

Additional Information for eCIS Business Partner Transition ODP Announcement 19-137

AUDIENCE:

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

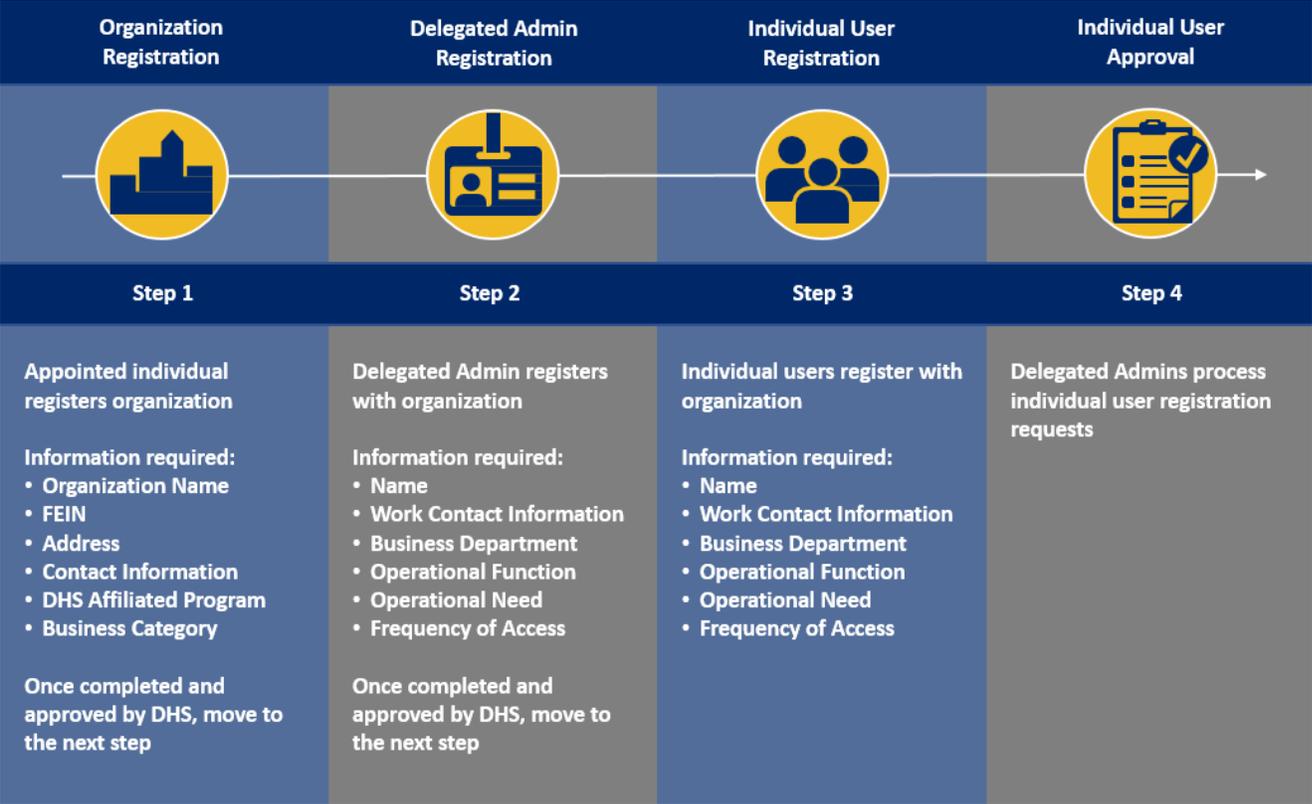
PURPOSE:

To provide additional information regarding the transition from CIS to eCIS for ODP
Business Partners.

DISCUSSION:

What is happening?

The Department of Human Services is moving from CIS to a different system (eCIS) for viewing client data. All business partners and their users will be required to register for access to eCIS. **Registration opened Tuesday, September 3, 2019** and 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 to ensure there is no lapse in access to DHS data. Please work with the relevant DHS program office contact(s) for more detailed information on the registration timeline.



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.

What does this mean for us?

This transition will happen in two phases. During the first phase, both CIS and eCIS will be available for use. While most data will be accessible in CIS at that time, some data will be in eCIS only. Depending on the clients served, business partners may need to use both systems until Phase 2 when all data has been migrated to eCIS and access to CIS is deactivated.

What data will be in eCIS during Phase 1?

If inquiring about information for an individual from one of the 11 listed counties, business partners will have to use eCIS beginning February 18, 2020. Client information for all other counties will remain in CIS until the migration is complete during Phase 2.

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

What will happen during Phase 2?

Phase 2 migration is scheduled for April 13, 2020 and will entail the final transition to the new eCIS system. On April 13, 2020, all DHS information will only be accessible in eCIS. Additional information will be provided closer to the start of Phase 2.

Next Steps

ODP began emailing more detailed registration information to current Business Partner contacts in September. This information includes steps on how to register. If there are questions about this transition or registration, please contact your Department of Human Services point person or email RA-PWECIS-ODP@pa.gov.

Organizations can [begin the registration process](#) on or after September 3, 2019. Please follow guidance from your DHS Program Office representative regarding the registration schedule. You can refer to the Registration Guide for [instructions](#).

Questions may be directed to RA-PWECIS-ODP@pa.gov