Department of Veterans Affairs
Decentralized Hospital Computer Program

SOCIAL WORK TECHNICAL MANUAL

Version 3.0

May 1993

Information Systems Center
Birmingham, Alabama

Preface

This manual is the latest document which contains revisions, updates, and enhancements to the Social Work Information Management Systems (SWIMS) software, Version 3.0. This document is intended as a reference to technical users.

Table of Contents

Introduction

**** Please Note ****

Before attempting to install this version of the Social Work software, previous social work cases should be closed, transmitted to Austin (assuming that you are transmitting to Austin), and the social work data base purged completely.

During installation, if you have data in your case file, you will see the prompt, "THERE IS DATA IN THE SOCIAL WORK CASE FILE. DO YOU WANT TO CONTINUE? NO//." If you answer "YES," the social work installation will purge the data base. If you answer "NO," the installation will terminate, assuming you need to purge the data base.

Version 3.0 of the Social Work package is a case management system designed to facilitate the Social Work Service functions within the VA facilities. This package contains a group of DHCP computer programs which are used in the following ways:

- To track case loads and generate reports without unnecessary paper work.
- To anticipate a patient's domestic or social needs before being discharged, potentially minimizing the patient's hospital stay.
- AMIS data to Austin can now be transmitted electronically, via DHCP MailMan.

The relationship with other DHCP packages is that this package uses data collected by other services to avoid duplication. The manual can be used by all that are involved in the technical DHCP process.

Orientation

This manual gives an overview of the major elements of the Social Work Information Management System Modules. Major areas covered herein are:

- Implementation and Maintenance
- Package and File Security
- Archiving/Purging
- Deleting Duplicate Routines, Options, and Templates
- Mapping
- Key Variables
- Internal and External Relations
- Resources

Purposes of the Software

- The software identifies patients upon admission who meet certain pre-determined criteria. These patients are at high risk for social work intervention.

- The software package tracks the "at risk" patients throughout the continuum of care, providing a basis for comprehensive case management.

- This package enables medical center management and clinical staff to track, monitor, and assess service consumption and quality assurance for long term and other high risk patients.

- This software package also generates workload statistics and AMIS data which can be transferred to Austin by regular AMIS forms, or submitted to SWARS electronic transfer via Network Mail System.

Functions of the Software

The Social Work software package is comprised of four modules. The modules and their functions are:

1. CASE MANAGEMENT SYSTEM: This is the primary menu for the case management. This is a sub-menu under the Social Work Information Management Systems (SWIMS) menu. The Case Management System sub-menu contains options that non-Social Work Chiefs/Supervisors will not be able to access, such as *High Risk*, *Automatic Reporting System*, *RCH Registry*, and Social Work personnel information.

2. CLINICAL ASSESSMENT MODULE: This is the sub-menu for the clinical summary information. It contains data base assessment profiles of patients, the ability to enter/delete surrogate supervisors, and discharge planning and closing note information.

3. COMMUNITY RESOURCE MODULE: This sub-menu allows you to enter/edit and print community resource social work agency information.

4. MAINTENANCE SYSTEM: Most options under this sub-menu are used for entering and maintaining various data elements for social work system definitions (i.e., site parameters). Other options are used to purge or re-initialize certain data elements, activate/deactivate cost distribution centers, and enter/edit new and old social workers and residential care homes.

I. Implementation and Maintenance

A. Resource Requirements

The namespace for this software is SOWK. Resource requirements concerning the Social Work Information Management Systems software are as follows:

1.0 Routines

SOWK* routines (init routines not included)	220,546 bytes
SOWKI* routines (init routines only)	312,534 bytes

2.0 Files

The file numbers for Social Work Information Management Systems range from 650 to 659.99. (An asterisk (*) indicates a new file.)

File Numbers	File Name
650	SOCIAL WORK CASE
650.1	SOCIAL WORK SITE PARAMETERS
651	COST DISTRIBUTION CENTER (data) previously called AMIS LOCATIONS file
652	RCH
653	RESOURCES/REFERRALS (data) previously called REFERRALS file
655	SOCIAL WORK PATIENT
*655.2	SWS ASSESSMENT DATA BASE
*655.201	PSYCHO-SOCIAL PROBLEMS
*655.202	DIRECT SERVICE CATEGORIES
*655.203	PSYCHO-SOCIAL OUTCOMES
656	SWS RESOURCES

B. Social Work Sizing Model

CPU (IN 11/44 equivalents) =
(1 * number of SW cases per year from AMIS) / (24 * 60 * 8 * 260)

Disk (space in MB) =
1 + (.0010 * number of SW cases per year from AMIS * 1.25)

Global references (Social Work specific/Common) = 2 to 1 ratio

CRTs = 1 + (number of direct care SW staff from AMIS)

PRTs = 1 + (number of direct care SW staff from AMIS / 5)

All input data is from Social Work AMIS reports. The input variable, SWS cases per year, is the number of cases treated found in AMIS 6AA2 report, part 1. The number of direct care SWS staff is the direct care staff figure in the AMIS 6AB2 report, part 6.

The disk space portion of this algorithm allows for a full year and one quarter's worth of data to be left in the files at any one time. Purging of data is usually done quarterly.

C. Package Security

SOWK is the primary menu option for all social workers. Other social work modules released in the future will be added to this option. File access for the chief or supervisor is "T"; for the social worker or clerk, file access is "t".

The security keys associated with the Social Work Modules include the following. These keys should only be given to the Supervisor and/or the Social Work Chief.

Key	Option
SOWKADD	Enter/Edit Homes
SOWKCAD	Assessment Date Change
SOWKCLEAR	Clear Problems/Outcomes
SOWKCWK	Change Worker Assigned to a Home
SOWKDBR	Clinical Supervisory Report
SOWKDELH	Delete Home
SOWKDIV	Divisional AMIS Reports (AMIS 255 & 256)
SOWKHIR	High Risk
SOWKNEW	Social Work Personnel and Re-Initialize Look-Up Values
SOWKSITE	Social Work Site Parameters
SOWKBHED	Enter/Edit Agency
SOWKIPD	Automatic Reporting System
SOWKTRANS	Transfer RCH Patient
SOWKQAMGT	QA Management and Productivity

Note: The key "SOWKDIV" should be assigned only to users in multi-divisional sites.

D. File Security

#	NAME	DD	DELETE	LAYGO	RD	WRT
650	Social Work Case	@	@	Tt	Tt	Tt
650.1	Social Work Site Parameters	@	@	T	Tt	Tt
651	Cost Distribution Center	@	@	@	Tt	Tt
652	RCH	@	T	T	Tt	T
653	Resources/Referrals	@	@	T	Tt	T
655	Social Work Patient	@	Tt	Tt	Tt	Tt
655.2	SWS Assessment Data Base	@	T	Tt	Tt	Tt
655.201	Psycho-Social Problems	@	@	@	Tt	Tt
655.202	Direct Service Categories	@	@	@	Tt	Tt
655.203	Psycho-Social Outcomes	@	@	@	Tt	Tt
656	SWS Resources	@	T	T	Tt	T

E. Implementation Options

Most options under the Maintenance System sub-menu are used for entering and maintaining various data elements for social work system definitions (i.e., site parameters). Other options are used to purge or re-initialize certain data elements, clear problems/outcomes, activate/deactivate cost distribution centers, and enter/edit new and old social workers and residential care homes.

1.0 Site Parameters
2.0 Enter/Edit Worker
3.0 Enter/Edit Homes
4.0 High Risk Start-Up
5.0 Activate/Deactivate Cost Distribution Centers
6.0 Purge Case Management Data
7.0 Re-Initialize Look-Up Values
8.0 Social Work Clinics (FTEE percentages)

The first five options require mandatory input by Social Work Service for the software to run properly:

1.0 Site Parameters

Use this file for AMIS reporting purposes and site specific information. The two most important fields, if your site is not a satellite site, are the SITE NAME and AUTOMATIC TRANSMISSION fields. The AMIS SITE SUFFIX, the SITE NAME, and AUTOMATIC TRANSMISSION fields will be important if the site is a satellite site. These fields are used for case identification and AMIS. Other prompts, "AGE LEVEL:", "INCOME LEVEL:", "USE OF HIGH-RISK WARD(S):", and "SPECIAL PATIENT POPULATION:" are used as part of the High Risk Screening Profile and case information. The data in these fields may vary from site to site. Other fields can and may be added in the future to include other site specific data. This data must be entered before any new cases can be opened and for the *High Risk Screening* option to function correctly.

Under the *Site Parameters* option, select "1 Edit Site Parameters" to enter the site where the computer is located, which will be the first entry into File #650.1. Select "2 Enter/Edit a Reporting Site" if the site has more than one reporting site for AMIS.

The AMIS SITE SUFFIX field (formerly a four-digit field and called AMIS SITE NUMBER) is now a one-two non-numeric character field. Please contact your AMIS coordinator or Social Work Central Office for your site's correct suffix. Users of Version 2.14 need to make sure that they change this to reflect the new site suffix.

**** Please Note ****

You must have social work clinics "set up" through MAS before you will be able to select clinics at the "Select SOCIAL WORK CLINICS:" prompt. This is necessary for reporting outpatient visits to VA Central Office and to the Austin DPC.

Example: Site Parameters

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System

Select Maintenance System Option: 1  Site Parameters

Do you want to:
     1 Edit Site Parameters
     2 Enter/Edit a Reporting Site
Enter 1, 2 or "^" to exit   1// <RET>

SITE NAME: ISC 3 BIRMINGHAM//   (No Editing)
DOES CLERK ENTER ALL CASES?: NO
AUTOMATIC TRANSMISSION: NO
ELAPSED DAYS:? <RET>
      Enter a number between 0 and 60 for number of elapsed days.  The elapsed
      days are the number of days between admission and case opening.
ELAPSED DAYS:10
ARE MANHOURS TO BE COUNTED?: ?
      Enter '1' or 'YES' if manhours are to be counted for Direct Services
      provided to veterans.
      CHOOSE FROM:
      1     YES, COUNT MANHOURS
      0     NO, DO NOT COUNT MANHOURS
ARE MANHOURS TO BE COUNTED?: NO, DO NOT COUNT MANHOURS
ASK PROBLEMS ON OPENINGS?: ?
      Enter '1' or 'YES' if psycho-social problems are to be asked when cases
      are opened.
      CHOOSE FROM:
      1     YES, ASK PROBLEMS ON OPENINGS
      0     NO, DO NOT ASK ON OPENINGS
ASK PROBLEMS ON OPENINGS?: YES, ASK PROBLEMS ON OPENINGS
SERVICES PROVIDED ON OPENINGS?: ?
      Enter '1' or 'YES' if direct services are to be asked when cases
      are opened.
      CHOOSE FROM:
      1     YES
      0     NO
SERVICES PROVIDED ON OPENINGS?: NO
Select SOCIAL WORK CLINICS: MENTAL HEALTH - SOCIAL WORK
Select SOCIAL WORK CLINICS: <RET>
USE OF AGE LEVEL: YES <RET>
AGE LEVEL: 80
```

