FUGITIVE FELON PROGRAM (FFP)

USER MANUAL

Patch DG*5.3*485

December 2003

Revision History

Date	Revision Description	Author	Project Manager
3/14/03	Initial Draft	Karen Stella	
4/4/03	Edits	Tom Hamilton	
4/25/03	General Edits	Tom Hamilton	
5/1/03	Deleted Appendix and its references. Added Glossary	Tom Hamilton	
6/25/03	Added "Note" in Clear the Fugitive Felon Flag section	Tom Hamilton	
12/15/04	Updated to comply with SOP 192-352, Displaying Sensitive Data	Tom Hamilton	
6/24/05	Updated warning display	Karen Stella	Katherine A. Harris

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Introduction

Overview

Public Law (PL) 107-103, Section 505, prohibits provision of certain benefits to veterans or their dependents that are classified as fugitive felons. This law requires VA to provide current address information, upon written request, to any Federal, State, or local law enforcement official, if s/he

- Provides information required to fully identify the person
- Identifies the person as being a fugitive felon
- Certifies that apprehending such person is within the official duties of such official

This project software provides the following functionality for VHA implementation:

- Adds several fields to the V*IST*A Patient File to store the Fugitive Felon Flag and track when the flag was entered and removed
- Creates a new security key to control access to the Fugitive Felon Flag and the associated menu options
- Provides menu options that allow users to set and clear the Fugitive Felon Flag, and to print the various reports associated with the new fields
- Displays user alert from Scheduling and Registration options

Purpose

The purpose of Patch DG*5.3*485 is to provide the functionality in support of PL 107-103, Section 505. The purpose of this manual is to provide instructions for using the menus and options exported with Patch DG*5.3*485.

Related Manuals

This user manual is the only formal user documentation being released with the Fugitive Felon Program software (Patch DG*5.3*485).

Orientation

User Responses

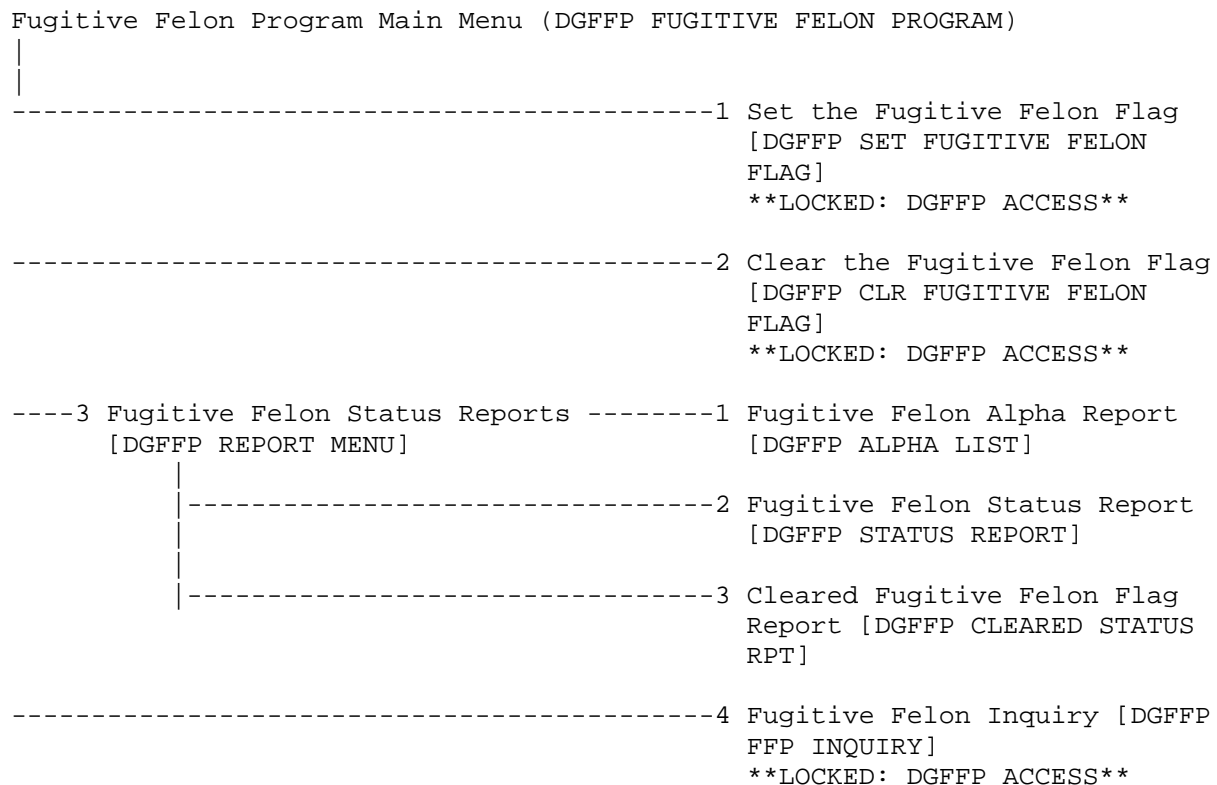Throughout the examples in this manual, user responses are shown in **bold type**.

