

Progress Reporting: Translating QuestionPro Report to HCSIS

GAS SAMPLE

Supports Coordinators

This Service Guidance Document is designed to assist the Support Coordinator in knowing how to use the emailed QuestionPro report to enter information into HCSIS.

QuestionPro

HCSIS

Goal 1

Enter the goal phrase.
Morning Routine

Select the goal category.
» ADL

Enter the goal statement.
Sam will complete the steps of his morning

Enter the expected outcome for this quarter.
10/15 steps within 30 minutes

Enter the level of attainment met for the quarter.
» 0

Enter the participant's progress summary.
Sam is doing well with his morning routine and can now complete 10/15 steps within 30 minutes. The remaining steps require several prompts to complete but staff continue to work on decreasing those prompts.

Instructional decision. Select all that apply.
» No changes/continue instruction

Status of goal/objective for next quarter.
» Continue with no changes

Enter the participant's Supports Coordinator.
Lbarb2232@SCAgency.net

Select	Service	Provider	Review Period Begin Date	Review Period End Date
<input checked="" type="radio"/>	SSD/ Systematic Skill Building	ABC Inc. ABC Inc.	10/01/2017	12/31/2017

View

Quarterly Summary Details

Service: SSD/ Systematic Skill Building
Provider: ABC Inc.
Service Review Period Begin Date (MM/DD/YYYY): 10/1/2017
Service Review Period End Date (MM/DD/YYYY): 12/31/2017

Overall Progress:

Concerns to be Addressed:

Revisions Needed:

General Comments:

Expected Outcome: 10/15 steps within 30 minutes.
Level of Attainment Met: 0
Progress Summary: Sam is doing well with his morning routine and can now complete 10/15 steps independently all within 30 minutes. The remaining steps require several prompts to complete but staff continue to work on decreasing those prompts.
At the last team meeting, Sam stated he was having issues at work and is at danger of losing his job. Although this is not an SSB goal, SBS stated she would report this information to the SC for appropriate steps to be taken.
Instructional Decision: No change/ continue instruction
Status for next quarter: Continue with no changes
A new CS has started to work with Sam this quarter, so additional consult hours for SSB have been utilized to teach the plans and strategies to the CS. It is expected that these consult hours will go back to the initial authed units very soon, as the CS has caught on quite quickly to the new plans and seems to be more comfortable.

Please submit questions regarding this Service Guidance Document to BAS at RA-basprovidersupprt@pa.gov

This resource was developed for the Department of Human Services, Bureau of Autism Services by the ASERT Collaborative.

Date Issued: 2/12/18

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Instructional decision. Select all that apply.
» No changes/continue instruction

Status of goal/objective for next quarter.
» Continue with no changes

Enter the participant's Supports Coordinator.
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HCSIS

Goal 1

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<input checked="" type="radio"/>	SSD/ Systematic Skill Building	ABC Inc. ABC Inc.	10/01/2017	12/31/2017

[View](#)

Quarterly Summary Details

Service: SSD/ Systematic Skill Building
Provider: ABC Inc.
Service Review Period Begin Date (MM/DD/YYYY): 10/1/2017
Service Review Period End Date (MM/DD/YYYY): 12/31/2017

Overall Progress: Progress Summary: Sam is doing well with his morning routine and can now complete 10/15 steps independently all within 30 minutes. The remaining steps require several prompts to complete but staff continue to work on decreasing those prompts.

Concerns to be Addressed: At the last team meeting, Sam stated he was having issues at work and is at danger of losing his job. Although this is not an SSB goal, SBS stated she would report this information to the SC for appropriate steps to be taken.

Revisions Needed: Instructional Decision: No change/ continue instruction
Status for next quarter: Continue with no changes

General Comments: A new CS has started to work with Sam this quarter, so additional consult hours for SSB have been utilized to teach the plans and strategies to the CS. It is expected that these consult hours will go back to the initial authed units very soon, as the CS has caught on quite quickly to the new plans and seems to be more comfortable.

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