```
INCOME LESS THAN LOCAL AMOUNT: YES
INCOME LEVEL: 250
USE OF HIGH-RISK WARD(S): YES
Select HIGH-RISK WARD(S): ICU
  ARE YOU ADDING 'ICU' AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL
WORK SITE PARAMETERS)? Y (YES)
Select HIGH-RISK WARD(S): SCI
  ARE YOU ADDING 'SCI' AS A NEW HIGH-RISK WARD(S) (THE nTH FOR THIS SOCIAL
WORK SITE PARAMETERS)? Y (YES)
Select HIGH-RISK WARD(S):<RET>
Select SPECIAL PATIENT POPULATION: SCI
  ARE YOU ADDING 'SCI' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR THIS
SOCIAL WORK SITE PARAMETERS)? Y (YES)
..SPECIAL PATIENT POPULATION CODE: 01
  CODE: 01// <RET>
Select SPECIAL PATIENT POPULATION: HIV+/AIDS
  ARE YOU ADDING 'HIV+/AIDS' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR
THIS SOCIAL WORK SITE PARAMETERS)? Y (YES)
..SPECIAL PATIENT POPULATION CODE: 02
  CODE: 02// <RET>
Select SPECIAL PATIENT POPULATION: NATIVE AMERICAN
  ARE YOU ADDING 'NATIVE AMERICAN' AS A NEW SPECIAL PATIENT POPULATION (THE
nTH FOR THIS SOCIAL WORK SITE PARAMETERS)? Y (YES)
..SPECIAL PATIENT POPULATION CODE: 03
  CODE: 03// <RET>
Select SPECIAL PATIENT POPULATION: HOMELESS
  ARE YOU ADDING 'HOMELESS' AS A NEW SPECIAL PATIENT POPULATION (THE nTH FOR
THIS SOCIAL WORK SITE PARAMETERS)? Y (YES)
..SPECIAL PATIENT POPULATION CODE: 04
  CODE: 04// <RET>
Select SPECIAL PATIENT POPULATION: <RET>
NSC INSURANCE: YES
FEMALE: NO
AGE 70 OR > & 2 OR MORE OPC: YES
GENERAL DELIVERY ADDRESS: YES
NO ADDRESS: YES
NO TEMPORARY ADDRESS: YES
IRREGULAR DISCHARGE: NO
SAME DIAGNOSIS IN ONE MONTH: YES
RCH/CNH AND SEEN BY SWS: YES
ADMISSION DUE TO ACCIDENT: YES

Select Maintenance System Option: <RET>
```

2.0 Enter/Edit Worker

This option allows you to enter and edit the names and titles of social workers at your facility. This should be done before opening or closing any cases. The Package Coordinator must supply a list of Social Workers' names, including the Chief's and supervisors', to the IRM Chief/Site Manager so that their names may be placed in the NEW PERSON file. Social Workers are added to the NEW PERSON file by selecting the *Enter/Edit Worker* option from the Maintenance System sub-menu, as in the example below.

You may enter a question mark (?) at any of the prompts, to receive a list of possible responses.

Example: Enter/Edit Worker

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System

   1      Site Parameters
   2      Enter/Edit Worker
   3      Enter/Edit Homes
   4      High Risk Start-up
   5      Activate/Deactivate Cost Distribution Centers
   6      Purge Case Management Data
   7      Re-initialize Look-up Values
   8      Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  2     Enter/Edit Worker
SELECT WORKER: ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR ID#, OR NICK NAME
 DO YOU WANT THE ENTIRE 64-ENTRY NEW PERSON LIST? N  (NO)
SELECT WORKER: BROWN, S        BROWN,SAMFORD A.

POSITION/TITLE: SW CHIEF
IMMEDIATE SUPERVISOR: BROWN,SAMFORD A.
SOCIAL WORKER'S NUMBER: 01

SELECT WORKER: <RET>


   1      Site Parameters
   2      Enter/Edit Worker
   3      Enter/Edit Homes
   4      High Risk Start-up
   5      Activate/Deactivate Cost Distribution Centers
   6      Purge Case Management Data
   7      Re-initialize Look-up Values
   8      Social Work Clinics (FTEE percentages)

Select Maintenance System Option: <RET>
```

3.0 Enter/Edit Homes

This option allows you to enter or edit Residential Care Home(RCH) information . You can edit name of home, case worker, address, telephone number, whether the home is licensed by the state, number of beds, whether the home is for veterans only, date of last assessment, transmission name, and whether the RCH is an addition for this reporting period.

Example: Enter/Edit Homes

```
Select Maintenance System Option:  3  Enter/Edit Homes

Select RCH NAME of HOME: ?
  ANSWER WITH RCH NAME of HOME
CHOOSE FROM:
   EDDIE'S PALACE
   SHELTER FOR HOMELESS
   COMFORT'S PLACE
   QUARTERS FOR THE ELDERLY
   JOHNSON HALFWAY HOUSE
     YOU MAY ENTER A NEW RCH, IF YOU WISH
     Answer must be 3 to 50 characters in length.
Select RCH NAME of HOME: SHELTER FOR HOMELESS
   ARE YOU ADDING 'SHELTER FOR HOMELESS' AS A NEW RCH (THE nTH)? Y  (YES)
NAME of HOME: SHELTER FOR HOMELESS  Replace <RET>
STATION NUMBER: 521
CASE WORKER: BROWN,SAMFORD A.
ADDRESS 1: 700 SOUTH 19TH STREET
ADDRESS 2: <RET>
CITY: BIRMINGHAM
STATE: AL
     1   ALABAMA
     2   ALASKA
CHOOSE 1-2: 1
ZIP: 35025
TELEPHONE #1: (205)731-3900
TELEPHONE #2:  <RET>
LICENSED BY STATE: Y  YES
NUMBER of BEDS: 45
VETERANS ONLY: Y   YES
DATE of LAST ASSESSMENT: 12/1/90   (DEC 01, 1990)
TRANSMIT NAME: HOMELESS SHELTER
ADDITION: ?
     Enter '1' for Yes if the RCH is a addition for this reporting period.
     CHOOSE FROM:
       1        YES
       0        NO
ADDITION: YES


Select RCH NAME of HOME: <RET>
```

4.0 High Risk Start-Up

This option starts up the High Risk Screening Profile search. Under the *High Risk Start-Up* function, a High Risk Screening Profile is generated if a patient meets one or more of the high risk criteria. This *High Risk Start-Up* sub-option determines the frequency and location for this profile form to print. The resulting profile is assigned form number 10-9034 VAF VICE-0349, and becomes a part of the medical record. The profile contains identifying information about the patient and the social worker can enter the results of screening and plans for intervention. The form may be placed in the patient record to document social work activity.

RESCHEDULING FREQUENCY- If the High Risk Screening Profiles report is scheduled to run less often than every 24 hours, data obtained will not be comprehensive as the computer only reads for the last 24 hours.

To use this option, choose the frequency that you would like to screen patients. Select the beginning screen date and the report will then print to the selected device.

These printouts should be run during "off-hours." If you are currently running these options, you will see default answers at the "QUEUED TO RUN AT WHAT TIME:," "DEVICE FOR QUEUED JOB OUTPUT:," and "RESCHEDULING FREQUENCY:" prompts.

Example 1: High Risk Start-up

This example prints the High Risk Screening for "automatically, every 24 hours."

```
Select Maintenance System Option: HIgh Risk Start-up

Do you want to screen Now (One to seven days)  or
Later (One day screen, automatically ,every 24 hours) ?  Later// ?

Enter 'Now' to run for current date or up to seven days in the past or enter
'Later' for previous day admissions that can be queued to run every 24 hours
automatically.

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ?  Later//<RET>

High Risk Screening Profiles

QUEUED TO RUN AT WHAT TIME: T+1@01:30  (SEP 06, 1991@01:30)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 1D// <RET>

Patients Determined High Risk Without Opened Case
```

```
QUEUED TO RUN AT WHAT TIME: T+1@01:45   (SEP 06, 1991@01:45)
DEVICE FOR QUEUED JOB OUTPUT: PRINTER
RESCHEDULING FREQUENCY: 30D// <RET>

Select Maintenance System Option:<RET>
```

Example 2: High Risk Start-up

This example prints the High Risk Screening for "one to seven days."

```
Select Maintenance System Option:  High Risk Start-up

Do you want to screen Now (One to seven days) or
Later (One day screen, automatically, every 24 hours) ?  Later// NOW

BEGINNING SCREEN DATE: T-7  (AUG 30, 1991)

DEVICE: HOME//  PRINTER                RIGHT MARGIN: 80//  <RET>
```

.....*printout follows*.....

SOCIAL WORK SERVICE-REPORTS AND SUMMARIES

SOCIAL WORK HIGH RISK SCREENING PROFILE

SOCIAL WORKER: BROWN, DEVIN OPENED: JAN 1,1991

DATE ADMITTED: APR 9,1991@09:01:14 DATE SCREENED:_____

CLAIM #:
PROVIDER: BROWN, DEVIN
PATIENT ADDRESS: STREET 1, NOWHERE, ALABAMA 32123 PHONE: 123-4567

NOK NAME: MARY JOE BUTTONS RELATIONSHIP: SPOUSE

NOK ADDRESS: STREET 1, NOWHERE, ALABAMA 32123 PHONE: 123-4567

ADDITIONAL CONTRACTS:_____

DOB: SEP 10,1936 AGE: 54 MARITAL STATUS: MARRIED

EMPLOYMENT STATUS: NOT EMPLOYED
UNEARNED INCOME:

DISABILITY PAYMENT	0
A&A AMOUNT	0
HB AMOUNT	0
SOCIAL SECURITY	0
SSI AMOUNT	0
VA PENSION	0
MILITARY RETIREMENT	0
OTHER RETIREMENT	800
TOTAL REPORTED INCOME:	$ 800

VETERANS STATUS: SC SC CONDITION: 99%

ADMISSION DIAGNOSIS: Broken foot and ankle

LOCATION LAST VA TREATMENT: VAMC

POSITIVE SCREENING CRITERIA: SEEN BY SOCIAL WORK & LOCATION RCH -

SOCIAL WORKER ASSESSMENT & PLAN:_____

PATIENT NAME: BUTTONS,RED
ID#: 000000001
WARD NO.: 1 SOUTH
ROOM NO.: 1-4

_____
Social Worker

Social Work Service Reports and Summaries
10-9034 VAF VICE-0349

5.0 Activate/Deactivate Cost Distribution Centers

This option activates or deactivates cost distribution centers that are used at the local medical center. To receive a list of cost distribution center (CDC) accounts, enter two question marks (??) at the "Select CDC Account" prompt, or refer to the CDC listing in the Appendix of the User Manual. All CDC locations are marked as being inactive in the CDC file. If there are CDC locations that are used on a local level enter "Yes" at the "Account Active ?" prompt.

Example: Activate/Deactivate Cost Distribution Centers

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System

   1       Site Parameters
   2       Enter/Edit Worker
   3       Enter/Edit Homes
   4       High Risk Start-up
   5       Activate/Deactivate Cost Distribution Centers
   6       Purge Case Management Data
   7       Re-initialize Look-up Values
   8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  5  Activate/Deactivate Cost Distribution
Centers

Select CDC Account: 5113.00      RESIDENTIAL CARE HOME PROGRAM    5113.0
      ...OK YES// <RET>
ACCOUNT ACTIVE ?: NO// YES

Select CDC Account:  <RET>
```

6.0 Purge Case Management Data

This option purges social work case data up to a selected date. If transmitting to Austin, this option deletes cases that have been closed, transmitted to Austin, and RCH cases removed from the RCH program. If you answer "YES" to the "ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO//" prompt, records will be deleted.

**** Please Note ****

Once these records are deleted, there is no way to recover them. If you are not transmitting data to Austin, all cases that are closed will be deleted.

Example: Purge Case Management Data

```
Select Information Management Systems (SWIMS) Option:  Maintenance System

   1      Site Parameters
   2      Enter/Edit Worker
   3      Enter/Edit Homes
   4      High Risk Start-up
   5      Activate/Deactivate Cost Distribution Centers
   6      Purge Case Management Data
   7      Re-initialize Look-up Values
   8      Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  6 Purge Case Management Data

CUTOFF DATE:  09/30/91  (SEP 30, 1991)

ALL CASES ON OR BEFORE 09/30/91.

THERE ARE TWO WAYS TO CLEAR PROBLEMS/OUTCOMES.
IF TRANSMITTING TO AUSTIN, THIS OPTION DELETES CASES THAT HAVE BEEN CLOSED,
TRANSMITTED TO AUSTIN AND RCH CASES REMOVED FROM RCH PROGRAM.
IF YOU ANSWER "YES" TO THIS OPTION IT WILL DELETE THESE RECORDS.  ONCE
THESE RECORDS ARE DELETED THERE IS NO WAY TO RECOVER THEM, SO BE VERY
CERTAIN THAT IT IS END OF QUARTER AND YOUR AMIS DATA TO AUSTIN IS ERROR
FREE !!

