Dear CSIS Users,

The Release Content Letter (RCL) lists the changes, corrections and/or additions to the Community Services Information System (CSIS). Below are the releases in descending order:

04/09/2024 Release 4.3 Features:

* Add functionality for Pact Termination date should be able to enter up to a month back under PACT Termination form.
* Add functionality for Hospital Admission History dates should be able to enter up to 2 years (24months) back under PACT IO form.
* Update verbiage under ICMS form for section 3.B “Discontinuation of Services” to “Psychiatric Hospitalization in New Jersey for three (3) continuous months with no discharge date projected by the treatment team”.

01/30/2024 Release 4.2 Features:

* Add ability to conduct a partial name search.
* Combine multiple roles into one role.
* Combine Assistant Regional Coordinator and Administrator Role into new role ARC-Admin
* Combine PACT Statewide Coordinator and Administrator Role into new role PACT State Coord - Admin.
* Combine CSS Statewide Coordinator and Administrator Role into new role CSS State Coord – Admin.
* Combine PACT Agency User and Administrator Role into new role PACT Agency User - Agency Admin
* Combine ICMS Agency User and Administrator Role into new role ICMS Agency User - Agency Admin.
* Combine CSS Agency User and Administrator Role into new role CSS Agency User - Agency Admin.
* Combine ICMS Statewide Coordinator and Administrator Role into new role ICMS State Coord – Admin.
* Add functionality for Coordinators to add new users with the newly created roles. Create a Guide for Role and its description under Create user page.
* Add hospital date validation in PACT IO Form.
* Modified create user login manuals for Administrators and Coordinators about new roles.

03/01/2023 Release 4.1 Features:

* Add three more sets of Agency-Contact-Address textboxes to the CSS form.
* Control the availability of all 4 sets of Agency-Contact-Address with a PA attest checkbox to enable or disable access to them.
* Add a new Agency Admin role whose only function is to reset their agency’s user passwords, when necessary.
* Analyze the spreadsheet file with all the possible agency users that will have the new role of setting their agency users passwords.
* Add search for Agency Admin to locate Agency User to reset password.
* Modify Create User page to allow CSIS Coordinators to create login credentials for new agency user, if user doesn’t exist.
* Add Reset Password Guide for Agency Admin.
* Add Login Credential Guide for Coordinators.

08/01/2022 Release 4.0.2 Feature:

* modified PACT Statewide Coordinator role for MAAC auditor.
* MAAC auditor can have read only access.
* Remove Data Management menu item from Statewide PACT Coordinator Role.

11/23/21 Release 4.0.1 Feature:

* For Consumer Notification checkboxes for “has achieved…”, “refuses service…”, “chooses another…”, “leaves the geographic area…”, “is out of contact…” and “repeatedly violates…”.  When no reasons are selected it means Consumer is Deceased, otherwise, only one reason selected and the others disabled.
* Added CSS Termination Form guide into the end of User Manual document.

10/13/21 Release 4.0 Features:

* Built Community Support Services (CSS) table.
* Built Credentials (Supervising Credentials) and Subsidy Types tables.
* Updated Provider and Site table with additional info from business stakeholders.
* Updated User table with additional Agency User info from business stakeholders.
* Updated User table with new Assistant Regional Coordinator(s) and Statewide Coordinator(s) info from business stakeholders.
* Updated Roles, Programs and Status tables to account for CSS.
* Built CSS Termination form with the same functionalities as the ICMS Termination form (all fields are required, if enabled):
	+ Agency is prepopulated.
	+ First and Last Name, DOB, Current Address, and Primary Mental Health Diagnosis (PMHD) fields.
	+ DOB must be 18 years or older.
	+ PMHD are check boxes with a textbox (different from drop down list on ICMS form).
	+ Added Consumer Notification checkboxes for “has achieved…”, “refuses service…”, “chooses another…”, “leaves the geographic area…”, “is out of contact…” and “repeatedly violates…”.  Only one must be selected and the others disabled.
	+ If checkbox “Consumer repeatedly violates a written rule…” is selected, enabled the following additional required fields:
		- Textbox to capture “rule violated” summary using between 10 and 250 characters, inclusive.
		- Textboxes for Location Name, Contact and Address (same as ICMS form).
	+ Added “DMHAS Rental Subsidy” question (same as ICMS form).
		- If yes, enable Subsidy Types drop down list.
	+ Added “Summary of Details” textbox using between 10 and 500 characters, inclusive.
	+ Added Provider Agency Supervisor Name textbox, Credentials (dropdown list) and Submission Date (all required).
* Built CSS Search form with the same functionalities as the ICMS Search form (based on role).
* Added CSS functionalities to Research User role (same as ICMS)
* Added CSS manage data and reset password functionalities to CSS statewide coordinator role and include manage CSS data to ARC role.
* Updated Menu Panel to reference the CSS-related forms.

Note: There will be no Admission or Enrollment Date on the CSS form. The Assistant Regional Coordinator (ARC) and Regional Coordinator (RC) have virtually the same role as ARC in CSIS. There were no reports required in this release as of now.

