

# Business Partner Access – eCIS Transition Planning – User Materials

## ODP Announcement 20-017

### AUDIENCE:

Administrative Entities (AEs), County Joinder Organizations, Delegated Administrators, Individual Users of ODP Program Offices

### PURPOSE:

To provide next steps in the CIS to e-CIS Transition process

### DISCUSSION:

#### **What is happening?**

The Department of Human Services is moving from CIS to a different system (eCIS) for viewing client data. This migration requires organizations, Delegated Admins, and CIS users to register for access. This process should be complete at this time. If you have not successfully registered already, please follow the [instructions](#) to [begin the registration process](#). You can also visit the [eCIS Registration Information page](#) for additional information. We encourage you to work with your DHS program office contact(s) for more detailed information on the registration timeline.

#### **How does the transition impact you?**

This transition will happen in two phases based on county. Depending on the clients you serve, you may need to use both systems until Phase Two when all data has been migrated to eCIS and access to CIS is deactivated.

#### **When to use eCIS**

Once your organization and its users have registered, **you must access eCIS for information from pilot counties beginning February 18, 2020**. New eCIS user roles will also be activated on this date. Office of Developmental Program (ODP) eCIS users can access the eCIS User Guide for ODP [here](#). You will still need to continue to use CIS until all information is transitioned to eCIS on April 20, 2020.

#### **What data will be in eCIS during Phase One?**

Phase One will transition the information for individuals residing in the following pilot counties. You will need to access eCIS for information on these individuals beginning February 18, 2020. Information associated with individuals outside the pilot counties will still be accessed via CIS until April 20, 2020.

- Bedford
- Blair
- Bucks
- Chester
- Delaware
- Lebanon
- Monroe
- Lackawanna
- Washington
- Westmoreland
- York

**eCIS Materials**

If you have questions, please visit the [eCIS Registration Information page](#) or reach out to your DHS Program Office Contact.