IF YOU ARE NOT TRANSMITTING TO AUSTIN ALL CASES THAT ARE CLOSED WILL BE
DELETED.


ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// ?

     "Y" for Yes
     "N" for No


ARE YOU SURE YOU WANT TO RUN THIS OPTION? NO// Y YES

EXCUSE ME, I'M WORKING AS FAST AS I CAN.................<250 RECORDS DELETED>

Select Maintenance System Option: <RET>
```

7.0 Re-Initialize Look-Up Values

This option re-indexes the "CP" and "BS5" cross references on File #650. This option is needed for when MAS changes an ID# or patient name. The "CP" and "BS5" cross references are similar to the "B" and "BS5" cross references found on the MAS PATIENT file. Because cross references may become out of sync with MAS, this option allows the cross references to be updated when there is a change. This option is queued, preferably during off hours.

Example: Re-initialize Look-up Values

```
Select Information Management Systems (SWIMS) Option:  MAINtenance System

   1       Site Parameters
   2       Enter/Edit Worker
   3       Enter/Edit Homes
   4       High Risk Start-up
   5       Activate/Deactivate Cost Distribution Centers
   6       Purge Case Management Data
   7       Re-initialize Look-up Values
   8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  7   Re-initialize Look-up Values

Requested Start Time: NOW// <RET>        (MAY 16, 1991@08:49)

Option QUEUED to run
```

8.0 Social Work Clinics (FTEE Percentages)

This option allows you to enter the percentage of time that Social Work FTEE is spent at each CDC location. After selecting Social Work Division, CDC Location, and Worker, you may enter a percentage of time that the worker spent at the selected CDC location.

Example: Social Work Clinics (FTEE Percentages)

```
Select Maintenance System Option: 8  Social Work Clinics (FTEE percentages)

Select Social Work Division: ?
 ANSWER WITH SOCIAL WORK SITE PARAMETERS HIGH-RISK WARD(S), OR
      AMIS SITE SUFFIX
CHOOSE FROM:
   BIRMINGHAM VAMC       RS
   BIRMINGHAM, AL       RQ
   ISC 3 BIRMINGHAM      BI
Select Social Work Division: ISC 3 BIRMINGHAM          BI
          ...OK? YES// <RET>  (YES)
Select CDC LOCATION: 2210.00        SURGERY          2210.00
          ...OK? YES// <RET>  (YES)
  Select WORKER: BARNARD,CHRISTIAAN
          ...OK? YES// <RET>  (YES)
    ACTUAL FTEE OF LOCATION: .33
  Select WORKER: BROWN, S  BROWN,SAMFORD A.
          ...OK? YES//  <RET> (YES)
    ACTUAL FTEE OF LOCATION: .33
  Select WORKER:  <RET>
Select CDC LOCATION:  2710.01       DENTAL PROCEDURES - SOC 2710.01
          ...OK? YES// <RET>  (YES)
  Select WORKER: BARNARD,CHRISTIAAN
          ...OK? YES// <RET>  (YES)
    ACTUAL FTEE OF LOCATION: .33
  Select WORKER: BROWN, S  BROWN,SAMFORD A.
          ...OK? YES//  <RET> (YES)
    ACTUAL FTEE OF LOCATION: .33
  Select WORKER:  <RET>
Select CDC LOCATION:  <RET>

Select Social Work Division:  <RET>


   1       Site Parameters
   2       Enter/Edit Worker
   3       Enter/Edit Homes
   4       High Risk Start-up
   5       Activate/Deactivate Cost Distribution Centers
   6       Purge Case Management Data
   7       Re-initialize Look-up Values
   8       Social Work Clinics (FTEE percentages)

Select Maintenance System Option:  <RET>
```

II. Routines

A. Routine Mapping

There are no specific recommendations for mapping routines. Two routines, SOWKOPEN and SOWKCLOS, are called the most frequently in the Case Management System Module.

B. Callable Routines

Social Work Information Management Systems software does not support any public entry points. There are no callable routines into the Social Work software from other packages.

C. Deleting Routines, Options, and Templates

You may use the system utility to delete routines. The routines to be deleted are SW*, SOWKARS7, SOWKARS8, SOWKARS9, SOWKPAO1, SOWKPDR*, SOWKDPP*, SOWKRCH2. *Do not* delete the following routines, SWFG*, SWCN*, SWLOS*, SWNH*. These routines are part of the Contract Nursing Home Module which still uses the SW Namespace.

The following templates are no longer supported by the Social Work software and you may use VA FileMan to delete them if you wish:

Sort Templates	File
SOWKAWC	650
SOWKAWD	650
SOWKAWO	650
SOWKAWP	650
SOWKAWU	650
SOWKAWW	650
SOWKSAB	650
SOWKSWST	650

Input Templates	File
SOWKAMIS	650
SOWKCLEART	650
SOWKCORRT	650
SOWKDELETE	650
SOWKDISCT	650
SOWKHIFR	655
SOWKHRF	655
SOWKRCH	655
SOWKRCHREG	652
SOWKREM	655
SOWKREMOVE	655
SOWKTRANS	655

Print Templates	File
SOWKASST	650
SOWKAWO	650
SOWKAWST	650
SOWKAWOT	650
SOWKHPNTTE	650
SOWKINQ	650
SOWKPNTTF	650
SOWKSST	650
SOWKSWT	650

Example: Deleting Options and Templates

This procedure is used to delete the old namespace (SW) option and templates. This procedure will not have to be done if the task was completed when the package was installed.

```
>D ^SOWKOPT

DELETING OLD NAMESPACE (SW) SORT TEMPLATES...


SWCLC Sort Template...<DELETED>
SWHIFS Sort Template...<DELETED>
SWOPC Sort Template...<DELETED>
SWSAB Sort Template...<DELETED>
SWSWST Sort Template...<DELETED>
SWTEST Sort Template...<DELETED>

DELETING OLD NAMESPACE (SW) INPUT TEMPLATES...


SWADDT Input Temple...<DELETED>
SWBHED Input Temple...<DELETED>
SWCADT Input Temple...<DELETED>
```

```
SWCHAT Input Temple...<DELETED>
SWCLEART Input Temple...<DELETED>
SWCLOT Input Temple...<DELETED>
SWCMRT Input Temple...<DELETED>
SWCORRT Input Temple...<DELETED>
SWCWKT Input Temple...<DELETED>
SWDELT Input Temple...<DELETED>
SWDISCT Input Temple...<DELETED>
SWHIFR Input Temple...<DELETED>
SWHRF Input Temple...<DELETED>
SWNWRK Input Temple...<DELETED>
SWOPEN Input Temple...<DELETED>
SWRCH Input Temple...<DELETED>
SWRCHREG Input Temple...<DELETED>
SWWRKD Input Temple...<DELETED>

DELETING OLD NAMESPACE (SW) PRINT TEMPLATES...

SWASST Print Template...<DELETED>
SWAWST Print Template...<DELETED>
SWAWUT Print Template...<DELETED>
SWCLT Print Template...<DELETED>
SWHIFP Print Template...<DELETED>
SWHRS Print Template...<DELETED>
SWHRT Print Template...<DELETED>
SWINQ Print Template...<DELETED>
SWOPCT Print Template...<DELETED>
SWPNTTF Print Template...<DELETED>
SWPRIT Print Template...<DELETED>
SWREP Print Template...<DELETED>
SWSST Print Template...<DELETED>
SWSWT Print Template...<DELETED>
SWTEST Print Template...<DELETED>

DELETING OLD NAMESPACE (SW) OPTIONS...

SWAA Menu Option...<DELETED>
SWADD Menu Option...<DELETED>
SWAI Menu Option...<DELETED>
SWALW Menu Option...<DELETED>
SWAO Menu Option...<DELETED>
SWASS Menu Option...<DELETED>
SWAT Menu Option...<DELETED>
SWBH Menu Option...<DELETED>
SWBHED Menu Option...<DELETED>
SWBHPR Menu Option...<DELETED>
SWCAD Menu Option...<DELETED>
SWCHA Menu Option...<DELETED>
SWCL Menu Option...<DELETED>
SWCLC Menu Option...<DELETED>
SWCLEAR Menu Option...<DELETED>
SWCLOSE Menu Option...<DELETED>
SWCMR Menu Option...<DELETED>
SWCOR Menu Option...<DELETED>
SWCP Menu Option...<DELETED>
SWCRUSER Menu Option...<DELETED>
```

SWCS Menu Option...<DELETED>
SWCWK Menu Option...<DELETED>
SWDEL Menu Option...<DELETED>
SWDIS Menu Option...<DELETED>
SWDPP Menu Option...<DELETED>
SWHALL Menu Option...<DELETED>
SWHALLS Menu Option...<DELETED>
SWHIFP Menu Option...<DELETED>
SWHIFR Menu Option...<DELETED>
SWHIGH Menu Option...<DELETED>
SWHINC Menu Option...<DELETED>
SWHIND Menu Option...<DELETED>
SWHIRM Menu Option...<DELETED>
SWHR Menu Option...<DELETED>
SWIND Menu Option...<DELETED>
SWIPD Menu Option...<DELETED>
SWIRH Menu Option...<DELETED>
SWLC Menu Option...<DELETED>
SWLOC Menu Option...<DELETED>
SWNEW Menu Option...<DELETED>
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SWNEWD Menu Option...<DELETED>
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SWOC Menu Option...<DELETED>
SWOK Menu Option...<DELETED>
SWOPC Menu Option...<DELETED>
SWOPEN Menu Option...<DELETED>
SWPA Menu Option...<DELETED>
SWPAL Menu Option...<DELETED>
SWPAO Menu Option...<DELETED>
SWPC Menu Option...<DELETED>
SWPDR Menu Option...<DELETED>
SWPLC Menu Option...<DELETED>
SWPLS Menu Option...<DELETED>
SWPNTTF Menu Option...<DELETED>
SWPP Menu Option...<DELETED>
SWPREG Menu Option...<DELETED>
SWPREP Menu Option...<DELETED>
SWPRI Menu Option...<DELETED>
SWPS Menu Option...<DELETED>
SWPTA Menu Option...<DELETED>
SWPTC Menu Option...<DELETED>
SWPTL Menu Option...<DELETED>
SWPTO Menu Option...<DELETED>
SWPTR Menu Option...<DELETED>
SWPTS Menu Option...<DELETED>
SWPTU Menu Option...<DELETED>
SWPTW Menu Option...<DELETED>
SWPW Menu Option...<DELETED>
SWQUIT Menu Option...<DELETED>
SWRCH Menu Option...<DELETED>
SWRCHAMIS Menu Option...<DELETED>
SWRCS Menu Option...<DELETED>
SWREP Menu Option...<DELETED>
SWRF Menu Option...<DELETED>
SWRISK Menu Option...<DELETED>
SWSC Menu Option...<DELETED>
SWSS Menu Option...<DELETED>

```
SWSW Menu Option...<DELETED>
SWTA Menu Option...<DELETED>
SWTC Menu Option...<DELETED>
SWTS Menu Option...<DELETED>
SWTT Menu Option...<DELETED>

DELETING OBSOLETE OPTIONS...