1/20/21 Release 3.1.1 Features:

* On the PACT Intake Outcome (IO) form, when a hospital is selected from the drop down list, added the capability to enter the actual Hospital Admission and Discharge Dates and to display the number of days between those two dates. If a hospital was not selected, those fields will remain invisible. Data integrity will always be maintained throughout the approval process.
* PACT IO Form will be locked, when consumer is discharged from PACT program.
* On the PACT IO Search Form, added the ability to search for discharged forms for Agency Users and Assistant Regional and State Coordinators Role.
* On ICMS Termination forms, added a question to show if a consumer received a housing subsidy from DMHAS.
* For Admin role, when assigning analyst to counties, added a County Program Analyst drop down list to show inactive analysts as grayed or disabled.

2/12/20 Release 3.1 Features:

* Changed ICMS forms order when reviewing to list the oldest form needing review at the top.
* Added “Next” button that allows the Assistant Regional Coordinators to list only ICMS Termination forms needing review on the ICMS Termination search page.
* Added “Next” button that allows the Assistant Regional Coordinators to list only PACT Intake Outcome forms needing review on the PACT Intake Outcome search page.
* Added “Next” button that allows the Assistant Regional Coordinators to list only PACT Termination forms needing review on the PACT Termination search page.
* Fixed administrative link assigning County Program Analyst to a county, when analyst is deactivated, causing the yellow error page to occur.
* Added administrative role maintenance functionalities; Insert, Edit and Update information in the Providers and Sites table.
* Enhanced the process of handling deactivated users during application upgrades.
* Added “PACT Termination by Reason” and “PACT Termination by Reason by Site” reports.
* Added “How to change password” guide to “Help” menu.

4/23/19 Release 3.0 Features:

* Added Administrative functions to:
	+ Create new users.
	+ Deactivate users.
	+ Search and update user profiles.
	+ Assign analysts to counties.
	+ Reset passwords, if necessary.
	+ Deactivate PACT and/or ICMS records, if necessary.
	+ Manage dropdown lists for Living Arrangement, Referral Source and Primary Mental Health Diagnosis.
* Added PACT and ICMS reports to Research User role.
* Added PACT Waiver report.
* Redesigned the ICMS Termination by Reason report and added search by Site Location to report.

2/25/18 Release 2.2 Features:

* Added functionality that when Discontinuation of Services is checked, the Agency User must select one reason for Program Termination.
* Modified “Termination by Reason” report to reflect items rearrangement and included breakdown for Discontinuation of Services “A. thru I.” and a total for those services.

10/17/18 Release 2.1 Features:

* Added Primary Mental Health Diagnosis dropdown list on Integrated Case Management Services (ICMS) Termination form and made it and related fields required.
* Added “Other:” required box when the Primary Mental Health Diagnosis list item “Other:” is selected from drop down list.
* Added check boxes for Discontinuation of Services, only one can be checked:
	+ Consumer has demonstrated a sustained ability to function in areas of self-care, socialization and work, without requiring assistance from the ICMS program.
	+ Hospitalization in a state/county hospital in New Jersey for six continuous months with no discharge date projected by the treatment team.
		- Added 500-character “Comments” box.
	+ Consumer is enrolled in another case management program which is a duplication of services.
		- Added “Agency”, “Contact” and “Service” boxes.
	+ Incarceration in a jail or prison for 90 days.
		- Added select option for “State Prison” or “County Jail”.
	+ Placement in a nursing home or similar institution with no projected discharge date.
		- Added “Location” box.
		- Added “Discharge Date” calendar, where future dates are blocked.
		- Added 500-character “Comments” box.
	+ Consumer requests discharge despite team’s unsuccessful efforts to engage him/her and/or to develop a mutually agreed upon treatment plan.
		- Added 500-character “Comments” box.
	+ Unable to Locate (List attempts and efforts to engage) {*Relocated*}
		- 1000-character “comments” box.
	+ Client transferred to: {*Relocated*}
		- “Client Transferred to Program” dropdown list.
		- “Agency”, “Contact” and “Phone” boxes.
		- 1000-character “Comments” box.
* Refused ICMS Services (List attempts) {*Renumbered*}
	+ 1000-character “comments” box.
* Other (Use only if information is not detailed above.) {*Renumbered*}
	+ 1000-character “comments” box.
* Modified “change password” screen to automatically display user ID, which cannot be edited.
* Added CSIS link in the email notification.

3/9/18 Release 2.0 Features:

* Email notification to the Agency User (AU) when County Program Analyst (CPA) approves or denies the submitted form for review.
* Better the reviewing process for multiple ICMS forms. The analyst would go to the list of forms to review. Select a form to review. After approving or rejecting the form, the analyst will click a button to return to the review list for the next form to review. The form just reviewed will no longer be in the list to review.
* Added ICMS Statewide Coordinator (SC) role similar to the PACT SC’s role. This role will allow the user to read-only ICMS forms and to run ICMS reports.
* Added the Waiver form linked to an existing PACT Intake Outcome (IO) form. The Waiver form is created after the PACT IO has an admission date entered. At which time the Waiver form will be prepopulated with the Date, Agency, Team, Consumer Name and PACT ID. The form will list related regulatory considerations and ask if the consumer is a Medicaid recipient. It will also ask about the service being requested and a clinical justification. This form will also need to be approved or denied by the PACT CPA.
* Waiver form process has the same email notifications as the other forms.
* Added Research User (RU) role to allow the user read-only access to PACT and ICMS forms.
* Added Assistant Regional Coordinator (ARC) and SCs functionalities to reset user passwords and to delete or deactivate PACT and ICMS forms by searching for the form’s PACTID or ICMS ID.
* Fixed “maximum request length exceeded” error.
* Activated 16 hospitals/STCFs and deactivated two hospitals that had DBA changes included in the 16 activations.

