

eCIS Registration

WHAT IS HAPPENING?

The Department of Human Services (DHS) is moving from CIS to a different system (eCIS) for viewing client data. All business partners and their users are required to register for access to eCIS. Data will be transitioned in four phases beginning with Phase 1 on February 18, 2020. Please see below for more information about these phases and how it affects client data access.

HOW WILL THE TRANSITION BE IMPLEMENTED?

This transition will happen in four phases. Data will be incrementally transitioned by county over the four phases. At the start of Phase 1, some data will only be available in eCIS. Each subsequent phase will result in more data being transferred from CIS to eCIS. Depending on the clients you serve, you may need to use both systems until Phase 4 when all data has been migrated to eCIS and access to CIS is deactivated.

WHEN WILL THE PHASES TAKE PLACE?

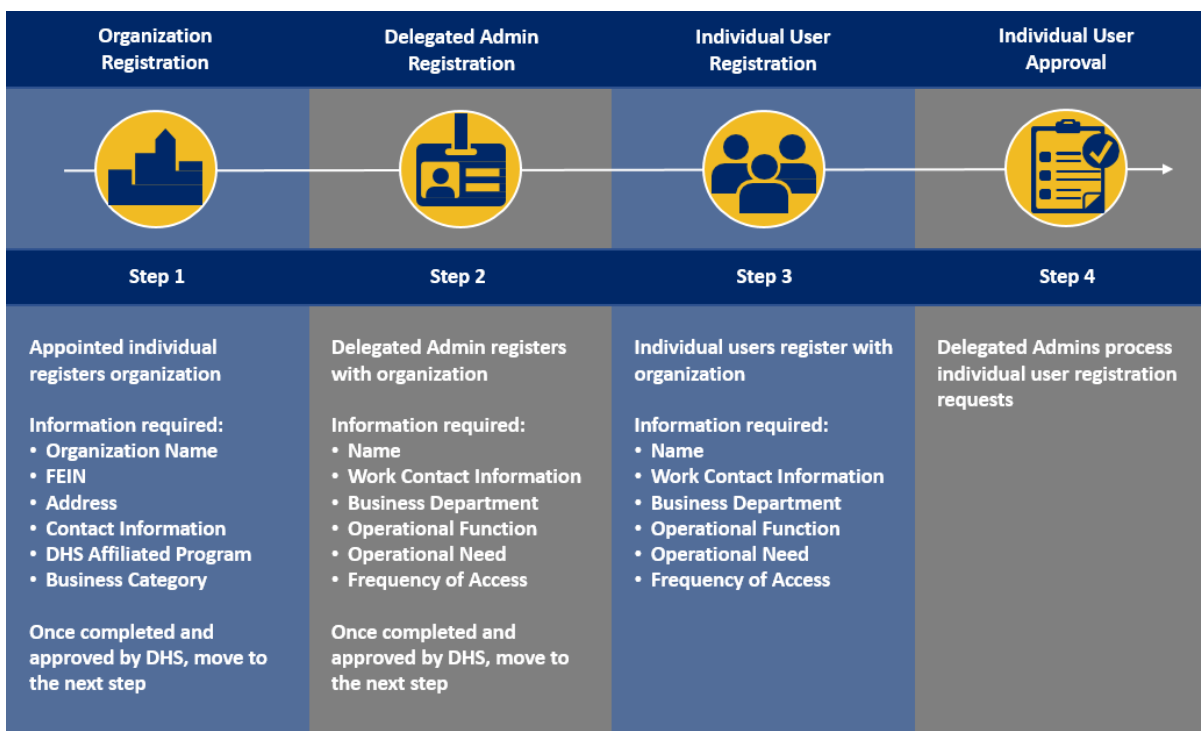
Phase 1 Feb. 18, 2020	Phase 2 April 20, 2020	Phase 3 May 18, 2020	Phase 4 June 15, 2020
Bedford Blair Bucks Chester Delaware Lebanon Monroe Lackawanna Washington Westmoreland York	Berks Lancaster Philadelphia	Allegheny Armstrong Beaver Bradford Butler Cambria Cameron Carbon Centre Clarion Clearfield Clinton Columbia Crawford Dauphin Elk Erie Fulton Mifflin Montour Northumberland Snyder Sullivan Union	Adams Cumberland Fayette Forest Franklin Greene Huntingdon Indiana Jefferson Juniata Lawrence Lehigh Luzerne Lycoming McKean Mercer Montgomery Northampton Perry Pike Potter Schuylkill Somerset Susquehanna Tioga Venango Warren Wayne Wyoming

HOW WILL REGISTRATION WORK?

Registration is a four-step process. Once a registration step is completed and approved by DHS, the next step may begin. It is important that all aspects of the registration process are completed prior to the transition to ensure there is no lapse in access to DHS data. We encourage you to work with your DHS program office contact(s) for more detailed information on the registration process.

- [eCIS Registration Guide](#)
- [eCIS Registration Tool](#)

New user roles assigned during registration will be activated on February 18, 2020.



Once your organization and its users have registered, you must use eCIS for information from the counties whose information has been transitioned. Client information for other counties will remain in CIS until their corresponding phase takes place. **At the completion of Phase 4 on June 15, 2020, all DHS information will only be accessible in eCIS, and CIS will be deactivated.**

WHAT IS A DELEGATED ADMIN?

This individual is responsible for coordinating and approving all eCIS registration requests for their organization. Each organization can have up to four Delegated Admins.