SOWKDPP Menu Option...<DELETED>
SOWKDPPD Menu Option...<DELETED>
SOWKPDR Menu Option...<DELETED>
SOWKPDRD Menu Option...<DELETED>
SOCKARSC Menu Option...<DELETED>
SOWKARSCTRANS Menu Option...<DELETED>
SOWKARSD Menu Option...<DELETED>
SOWKARSDEL Menu Option...<DELETED>
SOWKARSDEL1 Menu Option...<DELETED>
SOWKARSM.Menu Option...<DELETED>
SOWKARSN Menu Option...<DELETED>
SOWKARSQ Menu Option...<DELETED>
SOWKARSR Menu Option...<DELETED>
SOWKARST Menu Option...<DELETED>
SOWKARSTRANS Menu Option...<DELETED>
SOWKARSTRC Menu Option...<DELETED>
```

D. Routine Descriptions

The following are routine descriptions for the Social Work Information Management Systems software:

Name	Description
SOWKAI	Prints RCH Patient Registry for all cases for a supervisor
SOWKAR10	Compiles RCS 10-0173 Report
SOWKARS	Compiles patient data for submission to Austin
SOWKARS1	Compiles AMIS 208, 209, 210, 211, and 256 for transmission to Austin
SOWKARS2	Prints compiled patient and AMIS data
SOWKARS3	Continuation of SOWKARS1
SOWKARS4	Transmit AMIS data to Austin via MailMan
SOWKARS5	Continuation of SOWKARS6
SOWKARS6	Continuation of SOWKARS2
SOWKAWB	Prints registry report for a single supervisor
SOWKAWI	Prints registry report for a single worker
SOWKAWS	Prints registry report for all workers
SOWKAWU	Prints registry report for all supervisors
SOWKBH	Prints Community Resource Agencies
SOWKCLCR	Prints service clinical report
SOWKCLEA	Purges social work data base
SOWKCLIS	Prints clinical report for a single supervisor
SOWKCLIW	Prints clinical report for a single worker
SOWKCLOS	Close social work cases
SOWKCLSP	Prints special population report
SOWKCLSS	Prints clinical summary for all supervisors
SOWKCLSW	Prints case load summary for all workers
SOWKCO	Prints possible high risk patient list without opened cases
SOWKCONV	Initialization Routine
SOWKCOR	Makes correction to social work cases
SOWKCP	Prints RCH Patient Registry for all cases for a worker
SOWKCS	Inquires into RCH file by worker
SOWKDB	Prints Data Base Assessment Profile
SOWKDB1	Continuation of SOWKDB
SOWKDB2	Continuation of SOWKDB
SOWKDBE	Enter/edit assessment data profile
SOWKDBEN	Enter/edit notes (e.g., progress, closing, discharge planning)
SOWKDBPA	Prints Clinical Supervisory Report for workers
SOWKDBPN	Prints social work notes (e.g., progress, discharge, closing)
SOWKDBSR	Add/delete surrogate supervisor
SOWKDSC	Prints Direct Services Category Report

SOWKHELP	Help routine
SOWKHINC	Inquires into RCH registry by home
SOWKHIRH	Prints patients registry by home
SOWKHIRM	High Risk Start-up
SOWKHR	Prints HIGH RISK Profiles automatically
SOWKHR1	Continuation of SOWKHR
SOWKHRM	Prints HIGH RISK profiles manually
SOWKHRM1	Continuation of SOWKHRM
SOWKLC	Prints Location of patient by Cost Distribution Center
SOWKLCD	Prints Location of patient by Cost Distribution Center by division
SOWKLOC	Displays patient's case data
SOWKND	Post Init Routine
SOWKNEW	Add new worker and replaces old worker
SOWKNTEG	Package checksum checker
SOWKOPEN	Opens social work cases
SOWKOPT	Delete options and templates in old namespace (SW)
SOWKPAD	Prints addresses of RCH
SOWKPAO	Print Problems & Outcome report
SOWKPAOD	Prints Divisional Problems & Outcome report
SOWKPAOQ	Queues all AMIS report to print
SOWKPC	Print RCH Patient Registry for all open cases for a worker
SOWKPLC	Prints RCH Patient Registry for all cases
SOWKPNTF	Patient Status Report
SOWKPREI	Pre-Init Routine
SOWKPTC	Prints RCH Patient Registry for all open cases
SOWKQAM1	Prints Quality Management Monitor II report
SOWKQAM3	Prints Quality Management Monitor III report
SOWKQAM4	Prints Quality Management Monitor IV report
SOWKQAM5	Prints Quality Management Monitor V report
SOWKQAMN	Prints Quality Management Monitor I report
SOWKQAMR	Prints Quality Management Review I report
SOWKQAR2	Prints Quality Management Review III report
SOWKQAR4	Prints Quality Management Review IV
SOWKQARI	Prints Quality Management Review II report
SOWKRCH	Prints RCH AMIS 256 report
SOWKRCH1	Continuation of SOWKRCH
SOWKRCS	Prints RCS 10-0173 report
SOWKRF	Prints Resources/Referral report
SOWKRFD	Prints Divisional Resources/Referral report
SOWKRKD	Deletes inactive social worker
SOWKSITE	Enter/Edit Site Parameters
SOWKTC	Prints RCH Patient Registry for all open cases for a supervisor
SOWKTRAN	Transfer RCH patients between homes for same worker
SOWKTY	Checks codes for service type of CDC Accounts

III. File List and Cross References

This section contains the list of files in the Social Work Information Management Systems software. The file numbers range from 650 to 659.99. (An asterisk (*) indicates a new file.)

File Numbers	File Names
650	SOCIAL WORK CASE
650.1	SOCIAL WORK SITE PARAMETERS
651	COST DISTRIBUTION CENTER (data) previously called AMIS LOCATIONS file
652	RCH
653	RESOURCES/REFERRALS (data) previously called REFERRALS file
655	SOCIAL WORK PATIENT
*655.2	SWS ASSESSMENT DATA BASE
*655.201	PSYCHO-SOCIAL PROBLEMS
*655.202	DIRECT SERVICE CATEGORIES
*655.203	PSYCHO-SOCIAL OUTCOMES
656	SWS RESOURCES

SOCIAL WORK CASE FILE #650

This file is used to log Social Work cases.

650,.01 **NUMBER** NUMBER

This is the case number to identify each case that is opened. Type a whole number between 1 and 99999999.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650,1 **OPEN DATE** DATE

Enter the date that the case is opened to the Social Work Service.

CROSS-REFERENCE: "O" - Regular cross-reference used for lookup and sorting.

650,2 **SOCIAL WORKER** POINTER (file #200)

This is the name of the social worker who opened this case.

CROSS-REFERENCE: "W" - Regular cross-reference used for lookup and sorting.

CROSS-REFERENCE: "AC" - MUMPS cross-reference used to indicate an opened case.

650,3 **COST DISTRIBUTION CENTER** FREE TEXT
This field is not in use.

650,3.1 **CDC SECTION** POINTER (file #651)
This field is used for the Cost Distribution Center location of the patient.

650,4 **AMIS DIVISION** POINTER (file #650.1)
This is the number used for AMIS reporting purposes. Enter the division where the case is opened. (Some VAMCs are multi-divisional.) In most cases, this number will be different from the regular station number.

650,4.1 **SPECIAL PATIENT POPULATION** NUMBER
This field is used to show the special population to which the patient may be a member (e.g., HIV, Homeless, RCH). Special populations may not apply to all cases.

650,4.2 **DIRECT SERVICE CATEGORY** POINTER Multiple
This field is used to show the direct services provided by Social Work Service.

650.04,.01 **DIRECT SERVICE CATEGORY** POINTER (file #655.202)
This field is used to indicate direct services provided by Social Work Service. Only a maximum of eight services will be transmitted to Austin for individual patient data. All services will be transmitted for AMIS Segment 255.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.04,1 **MANHOURS** NUMBER
This field is used to show the manhours Social Work Service spent providing services. Enter time in quarters. If manhours was 30 minutes enter "50;" if 1 hour and 30 minutes was spent, enter "150;" if 1 hour was spent, enter "100;" if 1 hour and 45 minutes was spent, enter "175."

650,4.3 **CONSULTATION ONLY** SET
This field is used to indicate if the case is for consultation purposes only. Enter "1" for YES or "0" for NO to indicate whether the case is for consultation purposes only.

650,5 **TRANSMITTED TO AUSTIN ?** SET
This field will flag cases that have been transmitted to the Austin DPC. This data is not entered directly by VA FileMan.

650,6 **DIAGNOSTIC CATEGORY** SET
Enter the diagnostic category that best describes the patient (RCH ONLY).

650,7 **PATIENT NAME** POINTER (file #2)
This is the name of the patient whose case is being reviewed. Data is not entered directly by VA FileMan.

CROSS-REFERENCE: "P" - Regular cross-reference used for lookup and sorting.

CROSS-REFERENCE: "CP" - MUMPS cross-reference used for lookup and sorting.

CROSS-REFERENCE: "BS5" - MUMPS cross-reference used for lookup and sorting.

650,8 **SC STATUS** SET
This is the Service Connected Status of the patient (RCH ONLY).

650,9 **COMPETENCY STATUS** SET
Enter "I" for INCOMPETENT or "C" for COMPETENT to indicate the competency of the patient.

650,10 **PRIOR LIVING ARRANGEMENTS** SET
This is the location of the patient prior to being placed in a Residential Care Home (RCH only).

650,10.1 **LEVEL OF CARE** SET
Enter "1" for LIGHT, "2" for MODERATE, or "3" for HEAVY to indicate the level of care that the patient receives in the Residential Care Home program.

650,11 **CORRT** FREE TEXT
This field is to be used to flag a case in which corrections were made for SWARS.

650,13 **DBA NUMBER** FREE TEXT
This field is used to keep track of the Data Base Assessment pointer number associated with the Case Management System. Your answer must be 1-5 characters in length. This data is not entered directly with VA FileMan.

650,17 **CLOSE DATE** DATE
This is the date a particular social worker closes a case. The close date cannot be a future date.

CROSS-REFERENCE: "AD" - MUMPS cross-reference used for sorting.

CROSS-REFERENCE: "ACD" - Regular cross-reference used for sorting.

650,18 **PLACEMENT** SET
Enter "I" for INPATIENT, "O" for OTHER, or "N" for NO PLACEMENT MADE to indicate the type of placement made based on discharge planning.

650,19 **DISPOSITION of PLACEMENT** SET
This indicates the type of disposition due to placement. You may enter "1" for CNHC, "2" for CNH-Non VA, "3" for DOMICILIARY, "4" for NHCU, "5" for OWN HOME, "6" for RCH, or "7" for OTHER.

650,20 **DISPOSITION FROM RCH** SET
This indicates the disposition of the patient from RCH. You may enter "1" for INDIVIDUAL, "2" for HOSPITAL, "3" for OTHER INSTITUTION, "4" for DEATH, or "5" for TRANSFER.

650,21 **RESOURCES/REFERRALS?** SET
This field is used to indicate if any resources/referrals are being assigned.

650,23 **MISC.** FREE TEXT
This is a 15 character free text field which will allow workers to enter identifying information on certain cases. For example, if a patient is placed in a contract nursing home, the worker can use this field to abbreviate the name of the nursing home (e.g., Civic Center would be Civic). Your answer must be 1 to 15 characters in length.

650,24 **RESOURCE/REFERRALS** POINTER Multiple
This is used to show where resources/referrals were made.

650.01,.01 **RESOURCE/REFERRAL** POINTER Multiple (file #653)
This is used to show where resources/referrals were made.

650.01,1 **NUMBER of REFERRALS** NUMBER
This field is no longer being used.

650.01,2 **USED/NEEDED UNABLE TO ACCESS** SET
This field is used to show if the resource/referral given to the patient was available. Enter "1" for USED or "0" for NEEDED BUT UNABLE TO ACCESS.

650,25 **PROBLEM** POINTER Multiple
This field is used to show problems encountered by the patient.

650.02,.01 **PROBLEMS ENCOUNTERED** POINTER (file #655.201)
Enter the problem(s) encountered by the patient. Only a maximum of eight problems will be transmitted for individual patient data to Austin. All problems will be reported for AMIS Segment 255.

CROSS-REFERENCE: "B" cross-reference used for lookups and sorting.

650.02,1 **OUTCOME** POINTER (file #655.203)
Enter the appropriate outcome of the psycho-social problem. There should only be one outcome for each problem.

650,26 **REASON CASE IS OPENED** WORD PROCESSING
This field is not in use at this time.

650,28 **SPECIAL DATA** FREE TEXT
This field is not used at this time.

650,29 **ID#** FREE TEXT
This field contains the original Patient Identification Number of the patient at the time the case was opened. Your answer must be 9 characters long. This ID# is used when reporting to Austin. This data is not entered directly with VA FileMan.

650,30 **ORIGINAL WORKER'S NUMBER** FREE TEXT
This is the number of the worker who originally opened the case. The worker's number is used when reporting to Austin. Data is not entered directly with VA FileMan.

SOCIAL WORK SITE PARAMETER FILE #650.1

This file is used to enter site specific information for Social Work Service.

650.1,.01 **SITE NAME** FREE TEXT
Enter the site name for the Social Work Service. Your answer must be 3 to 20 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.1,1 **AMIS SITE SUFFIX** FREE TEXT
The AMIS site suffix identifies the reporting facility. Answer must be 1 to 2 upper case characters in length and not numeric. For example, if the three digit facility number is 521, the suffix may be "RQ" or "Q" for the primary facility, which translates into 521RQ or 521Q. The satellite clinic suffix may be "RS" or "S" which translates into 521RS or 521S. Only the suffix need be entered.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

650.1,1.5 **DOES CLERK ENTER ALL CASES?** SET
If the Social Work Service clerk/secretary is the person who will be opening cases, this field must be answered with "Yes." This field will be used to restrict the entering of case data to the social worker that is opening, closing, and making corrections to cases.

650.1,2 **AUTOMATIC TRANSMISSION** SET
Enter "1" for YES or "0" for NO to indicate whether site is transmitting electronically to Austin using DHCP. If "YES" is entered, cases will only be deleted if cases are closed and transmitted to Austin. If "NO" is entered, all closed cases will be deleted.

650.1,2.5 **USE OF AGE LEVEL** SET
Enter "1" for YES or "0" for NO to indicate whether age level will be used as a high risk indicator.

650.1,3 **AGE LEVEL** NUMBER
This age level is used for a possible high-risk criteria. Enter a number between 0 and 99.

650.1,3.5 **INCOME LESS THAN LOCAL AMOUNT** SET
Enter "1" for YES or "0" for NO to indicate whether income level will be used for a high-risk indicator.

650.1,4 **INCOME LEVEL** NUMBER
This is the minimum income level for possible high-risk criteria. Enter a dollar amount between 0 and 999999 with 2 decimal digits.

650.1,4.5 **USE OF HIGH-RISK WARD(S)** SET
Enter "1" for YES or "0" for NO to indicate whether selected wards will be used as high-risk indicators.

650.1,5 **HIGH-RISK WARD(S)** POINTER Multiple
Enter ward(s) that may be used for possible high-risk criteria.

650.11,.01 **HIGH-RISK WARD(S)** POINTER (file#42)
This field will be used to select multiple wards to track patients admitted that may be in a high-risk category.

CROSS-REFERENCE: "W" - Regular cross-reference used for lookup and sorting.

650.1,6 **TIE DATA BASE ASSESSMENT TO CASE REGISTRY** SET
Enter "1" for YES or "0" for NO to indicate whether the Data Base Assessment/ Clinical Summary Module will be tied to the Case Management System.

650.1,6.5 **SPECIAL PATIENT POPULATIONS** Multiple
This field will contain special population entries used to identify certain patients (e.g., Homeless, HIV+/AIDS, Native American, and Spinal Cord Injury (SCI)).

650.17,.01 **SPECIAL PATIENT POPULATION** FREE TEXT
This is the special population to which a patient may be a member (e.g., Homeless, HIV+/AIDS, SCI). Answer must be 3-35 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.17,1 **CODE** FREE TEXT
This is the unique number assigned to special patient population category. Enter code 01 through 99.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

650.1,7 **NSC INSURANCE** SET
Enter "1" for YES or "0" for NO to indicate whether Non-Service Connected Insurance will be used for a high-risk indicator.

650.1,8 **FEMALE** SET
Enter "1" for YES or "0" for NO to indicate whether female sex will be used for high-risk indicator.

650.1,9 **AGE 70 OR > & 2 OR MORE OPC** SET
Enter "1" for YES or "0" for NO to indicate whether the patient's age of 70 or greater and whether he/she is enrolled in two or more OPT clinics will be used as a high-risk indicator.

650.1,10 **GENERAL DELIVERY ADDRESS** SET
Enter "1" for YES or "0" for NO to indicate whether GENERAL DELIVERY ADDRESS will be used for a high-risk indicator.

650.1,11 **NO ADDRESS** SET
Enter "1" for YES or "0" for NO to indicate whether NO ADDRESS will be used for a high-risk indicator.

650.1,12 **NO TEMPORARY ADDRESS** SET
Enter "1" for YES or "0" for NO to indicate whether NO TEMPORARY ADDRESS will be used for a high-risk indicator.

650.1,13 **IRREGULAR DISCHARGE** SET
Enter "1" for YES or "0" for NO to indicate whether an irregular discharge will be used as a high-risk indicator.

650.1,14 **SAME DIAGNOSIS IN ONE MONTH** SET
Enter "1" for YES or "0" for NO to indicate whether re-admission within one month with same diagnosis will be used as a high-risk indicator.

650.1,15 **RCH/CNH AND SEEN BY SWS** SET
Enter "1" for YES or "0" for NO to indicate whether the patient has been seen by Social Work Service, and the CDC location is Residential Care Home or Contract Nursing Home.

650.1,16 **ADMISSION DUE TO ACCIDENT** SET
Enter "1" for YES or "0" for NO to indicate whether ADMISSION DUE TO ACCIDENT will be used as a high-risk indicator.

650.1,16.5 **SOCIAL WORK HOSPITAL LOCATIONS** POINTER Multiple
This field is used to show which hospital locations Social Work Service will receive credit for outpatient visits (clinic stops).

650.12,.01 **CDC LOCATION** POINTER(file #651)
Enter CDC location to which the social worker is assigned.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.12,1 **WORKER** POINTER Multiple
This field is used to show workers that are assigned to a certain hospital location(s) for outpatient visits.

650.121,.01 **WORKER** POINTER (file #200)
This field is used to show the worker assigned to a hospital location(s) for outpatient visits.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.121,1 **ACTUAL FTEE OF LOCATION** NUMBER
This field is used to show the percentage of time spent at a CDC location for this worker. Type a number between 0 and 1 (e.g., .33, .25, or 1).

650.1,17 **PACKAGE VERSION** FREE TEXT
This field shows current version of software installed. Answer must be 3 to 5 characters in length. Data is not entered directly with VA FileMan.

650.1,18 **ELAPSED DAYS** NUMBER
The elapsed days field is the number of days between admission and case opening. Enter a number between 0 and 60 to indicate the number of elapsed days.

650.1,19 **CLINICS** POINTER Multiple
This multiple field is used to enter social work named clinics.

650.119,.01 **SOCIAL WORK CLINICS** POINTER (file #44)
This field is used to enter social work named clinics. These clinics are used to credit outpatient visits to social work service.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

650.1,20 **ARE MANHOURS TO BE COUNTED?** SET
This field is used to allow manhours to be counted for direct services provided. Enter "1" or "YES" if manhours are to be counted.

650.1,21 **ASK PROBLEMS ON OPENINGS?** SET
This field is to be used to determine if psycho-social problems entered when cases are opened. If "YES" is entered, a preliminary problem list may be entered when cases are being opened. When the cases are being closed, this preliminary list can be edited and outcomes to problems are entered.

650.1,22 **SERVICES PROVIDED ON OPENINGS?** SET
This field is used to determine if direct services provided are asked when cases are opened. If "YES" is entered, a preliminary list of services may be entered when cases are opened. When cases are closed, this preliminary list can be edited.

COST DISTRIBUTION CENTER FILE #651
(Formerly called AMIS LOCATIONS)

This file comes with data and overwrites existing data and definitions. It is used to reference valid Cost Distribution Centers (CDC) used by the Social Work Service.

651,.01 **COST DISTRIBUTION CENTER NAME** FREE TEXT
This field contains the name of the CDC account. Answer must be 3-50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

651,1 **TYPE** SET
Enter the type of CDC Account (i.e., "1" for PRIMARY, "0" for SECONDARY).

651,2 **PRIMARY** POINTER (file #651)
This field is used to show the primary Cost Distribution Center.

CROSS-REFERENCE: "AN" - Regular cross-reference used for screening.

651,3 **COST DISTRIBUTION ACCOUNT #** FREE TEXT
This field is used for the cost distribution account number. Enter a 4-digit number followed by 2 decimals (e.g., 1234.00). Answer must be a total of 7 characters in length.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

651,4 **ACCOUNT ACTIVE ?** SET
This field is used to activate or inactivate the cost distribution center at the local site. Enter "1" for YES or "0" for NO to indicate whether the cost center is used at the local site.

CROSS-REFERENCE: "AC" - MUMPS cross-reference used to index active CDC accounts.

651,5 **SERVICE TYPE** FREE TEXT
The service type field will identify whether the CDC account is inpatient, outpatient, residential care home, domiciliary, nursing home care unit, etc.

RCH FILE #652

This file is used to enter Residential Care Homes that will be used by the Social Work Service.

652,.01 **NAME of HOME** FREE TEXT
This field is used to enter the name of the Residential Care Home. Your answer must be 3 to 50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

652,1 **HOME ID** FREE TEXT
This is the station number of the VAMC related to this Residential Care Home. Your answer must be 1 to 3 characters in length.

652,2 **STATION NUMBER** FREE TEXT
This field is used to enter the station number of the Residential Care Home. Your answer must be 3 characters in length.

652,3 **CASE WORKER** POINTER (file #200)
Enter the name of the social worker assigned to this Residential Care Home.

652,4 **ADDRESS 1** FREE TEXT
This is the primary address of the Residential Care Home. Your answer must be 5 to 35 characters in length.

652,4.5 **ADDRESS 2** FREE TEXT
This is the optional address for Residential Care Home or to be used if the ADDRESS 1 field is not large enough. Your answer must be 3 to 35 characters in length.

652,5 **CITY** FREE TEXT
This field indicates the city in which this Residential Care Home resides. Your answer must be 3 to 25 characters in length.

652,6 **STATE** POINTER (file #5)
Enter the state in which the Residential Care Home is located.

