

Department of Veterans Affairs
Decentralized Hospital Computer Program

GENERIC CODE SHEET PACKAGE SECURITY GUIDE

Version 2.0
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Information Systems Center
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Preface

This Package Security Guide is designed to provide the Information Security Officer with information necessary to maintain security with Version 2.0 of the Generic Code Sheet package.

Preface

Table of Contents

Introduction	1
Security Information.....	3
A. Naming Conventions	3
B. Files	3
C. File Security	3
D. Description of Files.....	3
E. Overwriting Data	5
F. Globals	5
G. Resource Requirements.....	5
H. Security Keys.....	6
I. Mail Groups.....	6
J. Menu Options	6
K. Archiving and Purging	8
Glossary	9

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Introduction

The Generic Code Sheet package is a Decentralized Hospital Computer Program (DHCP) software module which manages the input, editing, deletion, and transmission of code sheets from a local hospital computer system to a centralized computer system as defined by the code sheet.

The Generic Code Sheet package contains a code sheet file, `GENERIC CODE SHEET (#2100)`, to be used to define field definitions to support the code sheets. The field definitions describe the type of data to be stored in the actual code sheet. The fields can be arranged in an input template in the order they will be used to create the code sheet.

Once the code sheet data has been created, the code sheets can be marked for batching. Batching the code sheets will group like code sheets together for transmission. When the code sheets are transmitted, all code sheets within the batch will be transmitted in the same VA MailMan message. The exception to this is the Financial Management System (FMS) code sheets. When the FMS code sheets are created they are queued for transmission using the `GENERIC CODE SHEET STACK file (#2100.1)`, thus bypassing the batching process. The code sheets are transmitted from the stack file by a background VA TaskManager job which can be run every 2 hours, 3 hours, etc. as specified by the systems manager.

Introduction

Security Information

A. Naming Conventions

The namespace assigned to the Generic Code Sheet package is GEC. All routines are located in the GECS namespace except for the initialization routines which begin with GECI. The only global exported as part of the Generic Code Sheet package is GECS. Namespaced variables of special note are listed in the Package-wide Variable section of the manual.

B. Files

The Generic Code Sheet package exports and uses the following files:

2100	GENERIC CODE SHEET
2100.1	GENERIC CODE SHEET STACK
2101.1	GENERIC CODE SHEET BATCH TYPE
2101.2	GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT
2101.3	GENERIC CODE SHEET TRANSMISSION RECORD
2101.4	GENERIC CODE SHEET TEMPLATE MAPS (not used)
2101.5	GENERIC CODE SHEET COUNTER
2101.6	GENERIC CODE SHEET LOCK
2101.7	GENERIC CODE SHEET SITE

C. File Security

All files exported with the Generic Code Sheet package Version 2.0 have the following security codes:

Data Dictionary (DD) Access:	@
Read (RD) Access:	@
Write (WR) Access:	@
Delete (DEL) Access:	@
LAYGO Access:	@

D. Description of Files

The GENERIC CODE SHEET file (#2100) is used to store the actual code sheets which have been automatically created by the system (except for the Financial Management (FMS) code sheets which are placed in the GENERIC CODE SHEET STACK file (#2100.1)) or manually created by the user. This file contains all the

fields and input templates which are used to create the code sheets. The fields are used to define the data which appears on the code sheet. The input templates define the order the fields should appear on the code sheets and the order the fields should be asked to the user.

The GENERIC CODE SHEET STACK file (#2100.1) is used to store the Financial Management System (FMS) code sheets which are ready for transmission. When a user manually creates and marks an FMS code sheet for transmission, it is moved to the GENERIC CODE SHEET STACK file (#2100.1). When the system automatically creates an FMS code sheet, it is automatically entered into the GENERIC CODE SHEET STACK file (#2100.1) bypassing the GENERIC CODE SHEET file (#2100). The code sheets are transmitted from the stack file and the STATUS field (#3) is used to monitor the code sheet's progress.

The GENERIC CODE SHEET BATCH TYPE file (#2101.1) is used to store the name of the application, service, or code sheet type, for example Dental, MAS, Financial Management, etc. The GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT file (#2101.2) is used to store the name of each individual code sheet. The two files are linked using the BATCH TYPE Field (#.7) in the GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT file (#2101.2). This allows each individual code sheet to be grouped under an application, service, or code sheet type. Both of these files are exported with data.

