HOME BASED PRIMARY CARE
PACKAGE SECURITY GUIDE

SENSITIVE INFORMATION

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Department of Veterans Affairs

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Revision History

Date	Patch #	Page	Description	Project Manager	Technical Writer
August 2009	24	4	Patch HBH*1*24 August 2009 – Bookmark added and bookmarks described.	G Pickwoad	C Arceneaux

File Security

All HBHC files are exported with FileMan security codes set to "@" for Data Dictionary, Read, Write, Delete, LAYGO, & Audit file access. Each of the files listed below will need the FileMan security code changed from "@" to an appropriate code for the HBHC service. Each service will need to determine the proper access level for their users.

Data Dictionary and Audit access are reserved for the IRMS staff. Delete access should NOT be allowed on any HBHC files since these files point to or are referenced by other files. Read and/or Write Access is granted by virtue of the menu options that reference each file.

NUMBER	NAME	DD	RD	WR	DEL	LAYGO	AUDIT
631	HBHC PATIENT	@	@	@	@	@	@
631.1	HBHC REJECT/WITHDRAWEL REASON	@	@	@	@	@	@
631.2	HBHC EXPRESSIVE COMMUNICATION	@	@	@	@	@	@
631.3	HBHC RECEPTIVE COMMUNICATION	@	@	@	@	@	@
631.4	HBHC PROVIDER	@	@	@	@	@	@
631.5	HBHC TYPE OF VISIT	@	@	@	@	@	@
631.6	HBHC CLINIC	@	@	@	@	@	@
631.7	HBHC PERIOD OF SERVICE	@	@	@	@	@	@
631.8	HBHC VALID STATE CODE	@	@	@	@	@	@
631.9	HBHC SYSTEM PARAMETER	@	@	@	@	@	@
632	HBHC VISIT	@	@	@	@	@	@
633	HBHC TEAM	@	@	@	@	@	@
633.2	HBHC MEDICAL FOSTER HOME	@	@	@	@	@	@
634	HBHC TRANSMIT	@	@	@	@	@	@
634.1	HBHC EVALUATION/ADMISSION ERRORS	@	@	@	@	@	@
634.2	HBHC VISIT ERRORS	@	@	@	@	@	@
634.3	HBHC DISCHARGE ERROR(S)	@	@	@	@	@	@
634.4	HBHC FORM 6 CORRECTIONS	@	@	@	@	@	@
634.7	HBHC MEDICAL FOSTER HOME ERROR(S)	@	@	@	@	@	@

Security Keys

HBHC TRANSMIT
> This key locks the HBHC Transmission Menu option and should be assigned to users responsible for data transmission to Austin.

HBHC MANAGER
> This key locks the HBHC Manager Menu option and should be assigned to the Application Coordinator.

Note: ONLY sites that have received Medical Foster Home (MFH) sanction status approval from the Director of Home & Community-Based Care in the Office of Geriatrics and Extended Care, VA Central Office (VACO), should be utilizing the MFH portion of the Home Based Primary Care (HBHC) Information System software. The MFH functionality is dormant for sites without an approved MFH sanction status.

HBHC MEDICAL FOSTER HOME
This security key locks the Medical Foster Home (MFH) Menu [HBHC MFH MENU] option.

Legal Requirements

There are no known legal requirements associated with the HBHC package.

Mail Groups

HBH Mail Group
Members of the HBH mail group receive data error messages after visit data is scanned. This group also receives any messages pertaining to the transmission of the data to Austin. Assign users to this mail group that will be responsible for correcting data errors or receiving transmission/confirmation messages.

HBHC MEDICAL FOSTER HOME Mail Group
Note: ONLY sites who have received MFH sanction status approval from VACO should assign anyone to the HBHC MEDICAL FOSTER HOME.

Members of the HBHC MEDICAL FOSTER HOME mail group receive mail messages on the 1st of each month for inspections, training sessions, or licenses due for the MFH.