652,7 **ZIP** FREE TEXT
This is the five digit zip code or nine digit zip code with dash (e.g., 12345-1234). Answer must be 5 to 10 characters in length.

652,8 **TELEPHONE #1** FREE TEXT
This field is used to enter the primary telephone number of the Residential Care Home. Your answer must be 3 to 15 characters in length.

652,8.1 **TELEPHONE #2** FREE TEXT
This field is use to enter a secondary or optional telephone number of the Residential Care Home. Your answer must be 3 to 15 characters in length.

652,9 **LICENSED BY STATE** SET
Enter YES or NO to indicate whether the Residential Care Home is licensed by the state in which the home is located.

652,10 **NUMBER of BEDS** NUMBER
This field is used to indicate the number of beds in a Residential Care Home. Enter a whole number between 1 and 999.

652,11 **VETERANS ONLY** SET
Enter "Y" for YES or "N" for NO to indicate whether the Residential Care Home is for veterans only.

652,12 **DATE of LAST ASSESSMENT** DATE
This field is used to indicate the date the Residential Care Home was last assessed.

652,13 **TRANSMIT NAME** FREE TEXT
This field will be used to store the abbreviated name that is transmitted to Austin when submitting the RCS 10-0173 AMIS data. For example, if the name of the home is "Mrs. T. L. Suggs Residential Care Home, Inc.," the name would probably will be abbreviated in the form of "MRS T L SUGGS RCHI." Your answer must be 1 to 25 characters in length.

652,14 **ADDITION** SET
This field will be used to indicate if the Residential Care Home is a new addition for the current reporting period so that the Residential Care Home will be accepted in Austin for the RCS 10-0173 AMIS report. After the new Residential Care Home is transmitted, this field will automatically be set to "NO."

RESOURCES/REFERRALS FILE #653

This file comes with data and overwrites existing data and definitions. It is used by the Social Work Service to reference valid resources/referrals.

653,.01 **NAME** FREE TEXT
This field indicates the name of the resource/referral to be used. Answer must be 3 to 50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

653,1 **NUMBER** FREE TEXT
This field indicates the number given to the resource/referral. Answer must be 1 to 2 characters in length.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

SOCIAL WORK PATIENT FILE #655

This file is used to keep track of Residential Care Home patients seen by Social Work Service.

655,.01 **NAME** POINTER (file #2)
This is the name of the Social Work Service patient.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655,.99 **RCH** POINTER Multiple
The following fields will contain historical data for Residential Care Home patients.

655.02,.01 **HOME** POINTER (file #652)
This is the Residential Care Home name where the patient resides.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

CROSS-REFERENCE: "AH" - MUMPS cross-reference used for sorting.

655.02,1 **DATE PLACED IN HOME** DATE
This is the date that the patient was placed in the Residential Care Home.

655.02,2 **MONTHLY RATE** Multiple

655.03,.01 **MONTHLY RATE** NUMBER
This indicates the monthly rate of the Residential Care Home while the patient is in the home. Enter a dollar amount between 0 and 999999 with 2 decimal digits.

655.03,1 **EFFECTIVE DATE OF RATE** DATE
This indicates the effective date of the rate for the Residential Care Home.

655.02,3 **IS PATIENT REMOVED FROM HOME ?** SET
This field is used to show if the patient was removed from the Residential Care Home.

655.02,4 **DATE REMOVED FROM HOME** DATE
If the patient was flagged as removed from the Residential Care Home, this field will show the date which the patient was removed from the home.

655.02,5 **CASE NUMBER** POINTER (file #650)
This field points to the Social Work Case file and stores the case number associated with this Residential Care Home data. Not entered directly with VA FileMan.

655.02,6 **TRANSFER** SET
Enter "1" for YES or "0" for NO to indicate whether the patient was transferred from the Residential Care Home without opening a new case. Not entered directly by VA FileMan.

655,1 **DATE PLACED IN RCH PROGRAM** DATE
Enter the date the patient was placed in the Residential Care Home program.

CROSS-REFERENCE: "H" - Regular cross-reference used for lookup and sorting.

655,2 **DATE REMOVED FROM RCH PROGRAM** DATE
Enter the date that the patient was removed from the Residential Care Home program. If the patient has been removed from the RCH program, this field will hold the date removed from program.

655,3 **REMOVED FROM RCH PROGRAM ?** SET
Enter "1" for YES or "0" for NO to indicate whether the patient has been removed from Residential Care Home.

655,5 **HIGH-RISK** FREE TEXT
This field indicates whether a patient is a possible high-risk by meeting one or more criteria of the screening profile. This field is set when the High-Risk Screening Profile is run. Your answer must be 1 to 20 characters in length.

655,6 **SEEN BY SWS** FREE TEXT
This field is used to indicate if the patient was seen by the Social Work Service after being flagged as a possible high-risk patient. Answer must be 1 character in length.

655,7 **FALSE HIGH-RISK** SET
This field is used to indicate that the patient was not a high-risk case. Enter "F" to identify a false return. Not to be set directly with VA FileMan.

SWS ASSESSMENT DATA BASE FILE #655.2

This file is the Social Work CLINICAL SUMMARY ASSESSMENT file.

655.2,.01 **NAME** POINTER (file #2)
This field is used to enter the patient's name.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.2,.02 **FILE ENTRY DATE** DATE
This field is used to show that the date the entry was made into the file.

655.2,.022 **SOURCE OF REFERRAL** FREE TEXT
This field is used to show from where the source of referral was made.

655.2,.0221 **SOURCE OF INFORMATION** FREE TEXT
This field is used to enter the source where the information was received.

655.2,.023 **REFERRAL DATE** DATE
This field is used to show the date that the referral was made.

655.2,.03 **PRIMARY SOCIAL WORKER** POINTER (file #200)
This field is used to enter the social worker's name who first entered data on the patient.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

655.2,.031 **PRIMARY CASE NUMBER** POINTER (file #650)
Enter the patient's case number from the Case Management System. This data is not entered directly with VA FileMan.

655.2,.04 **SUPERVISOR** POINTER (file #200)
This field is used to enter the supervisor of the social worker. This data is not entered directly with VA FileMan.

CROSS-REFERENCE: "E" - Regular cross-reference used for lookup and sorting.

655.2,.05 **SURROGATE** POINTER (file #200)
This field is used to enter a surrogate supervisor for another supervisor.

CROSS-REFERENCE: "AC" - Regular cross-reference used for lookup.

655.2,1 **OTHER FINANCIAL RESOURCES** WORD PROCESSING
This is the description of other financial resources for a patient.

655.2,2 **EMPLOY/FINANCIAL ASSESSMENT** WORD PROCESSING
This is the employment and financial assessment of a patient.

655.2,2.1 **IS INCOME SUFFICIENT ?** SET
Enter "1" for YES or "2" for NO to indicate whether the patient's income is sufficient to meet the patient's needs. Enter "0" if income is NOT KNOWN.

655.2,2.3 **POTENTIAL EMPLOYABILITY** SET
Enter "1" for YES, "2" for NO, or "U" for NOT KNOWN to indicate patient's potential employability.

655.2,3 **SPECIAL TRAINING/SKILLS** WORD PROCESSING
This field is used to enter any special training or skills of the veteran.

655.2,4 **EDUCATIONAL ASSESSMENT** WORD PROCESSING
This field is used to enter an educational assessment of the patient.

655.2,4.1 **HIGHEST LEVEL OF EDUCATION** SET
Enter "1" for less than 6 years of education, "2" for 6 to 12 years of education, "3" for 12 to 16 years of education, or "4" for more than 16 years of education to indicate the highest level of education for the patient.

655.2,4.2 **EDUCATIONAL PROGRAM/SCHOOL?** SET
This field is used to show if a veteran is currently enrolled in an educational program/trade.

655.2,5 **MILITARY ASSESSMENT** WORD PROCESSING
This field is used to enter the patient's military assessment.

655.2,5.1 **MILITARY ADJUSTMENT** FREE TEXT
This field is used to enter patient's military adjustment.

655.2,6 **SPOUSE'S NAME** FREE TEXT
This field is used to enter name of patient's spouse.

655.2,6.1 **ADDRESS 1** FREE TEXT
This field is used to enter spouse's address.

655.2,6.2 **ADDRESS 2** FREE TEXT
This field is used to enter second line for address if needed.

655.2,6.3 **CITY** FREE TEXT
This field is used to enter city where spouse resides.

655.2,6.4 **STATE** POINTER (file #5)
This field is used to enter state where spouse resides.

655.2,6.5 **ZIP** FREE TEXT
This field is used to enter zip code.

655.2,6.6 **PHONE NUMBER** FREE TEXT
This field is used to enter spouse's phone number.

655.2,7 **CHILDREN'S NAME** Multiple
This field is used to enter the names of the veteran's children.

655.28,.01 **CHILDREN'S NAME** FREE TEXT
This field is used to enter the children's name(s) of the veteran.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.28,1 **DATE OF BIRTH** DATE
This field is used to enter the date of birth of children.

655.2,9 **MOTHER** FREE TEXT
This field is used to enter the name of the patient's mother. Answer must be 1 to 35 characters in length.

655.2,9.1 **FATHER** FREE TEXT
This field is used to enter the name of the patient's father. Answer must be 1 to 35 characters in length.

655.2,9.2 **SIBLINGS** FREE TEXT
This field is used to enter the name(s) of the patient's siblings. Answer must be 1 to 35 characters in length.

655.2,10 **INITIAL PLAN OF ACTION** WORD PROCESSING
This field is used to enter plan of action as related to problems entered.

655.2,11 **CAREGIVER** Multiple
This field is used to enter the patient's caregiver(s).

655.32,.01 **CAREGIVER** FREE TEXT
This field is used to enter the name of the patient's caregiver.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.32,1 **CAREGIVER PHONE** FREE TEXT
This field is used to enter the phone number of the patient's caregiver.

655.32,2 **RELATIONSHIP** SET
Enter "S" for SPOUSE, "N" for NON-RELATIVE, "R" for RELATIVE or "H" for HIRED HELP, to indicate the relationship of caregiver to patient.

655.32,3 **LIMITATIONS** SET
Enter "N" for MINIMAL or NONE, "M" for MODERATE, "S" for MODERATE SEVERE, or "A" for NO CAREGIVER to indicate any patient limitations.

655.2,12 **COMMENTS** WORD PROCESSING
This field is used to enter any comments about the social/family assessment.

655.2,13 **SOCIAL SUPPORT SYSTEM** WORD PROCESSING
This field is used to enter social support system.

655.2,14 **USE OF COMMUNITY RESOURCES** WORD PROCESSING
This field is used to enter the use of available community resources to the patient.

655.2,15 **CURRENT LIVING ARRANGEMENTS** SET
Enter "1" for ALONE, "2" for SPOUSE, "3" for RELATIVES, "4" for NON-RELATIVES, "5" for GROUP QUARTERS, NOT HEALTH RELATED, or "6" for GROUP QUARTERS, HEALTH RELATED.

655.2,16 **SOCIAL/FAMILY ASSESSMENT** WORD PROCESSING
This field is used to enter the patient's social and family assessments.

655.2,17 **PRELIMINARY PROBLEMS** POINTER Multiple
This sub file is used to enter the patient's preliminary problems.

655.38,.01 **PRELIMINARY PROBLEMS** POINTER (file #655.201)
This field is used to enter the patient's preliminary problems.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.38,1 **WORKER** POINTER (file #200)
This field is used to enter social worker who entered the preliminary problems.

655.38,3 **OUTCOME OF PROBLEM** POINTER (file #655.203)
This field is used to show the outcome of any preliminary problems.

655.2,17.1 **PROGRESS NOTE DATE** DATE
This field is used to show the date the progress note was entered/edited.

655.2,18 **NOTES SECTION** POINTER Multiple
This section of File #655.2 contains notes about the patient.

655.218,.0 **SOCIAL WORKER** POINTER (file #200)
This field indicates the social worker who entered notes about the patient.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.218,1 **CASE NUMBER** POINTER (file #650)
This is the case number associated with the patient from the Case Management System. This data is not entered directly with VA FileMan.

CROSS-REFERENCE: "AG" - Regular cross-reference used for lookup and sorting.

655.218,2 **DIRECT SERVICES PROVIDED** POINTER Multiple
This sub file is used to enter direct services provided to the veteran.

655.2182,.01 **DIRECT SERVICES PROVIDED** POINTER (file #655.202)
This field is used to enter the services directly provided to the veteran.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.218,3 **DISCHARGE PLANNING NOTE** FREE TEXT
You may enter Discharge Planning Notes in this field which must be 1 to 70 characters in length.

655.218,4 **DISCHARGE PLANNING DATE** DATE
This field is used to enter the date that the Discharge Planning Note was entered.

655.218,5 **CLOSING NOTE** WORD PROCESSING
This field is used to enter closing note summary information for the veteran.

655.218,6 **AFTER CARE PLAN** FREE TEXT
You may enter an after care plan which must be 1 to 50 characters in length.

655.218,7 **CLOSING NOTE DATE** DATE
This field is used to enter the date the closing note was entered.

655.2,29.1 **DURABLE POWER OF ATTORNEY** SET
This field is used to show if there is a power of attorney for the patient.

655.2,29.2 **LIVING WILL** SET
This field is used to indicate if the patient has a Living Will.

655.2,29.3 **GUARDIANSHIP** SET
This field is used to indicate if the veteran has a guardian.

655.2,29.4 **ATTORNEY'S NAME** FREE TEXT
This field is used to show the name of the Power of Attorney.

655.2,29.5 **ADDRESS** FREE TEXT
This field is used to show the address of the attorney.

655.2,29.6 **ADDRESS 2** FREE TEXT
This field is used to enter a second address.

655.2,29.7 **CITY** FREE TEXT
This field is used to show what city the attorney resides.

655.2,29.8 **STATE** POINTER (file#5)
This field is used to show what state the attorney resides.

655.2,29.9 **ZIP** FREE TEXT
This field is used to enter the zip code.

655.2,29.91 **PHONE NUMBER** FREE TEXT
This field is used to enter the phone number of the attorney.

655.2,29.92 **GUARDIAN'S NAME** FREE TEXT
This field is used to enter the name of the veteran's guardian.

655.2,29.93 **ADDRESS** FREE TEXT
This field is used to enter the address of the guardian.

655.2,29.94 **ADDRESS 2** FREE TEXT
This field is used to enter a second line for address.

655.2,29.95 **CITY** FREE TEXT
This field is used to show what city the guardian lives.

655.2,29.96 **STATE** POINTER (file #5)
This field is used to show what state the guardian lives.

655.2,29.97 **ZIP** FREE TEXT
This field is used to show zip code.

655.2,29.98 **PHONE NUMBER** FREE TEXT
This field is used to show the phone number of the guardian.

655.2,30 **LEGAL ASSESSMENT** WORD PROCESSING
This field is used to enter the legal assessment, if applicable.

655.2,31 **CURRENT SUBSTANCE ABUSE** SET
Enter "1" for YES, "2" for NO, or "U" for UNKNOWN to indicate current substance abuse status of the patient.

655.2,31.1 **SUBSTANCE ABUSE COMMENT** WORD-PROCESSING
This field is used to enter comments about substance abuse problems if they are indicated.

655.2,32 **PSYCHO-SOCIAL ASSESSMENT** WORD-PROCESSING
This field is used to enter comments about the overall impressions of the psycho-social assessments.

PSYCHO-SOCIAL PROBLEMS FILE #655.201

This file comes with data and overwrites existing data and definitions. It is used to store social work psycho-social problems.

655.201,.01 **PROBLEM NAME** FREE TEXT
This field is used to enter the name of the psycho-social problem. Answer must be 5 to 50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.201,1 **NUMBER** FREE TEXT
This number identifies the problem. Answer must be 1 to 2 characters in length.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

DIRECT SERVICE CATEGORIES FILE #655.202

This file comes with data and overwrites existing data and definitions. It includes data on direct services provided by Social Work Service to patients.

655.202,.01 **NAME** FREE TEXT
This is the name of the direct service category. Answer must be 3 to 70 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.202,1 **DESCRIPTION** WORD PROCESSING
This field is used to define the type of service.

655.202,2 **NUMBER** FREE TEXT
This is used for quick look-ups. Answer must be 1 to 2 characters in length.

CROSS-REFERENCE: "N" - Regular cross-reference used for lookup and sorting.

PSYCHO-SOCIAL OUTCOMES FILE #655.203

This file comes with data and overwrites existing data and definitions. It is used to store psycho-social outcomes for psycho-social problems.

655.203,.01 **NAME** FREE TEXT
This field is used to enter the name of the psycho-social outcome. Answer must be 3 to 50 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

655.203,1 **NUMBER** FREE TEXT
This number identifies the psycho-social outcome. Answer must be 1 to 2 characters in length.

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

SWS RESOURCES FILE #656

This file will be used to enter community resource agencies that will be used for Social Work Community Resources.

656,.01 **AGENCY** FREE TEXT
This is the name of the community resource agency. Your answer must be 3 to 60 characters in length.

CROSS-REFERENCE: "B" - Regular cross-reference used for lookup and sorting.

656,1 **STREET ADDRESS 1** FREE TEXT
This is the primary address of the community resource agency. Your answer must be 3 to 50 characters in length.

656,1.5 **STREET ADDRESS 2** FREE TEXT
This is the secondary address of the community resource agency. Your answer must be 3 to 50 characters in length.

656,2 **CITY** FREE TEXT
This is the city where the community resource agency is located. Your answer must be 3 to 20 characters in length.

CROSS-REFERENCE: "E" - Regular cross-reference used for lookup and sorting.

656,2.5 **STATE** POINTER (file #5)
Enter state where the community resource agency is located.

CROSS-REFERENCE: TRIGGER - This cross reference is used to change the county field if the state should change.

656,3 **COUNTY** FREE TEXT
This field is used to show which county within the state the community resource agency is located.

CROSS-REFERENCE: "M" - Regular cross-reference used for lookup and sorting.

656,4 **ZIP CODE** FREE TEXT
This is the zip code of the community resource agency. Your answer must be 5 to 10 characters in length.

CROSS-REFERENCE: "D" - Regular cross-reference used for lookup and sorting.

656,5 **PHONE NUMBER #1** FREE TEXT
This is the primary phone number of the community resource agency. Your answer must be 3 to 15 characters in length.

656,5.1 **FAX NUMBER** FREE TEXT
This is the FAX number of the community resource agency. Your answer must be 7 to 15 characters in length.

656,5.2 **PHONE NUMBER #2** FREE TEXT
This is the secondary phone number of the community resource agency. Your answer must be 7 to 15 characters in length.

656,6 **HOURS** FREE TEXT
This field contains the operational hours of the community resource agency. Your answer must be 3 to 70 characters in length.

656,7 **SERVICE** FREE TEXT
This field contains the Mission Statement of Services provided by the community resource agency. Your answer must be 3 to 70 characters in length.

656,8 **ELIGIBILITY** FREE TEXT
This is the criteria required for service delivery. Your answer must be 3 to 70 characters in length.

656,9 **FEES** FREE TEXT
This field contains fees charged by the community resource agency. Your answer must be 3 to 65 characters in length.

656,10 **REFERRAL** FREE TEXT
This is the usual procedure required to access services. Your answer must be 3 to 70 characters in length.

656,11 **COMMENTS** FREE TEXT
These are brief comments about this community resource agency. Your answer must be 3 to 70 characters in length.

656,12 **DATE OF INFO** DATE
Enter the date when the data was entered or last updated.

656,13 **VA LIAISON** FREE TEXT
This field is the VA Liaison for the community resource agency. Your answer must be 3 to 50 characters in length.

656,15 **SPECIAL POPULATION** FREE TEXT
This is the special population that this community resource agency may serve.

CROSS-REFERENCE: "F" - MUMPS cross reference used to sort by free text pointer.

656,16 **TYPE** SET Multiple
This field is used for the type of services provided by a community resource agency. An agency can provide multiple types of services.

656.01,.01 **TYPE** SET

Enter:

AD	for	Addiction
EM	for	Employment
IN	for	Information/Referrals
DA	for	Day Care
FI	for	Finances
FO	for	Food
HE	for	Health
HO	for	Housing
IH	for	In Home Services
LE	for	Legal
MH	for	Mental Health
SH	for	Self Help
SP	for	Sp. Ed./Recreation
TR	for	Transportation
VO	for	Volunteer

CROSS-REFERENCE: "C" - Regular cross-reference used for lookup and sorting.

IV. Exported Options

SOWK is the primary menu option for all social workers. File access for the chief or supervisor is "T"; for the social worker or clerk, file access is "t".

There are some keys associated with the Social Work modules. The keys listed should *only* be given to the Supervisor or Chief of Social Work.

Key	Option
SOWKADD	Enter/Edit Homes
SOWKCAD	Assessment Date Change
SOWKCLEAR	Purge Case Management Data
SOWKCWK	Change Worker Assigned to a Home
SOWKDBR	Clinical Supervisory Report
SOWKDELH	Delete Home
SOWKDIV	Divisional AMIS Reports (AMIS 255 & 256)
SOWKHIR	High Risk
SOWKNEW	Social Work Personnel and Re-initialize Look-Up Values
SOWKSITE	Maintenance System Menu and Social Work Site Parameters
SOWKBHED	Enter/Edit Agency
SOWKIPD	Automatic Reporting System
SOWKTRANS	Transfer RCH Patient
SOWKQAMGT	QA Management and Productivity

Note: The key "SOWKDIV" should only be used for multi-divisional sites.

The following are exported from the Social Work Information Management Systems software:

1.0 Social Work Information Management Systems Menu Diagram