The <ENTER>symbol indicates that the user pressed the ENTER key on the keyboard.

Using the Software

Accessing the Software

The Fugitive Felon Program Main Menu is a standalone menu. Portions of the menu can only be accessed by holders of the DGFFP ACCESS security key.

Menu Diagram

```
Fugitive Felon Program Main Menu (DGFFP FUGITIVE FELON PROGRAM)
|
|
-------------------------------------------1 Set the Fugitive Felon Flag
                                             [DGFFP SET FUGITIVE FELON
                                             FLAG]
                                             **LOCKED: DGFFP ACCESS**

-------------------------------------------2 Clear the Fugitive Felon Flag
                                             [DGFFP CLR FUGITIVE FELON
                                             FLAG]
                                             **LOCKED: DGFFP ACCESS**

----3 Fugitive Felon Status Reports --------1 Fugitive Felon Alpha Report
      [DGFFP REPORT MENU]                      [DGFFP ALPHA LIST]
           |
           |-------------------------------2 Fugitive Felon Status Report
           |                                   [DGFFP STATUS REPORT]
           |
           |-------------------------------3 Cleared Fugitive Felon Flag
                                             Report [DGFFP CLEARED STATUS
                                             RPT]

-------------------------------------------4 Fugitive Felon Inquiry [DGFFP
                                             FFP INQUIRY]
                                             **LOCKED: DGFFP ACCESS**
```

Warning Display

The custom patient lookup in V*IST*A has been modified to display the following alert when a patient lookup is performed from a Scheduling or Registration package option and the FUGITIVE FELON FLAG has been set for the selected patient:

```
        *** WARNING - FFP FLAG ACTIVE ***
          PLEASE NOTIFY YOUR SUPERVISOR
```

You must press the ENTER key to continue past this message. Patient Lookups performed as a standalone query or from a package other than Scheduling or Registration will not display the alert.

Using the Menu Options

Fugitive Felon Program Main Menu [DGFFP FUGITIVE FELON PROGRAM]

Before you begin, please note:
➥   You must hold the DGFFP ACCESS security key to access the Fugitive Felon Program Menu options other than the Status Reports.

Use this option to:
Access the Main Menu for the Fugitive Felon Program Menu options.

How to use this option:
Select an option from the Fugitive Felon Program Main Menu.

```
        1       Set the Fugitive Felon Flag
        2       Clear the Fugitive Felon Flag
        3       Fugitive Felon Status Reports ...
            1       Fugitive Felon Alpha Report
            2       Fugitive Felon Status Report
            3       Cleared Fugitive Felon Flag Report
        4       Fugitive Felon Inquiry

        Select Fugitive Felon Program Main Menu Option:
```

> Select Option 3, Fugitive Felon Status Reports, to view the reports submenu.

Set the Fugitive Felon Flag [DGFFP SET FUGITIVE FELON FLAG]

Before you begin, please note:
⊶   You must hold the DGFFP ACCESS security key to access this option.

Use this option to:
Set the FUGITIVE FELON FLAG (#1100.01) in the PATIENT File (#2) and the associated
support fields.

How to use this option:
1. Select the patient for whom you want to set the Fugitive Felon Flag.
2. The software displays the patient's enrollment information.
3. The software verifies that it will set the Fugitive Felon Flag and asks if you want to continue.
    a. Enter YES to go to Step 4.
    b. Enter NO to go to Step 5.
4. The software asks if you want to process another felon entry.
    a. Enter YES to go to Step 1.
    b. Enter NO to go to Step 5.
5. Return to the menu.

Example
```
Select Patient: FFPATIENT,ONE         1-1-60     000850001          NSC VETERAN


 Enrollment Priority: GROUP 8c   Category: IN PROCESS    End Date:


  >> This will set the Fugitive Felon Flag for FFPATIENT,ONE.
  >> Continue with setting the flag? NO// YES

Process another felon entry? YES// NO
```

Clear the Fugitive Felon Flag [DGFFP CLR FUGITIVE FELON FLAG]

Before you begin, please note:

⌫   You must hold the DGFFP ACCESS security key to use this option.

