

## Introduction

The purpose of the Service Authorization Notice Quick Reference Guide (QRG) is to assist Early Intervention (EI) providers, including service-coordination organizations, in obtaining and understanding service authorization notices within Provider Access.

Provider Access is a web-based system that stores information about HCSIS/PELICAN EI providers. Through Provider Access service providers can search, view, download and print service authorization notices which indicate the number of units the provider is authorized to provide to the child. The ability to view service authorization notices can facilitate the resolution of provider billing and claims issues and enhance communication between Infant/Toddler EI programs and service providers.

Users with the following roles can access provider service authorization notices: PW-HCSIS-ProvrRgstrDataEntry or PW-HCSIS-PROVRACCESSREADONLY

**Note:** Prior to accessing Provider Access, providers must receive a PELICAN EI user ID and password from their Business Partner (BP) Administrator. This guide is a step-by-step explanation of how to access service authorization notices in Provider Access.

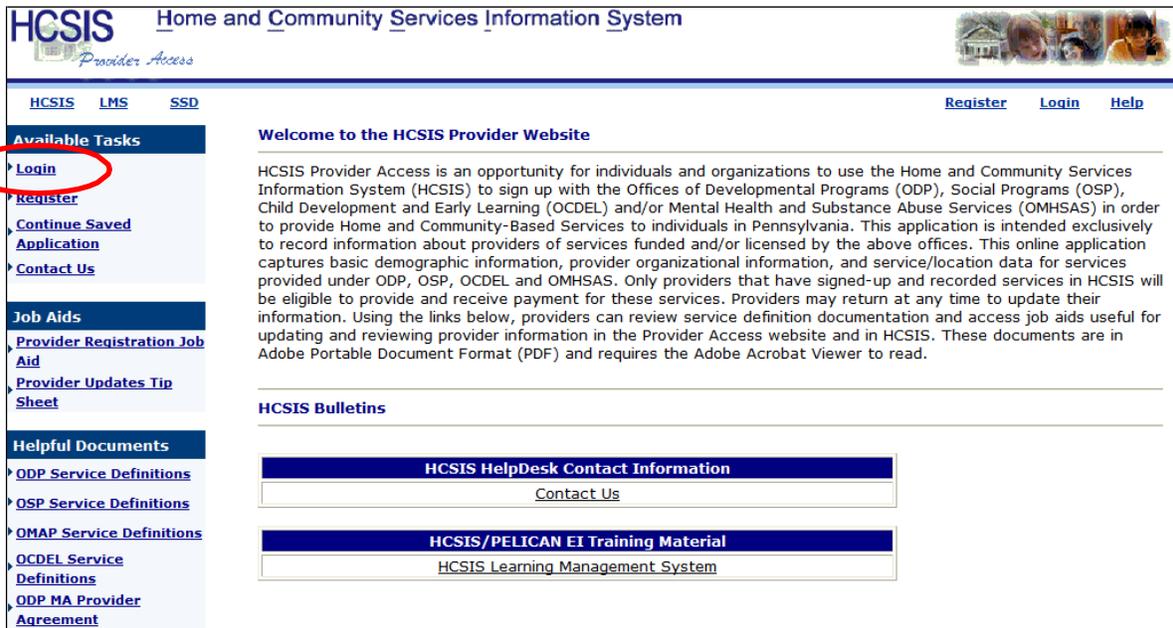
## Accessing Service Authorization Notices

1. Open Internet Explorer and navigate to the HCSIS website by typing [www.hcsis.state.pa.us](http://www.hcsis.state.pa.us) in the address bar.



2. Click **Provider Access**

The *Provider Access Homepage* appears. This screen contains a welcome message, HCSIS Help Desk information and a link to access the Learning Management System (LMS).