```
Information Management Systems (SWIMS) [SOWK]
   Case Management System [SOWKCRUSER]
   Clinical Assessment Module [SOWKDB]
   Community Resource Module [SOWKBH]
   Maintenance System [SOWKMAINTENANCE] **Locked: SOWKSITE**
```

2.0 Case Management System Menu Diagram

```
Case Management System [SOWKCRUSER]
   Automatic Reporting System [SOWKIPD] **Locked: SOWKIPD**
      Compile AMIS Data [SOWKARS]   ** Locked: SOWKSITE**
      Print Patient and AMIS Segments Data (132 Columns) [SOWKARSP]
      Transmit AMIS Data Via MailMan [SOWKARSE]
   Close Cases [SOWKCLOS]
   Delete Record [SOWKDELETE]
   Display Case Data [SOWKLOC] **Locked SOWKNEW **
   High Risk [SOWKRISK] **Locked: SOWKHIR**
      False High Risk Report [SOWKHIFP]
      High Risk Start-up [SOWKHIRM] **Locked: SOWKHIR **
   Make Corrections [SOWKCOR]
   Open Cases [SOWKOPEN]
   RCH Registry [SOWKRCH]
      Assessment Date Change [SOWKCAD] **Locked: SOWKCAD**
      Change Worker Assigned To A Home [SOWKCWK] **Locked: SOWKCWK**
      Delete Home [SOWKDEL]   **Locked: SOWKDELH**
      Enter/Edit Homes [SOWKADD] **Locked: SOWKADD**
      Make Changes To RCH Registry [SOWKCHA] **Locked:   SOWKADD**
      Monthly Rate Change [SOWKCMR] **Locked: SOWKDELH**
      Print Address Labels [SOWKPAL]
      Transfer RCH Patient (SAME WORKER) [SOWKTRANS] **Locked: SOWKTRANS**
   Reports Menu [SOWKREPORTS]
      AMIS 256 & 10-0173 Reports [SOWKREP]
         RCH AMIS (Segment 256 - 132 COLUMNS) [SOWKRCHAMIS]
         RCS 10-0173 (80 COLUMNS) [SOWKRCS]
      Clinical Summaries [SOWKCLINICAL]
         Service Clinical Summary (132 COLUMNS) [SOWKCLCR]
         Special Patient Population Summary (132 COLUMNS) [SOWKCLSP]
         Supervisor Clinical Report Summaries (132 COLUMNS) [SOWKCLSS]
            All Supervisor's Clinical Summaries (132 COLUMNS)[SOWKCLSSA]
               All Cases - Supervisor's Clinical Summary [SOWKCLSS ALL]
               Closed Cases - Supervisor's Clinical Summary [SOWKCLSS CLOSED]
               Opened Cases - Supervisor's Clinical Summary [SOWKCLSS OPEN]
            Individual Supervisor's Clinical Summaries [SOWKCLIS]
               All Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS ALL]
               Closed Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS CLOSED]
               Opened Cases - Ind. Supervisor's Clinical Summary [SOWKCLIS OPEN]
         Worker Clinical Report Summaries (132 COLUMNS) [SOWKCLSW]
            All Worker's Clinical Summaries (132 COLUMNS) [SOWKCLSWA]
               All Cases - Worker's Clinical Summary [SOWKCLSW ALL]
               Closed Cases - Worker's Clinical Summary [SOWKCLSW CLOSED]
               Opened Cases - Worker's Clinical Summary [SOCKCLSW OPEN]
            Individual Clinical Summaries (132 COLUMNS) [SOWKCLIW]
               All Cases - Ind. Worker's Clinical Summary (132 COLUMNS) [SOWKCLIW ALL
               Closed Cases - Ind. Worker's Clinical Summary [SOWKCLIW CLOSED]
               Opened Cases - Ind. Worker's Clinical Summary [SOCKCLIW OPEN]
      Combined SWIMS (Part 1 & Part 2) [SOWKAMIS]
         Combined SWIMS Reports (Part 1 & Part 2) [SOWKPREP]
            All Reports (Part 1 & Part 2) [SOWKAA]
            Direct Service Category Report [SOWKDSC]
            Location By Cost Centers (80 COLUMNS) [SOWKLC]
            Problems And Outcomes (80 COLUMNS) [SOWKPAO]
            Referrals (80 COLUMNS) [SOWKRF]
         Divisional SWIMS Reports (Part 1 & Part 2) [SOWKPREPD] **Locked: SOWKDIV*
            All Reports By Division (Part 1 & Part 2) [SOWKAAD]
```

