



## BUS Update Memorandum

**TO:** All BUS Users  
**FROM:** Michael Pasillas - Critical Incident Policy Specialist  
**DATE:** April 20, 2016  
**RE:** CIRs Updates to Benefits Utilization System (BUS)

### What is changing?

The following changes are being made to the BUS to upgrade the critical incident reporting features as well as to address the Centers for Medicare and Medicaid Services (CMS) reporting guidelines: Changes to the ‘Add Critical Incident’ screen, adding a critical incident question to the ‘Add Log Note’ screen, the ability to Edit/Delete critical incidents, and new back end reporting features to adhere to CMS quality assurance guidelines.

### Changes to the ‘Add Critical Incident’ Screen

Two new questions have been added to the ‘Add Critical Incident’ screen:

**\*Did this incident result in Reverse Deinstitutionalization (RDI)?**  Yes  No

**\*Did this incident result in a Skilled Nursing Facility Rehab Stay?**  Yes  No

The BUS also will now auto populate the following fields:

**Case Manager Name:**

**Case Manager Agency Name:**

**Entered By:**

### Changes to the ‘Add Log Notes’ screen

The following questions have been added to the ‘Add Log Notes’ screen:

**Does this log note refer to a New Critical Incident?**  Yes  No

**Does this log note refer to an Existing Critical Incident?**  Yes  No

**If New/Existing Critical Incident is YES, Enter CIRs Number:**



## Edit/Delete CIRs has been added to the critical incident report screen

The ability for case managers to edit critical incidents, and for case management agency administrators to edit/delete critical incidents has been added:

Critical Incident Reports												
	CIRS ID	CIRS ID old	Date Reported	Incident Date	Agency	Case Manager	Program Type	Incident Type	HCPF Review Entered	Follow Up Entered		
<input type="button" value="View"/>	28429		06/10/2015	06/07/2015	Health Care Policy and Financing	Gangasagar Thota	HCBS - Community Mental Health Supports	Injury/Illness to Client	None	None	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

## New State CIRs reporting features have been created

New reporting features have been added to the CIRs portion of the BUS to allow the Department to address CMS concerns regarding timeliness of reporting critical incidents and responding to follow-up requests. This data will be pulled from the BUS periodically and shared with the Case Management Agencies.

### When is this change effective?

May 1, 2016.

Training will be available soon.

### Questions?

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