8/2/17 Release 1.3 Features:

* Monitoring and Outcome Tracking reports by date range:
	+ PACT total admissions, terminations and transfers.
	+ PACT total consumers by county.
	+ ICMS total terminations by completion of program.
	+ ICMS total terminations by site location.
	+ ICMS total terminations by reason.
	+ ICMS total admissions by referral source.
* Email notification to the County Program Analyst (CPA) and Assistant Regional Coordinator (ARC) when Agency User (AU) submits form for review.
* Expand comment boxes to 1,000 characters.
* ARC can search by selecting multiple counties.
* Add functionality that lists only forms with status “Analyst Reviewing”. After the analyst approves or rejects the form, the next form to review appears at the top of the list. This process continues until all the status “Analyst Reviewing” forms for that analyst have been processed.
* On the PACT Intake Outcome (IO) form, expand the “Name of State/County hospital or STCF” section from 5 to 10 entries.
* On the PACT and ICMS Termination (T) forms, add deceased comments boxes.
* Add functionality to allow the ARCs to mark and unmark PACT IO and ICMS T forms for deletion.
* Encrypt all user passwords.

4/5/17 Release 1.2 Features:

* On the PACT Intake Outcome (IO) and PACT Termination (T) forms:
	+ Added county program analyst name and date they approved.
	+ Added capability to search consumer forms by Team and to sort all resulting columns in either direction.
	+ Added columns for “Approved By” and “Date Approved” grid views.
* On the PACT IO form, made available to enter the “Expected Discharge Date” by agency users after form approved.
* On the PACT IO form, captures “Screening Center Episodes” information and allows a 20-month selection range from the current date on the “From Date” calendars.
* On the ICMS T form, allows information for “Completion of Program” and “Client transferred to” comments by adding two new fields to the ICMS table. Added columns for “Approved By” and “Date Approved” grid views for this form.
* On the PACT T and ICMS T forms, expanded all comment boxes to allow up to 1000 characters. Also, allowed those boxes the capability to use the Copy and Paste functions on them.
* When changing passwords, included additional new password text box to confirm the new password entered in the first new password text box.
* Ensured lists and grid views display only active items and records.
* Fixed county designation problem for provider sites with two or more counties.
* Fixed create date problem for imported PACT IO forms when PACT T’s Save button clicked and displayed create date as 1/1/1900 for Null values.
* Enhanced the administrative functionalities to reset and unlock user access, search for users and expand editable user fields.

11/22/16 Release 1.1 Features:

* On the PACT Intake Outcome form section #2 of the “PACT Target Population Eligibility”, keep all the controls, dropdown lists, from- and to-dates, available to the agency user for entry after the county program analyst approves the form.
* On the ICMS Termination form after an approval, add the county program analyst name and the date they approved, near the top of the form.
* Fixed PACT Intake Outcome form blink and days disappearance bug in section #2 as initial form is being created, but days reappear when form is saved.

9/22/16 Release 1.0 Features:

* The PACT Intake Outcome, PACT Termination and ICMS Termination forms data are stored electronically in a centralized database replacing the manual paper form capturing, approving and faxing information process.
* Providers can enter forms with the aid of prepopulated fields, drop down lists, check boxes, calendars and data validations.
* Entered forms can be reviewed and approved by the provider and then by the county program analyst electronically.
* Implemented the form’s workflow electronically.
* Implemented the form searches by provider county location, status or consumer last name.
* PACT Intake Outcome form allows entry of admission date after form’s information approved by county program analyst. When admission date is saved by the provider, a related PACT Termination form will be auto-generated and prepopulated with its PACT Intake Outcome information.
* PACT Intake Outcome information needed for terminating consumers before application “goes live” will be imported into the database via spreadsheet from the business beforehand as a onetime only operation.
* The CSIS web application will time out after twenty minutes of inactivity. At which time, the user will be required to log back in.
* After five unsuccessful attempts to login, the user ID will be temporarily disabled for five minutes, after which time, that user ID will be given five more attempts.
* Users can change their passwords and will be required to do so at least every 60 days. When picking a new password, the password can’t be one of the last six used.
* Supported browsers are Microsoft’s Internet Explorer 11.0 or above (recommended) and Google’s Chrome. Note: any other browser used to access CSIS may lead to unpredictable or unstable responses to how objects on the web pages are displayed or function properly.

Regards,

CSIS Development and Support Team

Office of Information Systems

Division of Mental Health and Addiction Services

Department of Human Services (DHS)

State of New Jersey