Use this option to:
Remove the FUGITIVE FELON FLAG (#1100.01) from the PATIENT File, #2.

How to use this option:
1. Select the patient for whom you want to clear the Fugitive Felon Flag.
2. The software displays the patient's enrollment information.
3. The software verifies that it will clear the Fugitive Felon Flag and asks if you want to continue.
   NOTE: An entry in the Remarks field for why the flag was cleared is required in order to
            proceed.
   a. Enter YES to go to Step 4.
   b. Enter NO to go to Step 5.
4. The software asks if you want to process another felon entry.
   a. Enter YES to go to Step 1.
   b. Enter NO to go to Step 5.
5. Return to the menu.

Example
```
Select Patient:     FFPATIENT,ONE          1-1-60     000850001           NSC
VETERAN

                    *** WARNING - FFP FLAG ACTIVE ***
                      PLEASE NOTIFY YOUR SUPERVISOR

Enrollment Priority: GROUP 8c   Category: IN PROCESS     End Date:


  >> This will clear the Fugitive Felon Flag for FFPATIENT,ONE.
  >> Continue with clearing the flag? NO// YES
  >> Enter a brief remark on why this flag is being cleared.
  >> This is a required field.
  --> TESTING FOR USER DOCUMENTATION PURPOSES

Process another felon entry? YES// NO
```

Fugitive Felon Status Reports [DGFFP REPORT MENU]

Use this option to:
Access the Fugitive Felon Reports Menu options.

How to use this option:
Select an option from the Fugitive Felon Reports Menu.

```
1        Fugitive Felon Alpha Report
2        Fugitive Felon Status Report
3        Cleared Fugitive Felon Flag Report
```

Fugitive Felon Alpha Report [DGFFP ALPHA LIST]

Use this option to:
Generate an alphabetical list of patients with the Fugitive Felon Flag currently set in the PATIENT File (#2). The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Date the flag was set
- Who entered the flag

How to use this option:
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
   a. Enter YES to go to Step 2.
   b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
   a. Enter a date to go to Step 3.
   b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
   a. Enter a date to go to Step 4.
   b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

Example
```
Print report by date range? YES// <ENTER>
Enter beginning date for report: T-1M  (JAN 11, 2003)
Enter end date for report: T  (FEB 11, 2003)
DEVICE: HOME// <ENTER>  UCX/TELNET


                      Fugitive Felon Alpha List
              Report Date Range: Jan 11, 2003 to Feb 11, 2003
                   Print Date: Feb 11, 2003@12:01:58
                              Page: 1

Patient Name                                Entered   Who Entered
========================================================================
FFPATIENT,THREE (0003)                      1/17/03   FFUSER,THREE
FFPATIENT,TWO (0002)                        1/17/03   FFUSER,TWO
```

Fugitive Felon Status Report [DGFFP STATUS REPORT]

Use this option to:
Generate a report that lists veterans with the Fugitive Felon Flag set and displays current inpatient status and scheduled future appointments. The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Movement
- Movement Date
- Room, Bed, and Ward for inpatient
- Active scripts
- Clinic appointments

How to use this option:
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
    a. Enter YES to go to Step 2.
    b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
    a. Enter the start date of the report to go to Step 3.
    b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
    a. Enter the end date of the report to go to Step 4.
    b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

```
                         Fugitive Felon Status Report
                 Report Date Range: Aug 20, 2002 to Feb 20, 2003
                       Print Date: Feb 20, 2003@11:17:32
                                   Page: 1

Patient Name                                 Movement       Date           Room/Bed
Ward                            Active Scripts?
         Clinic Appointments
===============================================================================

Inpatient Listing
------------------
FFPATIENT,THREE (0003)                        ADMISSION      Jan 17, 2003   501B3-A
12C PSYCH                       None

Outpatient Listing
------------------
FFPATIENT,TWO (0002)
                                None
```

Cleared Fugitive Felon Flag Report [DGFFP CLEARED STATUS RPT]

Use this option to:
Generate a report that shows those entries for which the Fugitive Felon Flag has been cleared. A brief remarks entry is required. The output includes the following information:

- Report title, date range, print date, and page number
- Patient name and last four of SSN
- Date Fugitive Felon Flag was entered and by whom
- Date Fugitive Felon Flag was cleared and by whom
- Brief remarks

How to use this option:
1. The software asks if you want to print the report by date range. All flags set within that date range will be displayed. If no date range is selected, the report prints for all dates.
   a. Enter YES to go to Step 2.
   b. Enter NO to go to Step 4.
2. The software prompts you to enter a beginning date for the report.
   a. Enter the start date of the report to go to Step 3.
   b. Press the ENTER key to go to Step 5.
3. The software prompts you to enter an end date for the report.
   a. Enter the end date of the report to go to Step 4.
   b. Press the ENTER key to go to Step 5.
4. The software prompts you to enter a device for printing the report.
5. Return to the menu.

