

Health Risk Screening Tool Implementation Update– Identifying Raters and User Accounts

ODP Announcement 19-065

AUDIENCE:

Residential Providers, Health Care Quality Units (HCQUs), Supports Coordination Organizations and Administrative Entities (AEs)/Counties

PURPOSE:

The Office of Developmental Programs (ODP) is providing stakeholders with an update regarding the implementation of the Health Risk Screening Tool.

DISCUSSION:

The Office of Developmental Programs is preparing for several important next steps with its plan to implement the HRST statewide for all residential services. This communication provides details regarding the role of the HCQU, the process of identifying HRST Raters and users, upcoming training information, and the HRST database. For additional information related to the implementation of the HRST, please reference ODP Communication [19-052: Health Risk Screening Tool Implementation](#).

HCQUs as Administrative Gatekeepers

HCQUs have been designated as HRST “gatekeepers.” The gatekeeper’s ongoing role consists of communicating with HRS support staff the need to have HRST users or Raters added to the roster for any given residential provider within their respective region; which includes view only access for Support Coordinators. Thus, the HCQU gatekeeper will play an important role in the initial effort to acquire information about the users for each residential provider and Support Coordination Organization.

Identifying Provider HRST Raters

Starting as early as Friday, June 7th, HCQUs will begin requesting specific information from providers and SCOs about their HRST user accounts. This will include a specially designed spreadsheet with instructions on how providers and SCOs can inform their

HCQU gatekeeper(s) of who specifically needs an HRST account within their agency and the type of account needed (ie. View only or Rater).

This information will establish the credentials for provider staff to access HRST training, the online tool, and database. User information will include such data as: First and Last name, email address, employer, etc.

Providers will be asked to submit a list of names to regional HCQUs for all users (ie. staff) who work within the HCQU region. In the event that a user works in more than one HCQU region, the name of the user does not need to be submitted twice.

Training for Raters

Residential providers and Support Coordination Organizations will submit user information to their respective HCQU to request HRST user accounts. HCQUs will review and submit collected information to HRS support staff to create user accounts. For those users, such as Raters, who will need to complete the HRST Online Rater Training, an email will be sent to the Rater from HRS support staff with information and a link to start the training.

The HRST Online Rater Training takes 4-5 hours to complete and is a work-at-your-own-pace model, which means it may be stopped and started as time allows. ODP expects that all Raters will have completed the Online Rater Training by July 31, 2019. HRST Online Rater Training is only required for those residential users who have been identified by their agency as a Rater, which includes RNs that have been selected by the provider to be a Clinical Reviewer.

HRST Database Access

Once Raters have completed the Online Rater Training, an email will be sent to the Rater from HRS support that allows the Rater access to the HRST database so that screenings can begin for those supported by their respective provider agency. Once Raters have access to the database, screening should begin in accordance with the Pennsylvania HRST protocol.

For users, such as those with View Only access, login information will be sent before, on, or shortly after the July 1st go live date.