**HCSIS** Home and Community Services Information System  
*Provider Access*

HCSIS LMS SSD Register Login Help

**Available Tasks**

- Login**
- Register
- Continue Saved Application
- Contact Us

**Job Aids**

- Provider Registration Job Aid
- Provider Updates Tip Sheet

**Helpful Documents**

- ODP Service Definitions
- OSP Service Definitions
- OMAP Service Definitions
- OCDEL Service Definitions
- ODP MA Provider Agreement

**Welcome to the HCSIS Provider Website**

HCSIS Provider Access is an opportunity for individuals and organizations to use the Home and Community Services Information System (HCSIS) to sign up with the Offices of Developmental Programs (ODP), Social Programs (OSP), Child Development and Early Learning (OCDEL) and/or Mental Health and Substance Abuse Services (OMHSAS) in order to provide Home and Community-Based Services to individuals in Pennsylvania. This application is intended exclusively to record information about providers of services funded and/or licensed by the above offices. This online application captures basic demographic information, provider organizational information, and service/location data for services provided under ODP, OSP, OCDEL and OMHSAS. Only providers that have signed-up and recorded services in HCSIS will be eligible to provide and receive payment for these services. Providers may return at any time to update their information. Using the links below, providers can review service definition documentation and access job aids useful for updating and reviewing provider information in the Provider Access website and in HCSIS. These documents are in Adobe Portable Document Format (PDF) and requires the Adobe Acrobat Viewer to read.

**HCSIS Bulletins**

- HCSIS HelpDesk Contact Information**  
Contact Us
- HCSIS/PELICAN EI Training Material**  
HCSIS Learning Management System

3. Click Login under the Available Tasks menu (located in the upper left-hand side of the screen).



**Keystone Key**

Username:

Password:

**LOGIN**

(Business Partner LoginID starting with "b.-")

[Forgot Userid?](#)      [Forgot / Change Password](#)

4. Type your HCSIS/PELICAN EI **Username** and **Password**.
5. Click [LOGIN].



**HCSIS** Home and Community Services Information System  
*Provider Access*

Home Contact Us **Provider Registration - TEACHING CHILDREN, INC.** Help

**Available Tasks**

- Modify Service Offerings
- View/Update Basic Demographics
- View/Update Sites Information
- View/Update NPI and Taxonomies
- View My Application Summary
- Access Provider Qualification
- Service Authorization Notice**
- Job Aids
- Provider Registration Job Aid
- Provider Updates Tip Sheet