Example
```
Print report by date range? YES// <ENTER>
Enter beginning date for report: T-3M  (DEC 25, 2002)
Enter end date for report: T  (FEB 25, 2003)
     >> This report requires a 132-column printer
DEVICE: HOME// <ENTER>  UCX/TELNET


                    Cleared Fugitive Felon Status Report
                Report Date Range: Dec 25, 2002 to Feb 25, 2003
                     Print Date: Feb 25, 2003@10:46:42
                                  Page: 1

Patient Name                                 Entered    Who Entered
Cleared    Who Cleared
=========================================================================
FFPATIENT,ONE (0001)                         1/17/03    FFUSER,ONE
2/10/03   FFUSER,ONE
     ENTERED IN ERROR
```

Fugitive Felon Inquiry [DGFFP FFP INQUIRY]

Before you begin, please note:

☛ You must hold the DGFFP ACCESS security key to use this option.

☛ This option displays information in List Manager screen format. In addition to a new "PT Change Patient" action, the following actions are also available:

```
+  Next Screen          <  Shift View to Left  PS   Print Screen
-  Previous Screen      FS First Screen         PL   Print List
UP Up a Line            LS Last Screen          SL   Search List
DN Down a Line          GO Go to Page           ADPL Auto Display(On/Off)
>  Shift View to Right  RD Re Display Screen     Q    Quit
```

Use this option to:

View patient address and Fugitive Felon status information. The output includes the following information:

- Date and time
- Page number
- Patient name and SSN
- Tells if the flag is set, displays the date and time it was set, and by whom
- If the flag was cleared, displays the date and time it was cleared, and by whom
- Closing remarks
- Patient address information
- Future appointments for the selected patient

How to use this option:

1. Select the name of the patient.
2. The software displays the patient's enrollment information. The Fugitive Felon Flag warning will display if the flag is set for the selected patient. You must press the ENTER key to continue past this warning.
3. Page 1 of the Fugitive Felon Inquiry List Manager Screen displays patient name, SSN, and address information, in addition to flag status information.
4. The "Select Action: Next Screen//" prompt appears at the bottom of the screen.
   a. Press the ENTER key to go to Step 5.
   b. Enter PT to go to Step 1.
   c. Enter two question marks (??) to display more List Manager actions.
5. Page 2 displays scheduled future appointments, if any, for the selected patient.
6. The "Select Action: Quit//" prompt appears at the bottom of the screen.
   a. Press the ENTER key to go to Step 7.
   b. Enter PT to go to Step 1.
   c. Enter two question marks (??) to display more List Manager actions.
7. Return to the menu.

Fugitive Felon Inquiry [DGFFP FFP INQUIRY], continued

Example
```
Select PATIENT NAME: FFPATIENT,TWO   FFPATIENT,TWO         1-1-60     000850002
   NSC VETERAN
                      *** WARNING - FFP FLAG ACTIVE ***
                        PLEASE NOTIFY YOUR SUPERVISOR


Enter <RETURN> to continue. <ENTER>



Fugitive Felon Inquiry        Mar 13, 2003@17:12:47         Page:    1 of   2
Patient: FFPATIENT,TWO (000-85-0002)
Fugitive Flag Set


    Date Set:       Jan 17, 2003        Set By:        FFUSER,TWO
    Date Cleared:                       Cleared By:
    Closing Remark:
    Permanent Address:          Temporary Address:
    =================           ==================
    1234 EDS RD

    PLANO
    TEXAS
    75024


+          Enter ?? for more actions
PT Change Patient
Select Action: Next Screen// <ENTER>



Fugitive Felon Inquiry        Mar 14, 2003@11:49:35         Page:    2 of   2
Patient: FFPATIENT,TWO (000-85-0002)
Fugitive Flag Set

+
    Future Appointments:
    ====================









          Enter ?? for more actions
PT Change Patient
Select Action: Quit// <ENTER>    QUIT
```

Glossary

Acronym	Description
FFP	Fugitive Felon Program
Fugitive Felon	An individual who is wanted by law enforcement in connection with a felony
NSC	Non-Service Connected
PL	Public Law
SSN	Social Security Number
VA	Veterans Administration
VHA	Veterans Health Administration
V*IST*A	Veterans Health Information Systems and Technology Architecture

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