

HCSIS CONSUMER DEMOGRAPHICS REGISTRATION INFORMATION

When I am clearing consumers, I see that some HCSIS fields are required and others are not. How do I know which ones to complete so that the record gets an MHX number and I can use it for reporting encounters?

HCSIS-required fields are noted within the system with an (*) asterisk. An exception to this rule is the "SSN" field, which is now required on the Individual Clearance screen in order to permit clearance to be performed on any record. A change request has been submitted to correct that systems oversight. When accurately and fully completed, the HCSIS-required fields will result in consumer clearance, but not an MHX record.

In addition to the HCSIS-required fields, there are several OMHSAS-required fields identified as *necessary for clearance of an MHX consumer record*. The fields are required to assign the MHX (base-funded mental health service recipient) identifier and/or for federal reporting. In total, the following HCSIS fields should be completed, at a minimum:

- Last Name
- First Name
- Date of Birth
- Gender
- Citizenship
- Ethnicity
- Race
- SSN
- Living Situation
- Living Situation Qualifier (*only needed if Children's Residence was selected as the Living Situation*)
- Priority Group
- Educational and Vocational Status
- Veteran Status
- Marital Status
- Primary Language
- County of Residence
- Address Line 1
- City
- State
- Zip
- Address Type
- Effective Begin Date Known
- Address Effective Begin Date (*only needed if Yes was selected for Effective Begin Date Known*)
- Waiver/Program Type
- Waiver/Program Status
- Waiver/Program Effective Begin Date