```
        Direct Service Category Report [SOWKDSC]
        Location of Patients By Division (80 COLUMNS) [SOWKLCD]
        Problems and Outcomes By Division (80 COLUMNS) [SOWKPAOD]
        Referrals By Division (80 COLUMNS) [SOWKRFD]
  Cost Distribution [SOWKCDRPT]
  Home And Patient Registry [SOWKPRI]
     All Workers [SOWKALW]
     Home Registry [SOWKHR]
        All Homes [SOWKASS]
           Complete Report - All Homes [SOWKHALL]
           Summary Report - All Homes [SOWKHALLS]
        By Worker [SOWKSS]
           Complete Report By Worker [SOWKCS]
           Summary Report By Worker [SOWKSC]
        Individual Home [SOWKSW]
           Complete Report - Individual Home [SOWKHINC] **Locked: SOWKHIR**
           Summary Report - Individual Home [SOWKHIND]
        RCH Patients By Home [SOWKIRH]
     Patient Registry [SOWKPTR]
        All Patients [SOWKPTA]
           All Cases - All Patient Registry [SOWKPTL]
              Complete Registry - All Cases All Patients [SOWKPLC]
              Summary Registry - All Cases All Patients [SOWKPLS]
           Open Cases - All Patient Registry [SOWKPTO]
              Complete Registry - Open Cases All Patients [SOWKPTC]
              Summary Registry - Open Cases All Patients [SOWKPTU]
              Supervisor [SOWKPTS]
           All Cases - Supervisor's Patient Registry [SOWKTA]
              Complete Supervisor Patient Registry - All Cases [SOWKAI]
              Summary Supervisor Patient Registry - All Cases [SOWKAT]
           Open Cases - Supervisor's Patient Registry [SOWKTT]
              Complete Supervisor's Patient Registry - Open Case [SOWKTC]
              Summary - Supervisor's Patient Registry Open Cases [SOWKTS]
        Worker [SOWKPTW]
           All Cases - Workers Patient Registry [SOWKPA]
              Complete All Cases - Workers Patient Registry [SOWKCP]
              Summary All Cases - Workers Patient Registry [SOWKPP]
           Open Cases - Workers Patient Registry [SOWKPW]
              Complete Open Cases - Workers Patient Registry [SOWKPC]
              Summary Open Cases - Workers Patient Registry [SOWKPS]
     Residential Care Home Case Listings [SOWKCL]
        Active RCH Case Listing (132 COLUMNS) [SOWKOPC]
        Closed RCH Case Listing (132 COLUMNS) [SOWKCLC]
  Patient Status Report (PNTTF 132 COLUMNS) [SOWKPNTF]
  QA Management & Productivity  [SOWKQAMGT] **Locked: SOWKQAMGT**
     MON  Quality Management Monitors [SOWKQA MONITORS]
          QA1  Management Monitor I [SOWKQAMONI]
          QA2  Management Monitor II [SOWKQAMONII]
          QA3  Management Monitor III [SOWKQAMONIII]
          QA4  Management Monitor IV [SOWKQAMONIV]
          QA5  Management Monitor V [SOWKQAMONV]
     REV  Quality Management Review [SOWKQA REVIEW]
          QA1  Management Review I [SOWKQAREVI]
          QA2  Management Review II [SOWKQAREVII]
          QA3  Management Review III [SOWKQAREVIII]
          QA4  Management Review IV [SOWKQAREVIV]
  Registry Reports [SOWKPREG]
     All Workers In Service (132 COLUMNS) [SOWKAWS]
```