**Helpful Documents**

- ODP Service Definitions

**Identification** Contacts Addresses SSD Options Organization Sites Services

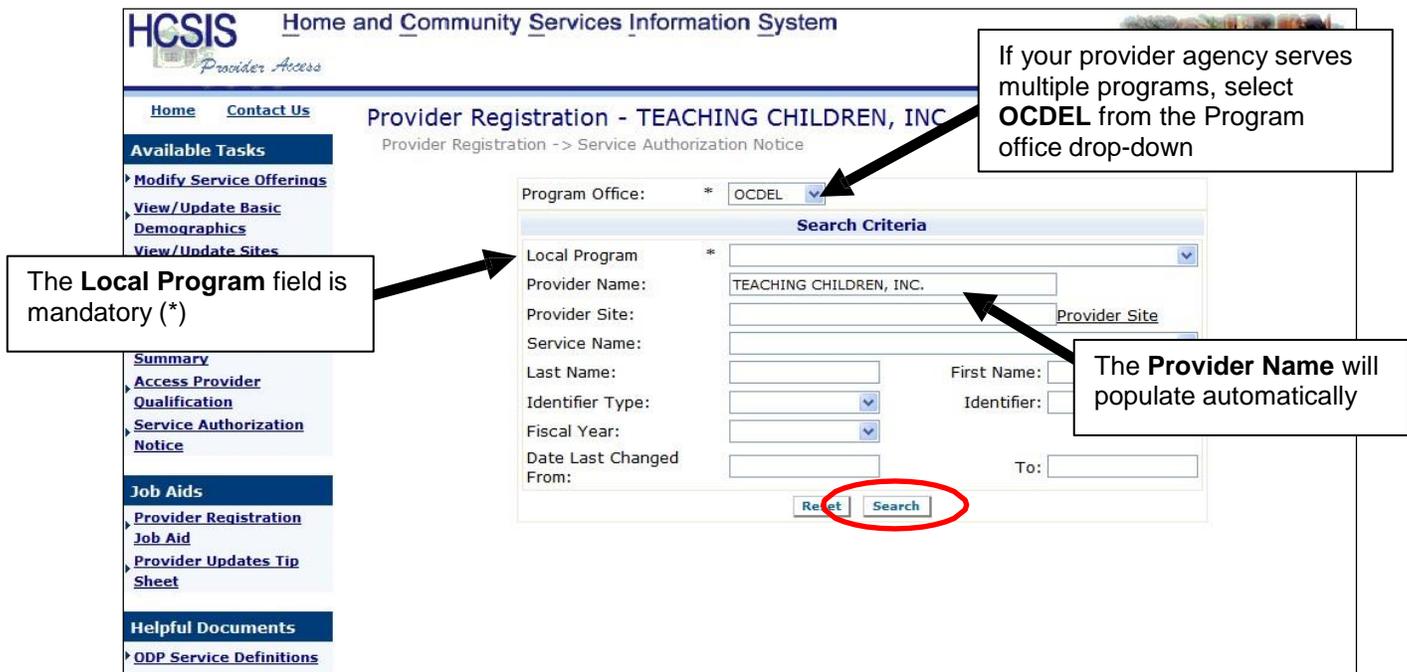
**Identification Data**

Welcome to HCSIS Provider Access. The following information is the unique identification data for you or your organization. If any of this information is incorrect, please call the HCSIS Help Desk at **1-866-444-1264**.

Organization Type:	<b>Agency</b>
Business Name:	<b>TEACHING CHILDREN, INC.</b>
IRS Name:	<b>TEACHING CHILDREN, INC.</b>
MPI Number:	<b>300311573</b>
FEIN:	<b>343888333</b>
Department of State Number:	<b>N/A</b>
Business Type:	<b>Corporation</b>
Operating Status:	<b>Not-for-Profit</b>
Associated Program Office(s):	<b>Office of Child Development and Early Learning</b> <a href="#">Request Provider - Program Office Report</a>

Continue

- Click the Service Authorization Notice link (located under the Available Tasks menu) to search for service authorization notices



**HCSIS** Home and Community Services Information System  
*Provider Access*

Home Contact Us **Provider Registration - TEACHING CHILDREN, INC.**

Provider Registration -> Service Authorization Notice

Program Office: \* **OCDEL**

**Search Criteria**

Local Program \*

Provider Name: **TEACHING CHILDREN, INC.**

Provider Site:

Service Name:

Last Name:  First Name:

Identifier Type:  Identifier:

Fiscal Year:

Date Last Changed From:  To:

Reset Search

If your provider agency serves multiple programs, select **OCDEL** from the Program office drop-down

The **Local Program** field is mandatory (\*)

The **Provider Name** will populate automatically

- Enter the information to search for service authorization notices.  
**Note:** The **Local Program** drop-down list refers to the Service Coordination Entity.
- Click [Search].

# Service Authorization Notice QRG

**HCSIS** Home and Community Services Information System  
*Provider Access*

Home Contact Us **Provider Registration - TEACHING CHILDREN**  
 Provider Registration -> Service Authorization Notice

Available Tasks  
 Modify Service Offerings  
 View/Update Basic Demographics  
 Sites Information  
 NPI and Taxonomies  
 View My Application Summary  
 Access Provider Qualification Service  
 Authorization Notice  
 Access Certification and Licensing

Provider Name: **TEACHING CHILDREN, INC.**

Search

Individual Name	EIX#	ICD-9 Diagnosis Code	ICD-10 Diagnosis Code	Service Start Date	Service End Date	Service Name	Service Location ID	Unit Cost	Units Authorized	Utilized Units	Date Last Authorized
<a href="#">ALBERT, BERT</a>				7/1/2015	6/30/2016	Audiology (Home/Comm)	0009	\$35.00	102	0	1/26/2015
<a href="#">ALBERT, PEG</a>				7/1/2015	6/30/2016	Audiology (Home/Comm)	0009	\$35.00	102	0	5/24/2015
<a href="#">AUGUST, FAITH</a>	0617133855			7/1/2015	6/30/2016	Audiology (Home/Comm)	0012	\$35.00	3	0	8/22/2015
<a href="#">BALZAC, ZACH</a>	1895851952			7/1/2015	6/30/2016	Audiology (Home/Comm)	0012	\$35.00	100	0	1/26/2015

[Download](#)

Want to sort your results? Click one of the hyperlinked headings located at the top of your results to sort by that field.

