unknown
4. Select Type of Incident
5. Select Service Type
6. Select not found from the Individual drop down
   Type Client SSN# and click on find
7. Type incident location if neither home nor site

Maryland DEPARTMENT OF HEALTH
How to Report Incident for Individual’s who have moved from PCIS2 to LTSS

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