```
            All Cases (All Workers Registry) [SOWKAWW]
            Closed Cases (All Workers Registry) [SOWKAWD]
            Open Cases (All Workers Registry) [SOWKAWP]
         Individual Supervisor (132 COLUMNS) [SOWKAWB]
            All Cases (Individual Supervisor's Registry) [SOWKAWBA]
            Closed Cases (Individual Supervisor's Registry) [SOWKAWBC]
            Open Cases (Individual Supervisor's Registry) [SOWKAWBO]
         Supervisor's Registry (132 COLUMNS) [SOWKAWU]
            All Cases (Supervisor's Registry) [SOWKAWUT]
            Closed Cases (Supervisor's Registry) [SOWKAWC]
            Open Cases (Supervisor's Registry) [SOWKAWO]
         Worker's Registry (132 COLUMNS) [SOWKIND]
            All Cases (Individual Worker Registry) [SOWKINDA]
            Closed Cases (Individual Worker Registry [SOWKINDC]
            Open Cases (Individual Worker Registry) [SOWKINDO]
   Social Work Personnel [SOWKNEW] **Locked: SOWKNEW**
      Add and Replace Worker [SOWKNEWR]
      Delete Worker [SOWKNEWD]
      Enter/Edit Worker [SOWKNEWA]
      Print Workers [SOWKWRK]
```

3.0 Clinical Assessment Module Menu Diagram

```
Clinical Assessment Module [SOWKDB]
   Assessment Data (Enter/Edit) [SOWKDBE]
   Enter/Delete Surrogate Supervisor [SOWKDBSURR]**Locked: SOWKDBR**
      Delete Surrogate Supervisor [SOWKDBSURRD]
      Enter Surrogate Supervisor [SOWKDBSURRA]
   Notes (Enter/Edit) [SOWKDBNOTES]
      Closing Notes [SOWKDBCLN]
      Discharge Planning [SOWKDBDCH]
   Print Assessment Data [SOWKDBPRINT]
      Assessment Profile [SOWKDBP]
      Clinical Supervisory Report [SOWKDBSUP] **Locked: SOWKDBR**
         All Workers [SOWKDBSUPA]
         Individual Worker [SOWKDBSUPS]
      Notes (Closing, and Discharge Planning) [SOWKDBPN]
```

4.0 Community Resource Module Menu Diagram

```
Community Resource Module [SOWKBH]
   Enter/Edit Agency [SOWKBHED]**Locked: SOWKBHED**
   Print SWS Agency [SOWKBHPR]
```

5.0 Maintenance System Menu Diagram

Maintenance System [SOWKMAINTENANCE] ****Locked: SOWKSITE****

1 Site Parameters [SOWKSITE] ****Locked: SOWKSITE****
2 Enter/Edit Worker [SOWKNEWA]
3 Enter/Edit Homes [SOWKADD] ****Locked: SOWKADD****
4 High Risk Start-up [SOWKHIRM] ****Locked: SOWKHIR****
5 Activate/Deactivate Cost Distribution Centers [SOWKCDRACT]
6 Purge Case Management Data [SOWKCLEAR] ****Locked: SOWKCLEAR****
7 Re-initialize Look-up Values [SOWKXREF]
8 Social Work Clinics (FTEE percentages) [SOWKCLISTPS]

V. Archiving and Purging

Recommended disk space for this package allows for a full year and one quarter's worth of data to be left in the files at any one time. Purging of data is usually done quarterly. The *Purge Case Management Data* option under the Maintenance System menu is used for purging. There are no archiving options for Social Work.

VI. Relationships

A. External Relations

This version of the Social Work Information Management Systems software package can only be run with a standard MUMPS operating system. It also requires the following VA software applications:

VA FileMan version 18 or later
Kernel version 6.5 or later
MailMan version 3.27 or later
NEW PERSON file (#200) version 1.01
MAS version 5.0 or later

The above software is not included in this package and must be installed before this package is completely functional.

The VADPT patient information routines from MAS are used.

B. Internal Relations

All options in the Social Work Information Management Systems may be independently invoked with the exception of options contained on SOWKPREP and SOWKPREPD. Options available under the SOWKPREP menu are SOWKAA, SOWKDSC, SOWKLC, SOWKPAO, and SOWKRF. Options available under the SOWKPREPD menu are SOWKAAD, SOWKDSC, SOWKLCD, SOWKPAOD, and SOWKRFD.

The following menu entry and exit actions must be included if the above options are removed from their menu:

MENU NAME: SOWKPREP

Entry action: S SOWKAB="",SOWKSITE=0 K ZTSK,OUT
Exit action: K B,SOWKAB,Z,SOWKFD,SOWKFB,SOWKSITE,ZTSAVE, ZTSK,OUT,SWA,SWB,SWZ

MENU NAME: SOWKPREPD

Entry action: S SOWKAB="",SOWKSITE=1,DIC="^SOWK(650.1,", DIC(0)="AEQM",DIC("A")="SELECT DIVISION: " D ^DIC Q:"^"[X S (SOWK,SOWKDIV)=+Y
Exit action: K SWA,SWB,SWZ,SOWKDIV,SOWKAB,SOWK,ZTSK,SOWKFB, SOWKFD,SOWKSITE

C. Package-Wide Variables

The variables, SOWKAB, SOWKSITE, are defined when the user enters into the menu option SOWKPREP. The variables, SOWKAB, SOWKSITE, SOWK, and SOWKDIV, are defined when the user enters into the menu option SOWKPREPD. These variables are used throughout this menu and are killed when the menu is exited.

D. Integration Agreements

Permission has been granted by the MAS developers for Social Work to look at the .01 field of the INSURANCE COMPANY file (#36). This agreement was granted on November 5, 1990. DBIA #61.

Permission has also been granted by the MAS developers for Social Work to look at the "S" node in the HOSPITAL LOCATION (#44) and PATIENT (#2) files, and point to the HOSPITAL LOCATION (#44) and CLINIC STOP (#40.7) files. This agreement was granted on December 4, 1991. DBIA #131.

Permission has been granted by the MAS developers for Social Work to access the OTHER INCOME field directly from the PATIENT (#2) file. This agreement was granted on March 11, 1992. DBIA #146.

VII. On-Line Documentation

A. On Screen Help

Throughout the Social Work Information Management Systems Modules, on-line help is available. At any given prompt or field, a question mark (?) may be entered to receive help. Kernel and VA FileMan user manuals give instructions for printing data dictionaries and menu diagrams. Copies of the manuals are available through your IRM Service.

B. Data Dictionaries

The Data Dictionaries (DDs) are considered part of the on-line documentation for this software application. You should print the DDs for the following files as soon as the software has been installed and initialized:

File Numbers	File Name
650	SOCIAL WORK CASE
650.1	SOCIAL WORK SITE PARAMETERS
651	COST DISTRIBUTION CENTER (data) previously called AMIS Locations file
652	RCH
653	RESOURCES/REFERRALS (data) previously called REFERRALS file
655	SOCIAL WORK PATIENT
655.2	SWS ASSESSMENT DATA BASE
655.201	PSYCHO-SOCIAL PROBLEMS
655.202	DIRECT SERVICE CATEGORIES
655.203	PSYCHO-SOCIAL OUTCOMES
656	SWS RESOURCES

Use VA FileMan option, *List File Attributes*, to print the DDs. Use the listing format that will best fit your needs.

Example: Print Data Dictionaries Using VA FileMan

```
VA Fileman 18

Select OPTION: LIST FILE ATTRIBUTES
 START WITH WHAT FILE: NEW PERSON// 650  SOCIAL WORK CASE
                                         (211 entries)
      GO TO WHAT FILE:  SOCIAL WORK CASE// 656  SWS RESOURCES
                                         (0 entries)
Select LISTING FORMAT: STANDARD// <RET>
DEVICE:
```

VIII. Glossary

AMIS	Automated Management Information System
Automatic Reporting System	The system used to transmit social work case data via MailMan.
CDC	Cost Distribution Center
CNHC	Contract Nursing Home Care
DTC	Day Treatment Center
HBHC	Hospital Based Home Care
MAS	Medical Administration Service
MHC	Mental Hygiene Clinic
Monthly Rate	The monthly payment made by the patient for lodging in a residential care home.
NHCU	Nursing Home Care Unit
Package Coordinator	An individual selected from the Chief or Supervisory ranks to assist the site manager with the implementation of the computer package and oversee the training of the users.
RCH	Residential Care Home
RMS	Rehabilitation Medicine Service
SCI	Spinal Cord Injury
SC Status	Service Connected Status
SWS	Social Work Service
SWARS	Social Work Automatic Reporting System
SWIMS	Social Work Information Management System
VIS	Visual Impairment Services

VIII. Glossary

IX. Index

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