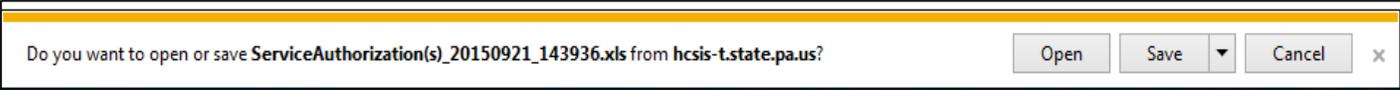
Click the hyperlink of the Individual's Name to view the *Service Authorization Summary* screen.

The diagnosis code columns appear as follows:

- Select a fiscal year of 2014-2015 or before, and only the ICD-9 column appears.
- Select the fiscal year 2015-2016, and only the ICD-9 and ICD-10 columns appear.
- Select a fiscal year of 2016-2017 or later, and only the ICD-10 column appears.

These columns remain blank for all notice requests.

9. Click [Download] to download the **Service Authorization Notice** in an Excel format.



10. Click [Open] to view the document.

# Service Authorization Notice QRG



Individual Name													
	A	B	C	D	E	F	G	H	I	J	K	L	
1	Individual Name	EIX#	ICD-9	ICD-10	BSU	Service Start	Service End	Service Name	Procedure Code	MPI #	Service Location	Provider Name	Units
2	ALBERT, BERT					1/1/2014	12/31/2014	Audiology (Home/Comm)	V5299-U8-TL-00-00	30031 1223	0004	All Services EI Provider	
3	ALBERT, PEG					5/1/2015	10/1/2015	Audiology (Home/Comm)	V5299-U8-TL-00-00	30031 1223	0004	All Services EI Provider	
4	AUGUST, FAITH	06171 33855				7/1/2014	12/31/2014	Audiology (Home/Comm)	V5299-U8-TL-00-00	30031 1223	0004	All Services EI Provider	
5	BALZAC, ZACH	18958 51952				7/1/2014	3/31/2015	Audiology (Home/Comm)	V5299-U8-TL-00-00	30031 1223	0004	All Services EI Provider	

**Note:** Financial calculations can be completed quickly, because the Service Authorizations are downloaded onto your computer in Excel format!

11. To print the Service Authorization Notice spreadsheet, click **File**, then select **Print**.

## Available Resources

Questions	Resources
What role in HCSIS/PELICAN EI do I need to access service authorization notices?	You will need the either the PW-HCSIS-ProvrRgstrDataEntry or the PW-HCSIS-PROVRACCESSREADONLY role. Contact your Business Partner Administrator (BPAdmin) to obtain this role.
What do I do if I still have questions about accessing service authorization notices?	Click <a href="#">Help</a> in the upper right corner of any screen to learn about the information on the screen. If necessary, contact the <b>HCSIS Help Desk 1-866-444-1264</b> for additional help.
How can I access a child's Evaluation Report and Plan in PELICAN EI?	A child's Evaluation Report and Plan are assigned to the specific Provider Contributors who are working with that child through the following process: <ol style="list-style-type: none"> <li>1. The Service Coordinator (SC) assigns the documents (ER and Plan) to the provider organization</li> <li>2. The Provider Administrator accepts the document assignment</li> <li>3. The Provider Administrator assigns the documents to the appropriate Provider Contributor for each child</li> </ol> Please refer to the <i>Document Assignment Process Guide</i> in the <b>PELICAN EI: I/T Process Guides</b> LMS Course for more information.