

# Administrative Notice

## Submitting and Entering the Vocational Profile into HCSIS: Moving Forward with Employment Goals

**BAS Communication Number: BAW16-48**

**AUDIENCE:** Adult Autism Waiver (AAW) Supports Coordinators and Career Planning (Vocational Assessment and Job Finding) providers

**PURPOSE:** To provide expected timelines and general guidance for submitting and entering the Vocational Profile into HCSIS

**DISCUSSION:**

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**Upon Completion of a Vocational Assessment:**

- The Career Planning Vocational Assessment provider will submit the Vocational Profile to the Supports Coordinator (SC) via e-mail.
- Within 5 business days of receipt of the email, the SC will enter the following information from the Vocational Profile into HCSIS:

	Vocational Profile		HCSIS
Copy & Paste	Section I. Prior OVR Activities	TO	Functional Information> Educational/Vocational Information  <i>(Under the OVR sections and within the Comments box, as appropriate)</i>
Copy & Paste	Section V. Assessment Results	TO	Functional Information> Other Non-Medical Evaluation  Evaluation Area: <b>Educational/Vocational</b> Name/Type of Evaluation: <b>Voc Profile</b>  <i>(Use the ADD button to include additional screens if character limit is reached in one entry indicating Part 1, Part 2, etc., as applicable.)</i>

- Within one business day of entering the Vocational Profile into HCSIS, the SC will notify BAS via email to the assigned BAS reps as well as document the entry in a service note.
- The team will review the Vocational Profile and determine if additional services (e.g., Career Planning: Job Finding, Specialized Skill Development) should be added to the ISP, as appropriate.

**Please note:** Once the vocational assessor has completed all their required trainings and passed their assessment submission for their first participant receiving this service, they will be considered qualified staff, and will no longer need to submit ongoing Vocational Assessment profiles to BAS for review. However, please note that BAS can request the full Vocational Profile at any time and will also check for a copy in the provider's participant's file during monitoring.

Any questions regarding this Administrative Notice can be sent to [ra-basprovidersupprt@pa.gov](mailto:ra-basprovidersupprt@pa.gov)