The GENERIC CODE SHEET TRANSMISSION RECORD Generic Code file (#2101.3) is used to track batches or groups of code sheets which have been batched and or transmitted (except for the Financial Management System code sheets which use the GENERIC CODE SHEET STACK file (#2100.1)). When code sheets entered into the GENERIC CODE SHEET file (#2100) are batched, a new batch number is created and entered into this file. The code sheet entries in the GENERIC CODE SHEET file (#2100) are grouped under this new batch number using the field BATCH NUMBER (#.8) in the GENERIC CODE SHEET file (#2100).

The GENERIC CODE SHEET TEMPLATE MAPS (not used) file (#2101.4) is no longer used in Version 2.0. In the previous version this file was used to store the input template map used to build the code sheet. Every time a patch was made to the input template, the template map had to be rebuilt in this file. In Version 2.0, the template map is created directly from the input template, thus eliminating the need to have to rebuild the template map when entering patches.

The GENERIC CODE SHEET COUNTER file (#2101.5) is used to create new code sheet numbers, batch numbers, and Financial Management numbers. The numbers are used to make the entries in the GENERIC CODE SHEET file (#2100), GENERIC CODE SHEET STACK file (#2100.1), and the GENERIC CODE SHEET TRANSMISSION RECORD Generic Code file (#2101.3) unique.

The GENERIC CODE SHEET LOCK file (#2101.6) in the previous version was used to manage the locks on batching and transmission. With the introduction of incremental and decremental locks to the M programming language, this file is used to store information which is displayed to the user showing the reason an incremental lock failed.

The GENERIC CODE SHEET SITE file (#2101.7) is used to store the site parameters for the local system using the Generic Code Sheet package.

E. Overwriting Data

The files GENERIC CODE SHEET BATCH TYPE (#2101.1) and GENERIC CODE SHEET TRANSACTION TYPE/SEGMENT (#2101.2) are exported with data. When you install Version 2.0, the data contained in these files will overwrite the data in the files on your local system.

F. Globals

The Generic Code Sheet package uses the namespaced ^GECS global to store all data. Journalling is recommended for the ^GECS global.

G. Resource Requirements

The executable routines located in the GECS namespace will take approximately 100 Kbytes of disk space.

The GENERIC CODE SHEET file (#2100) and GENERIC CODE SHEET STACK file (#2100.1) can grow significantly depending on the number of documents entered. It is recommended that unused code sheets be purged on a regular basis using the Purge Transmission Records/Code Sheets option. For information on purging old code sheets, please refer to the Archiving and Purging chapter of this manual.

H. Security Keys

The GECS SETUP key should be given to the systems manager. This key allows access to the Initialize a Code Sheet Type and Purge Transmission Records/Code Sheets options located on the Maintenance Menu under the GECS MAIN MENU.

I. Mail Groups

It may be necessary to create mail groups which will be used to transmit code sheets in VA MailMan messages and receive confirmation messages. The code sheets and confirmation messages are transmitted to the mail group as defined by the DOMAIN MAIL ROUTER sub-field in the GENERIC CODE SHEET BATCH file (#2101.1). For example, the VOLUNTARY batch type has the RECEIVING USER and DOMAIN MAIL ROUTER equal to XXX@Q-NST.VA.GOV. The VOLUNTARY code sheets and confirmation messages will be sent to the mail group NST.

J. Menu Options

The top level option for the systems manager is the GECS MAIN MENU. From this menu the systems manager can access any type of code sheet. With the GECSETUP security key, all Generic Code Sheet options can be accessed from this menu. It is recommended that only the systems manager (usually located in IRM) have access to this menu option.

The following is the menu diagram of the GECS MAIN MENU:

- Batch Code Sheets
- Create a Code Sheet
- Keypunch a Code Sheet
- Maintenance Menu
 - Batch Edit
 - Code Sheet Edit
 - Delete Code Sheet
 - Initialize a Code Sheet Type
 - Mark Batch for Retransmission
 - Mark Code Sheet for Rebatching
 - Purge Transmission Records/Code Sheets
 - Review Code Sheet
- Reports Menu
 - Batches Waiting to be Transmitted

- Code Sheets Ready for Batching
- Status of all Batches
- Stack Menu
 - Retransmit Stack file Document
 - Stack Status Report
 - User Comments
- Transmit Code Sheets

The Generic Code Sheet package also exports the GECO GECS MAIN MENU. This menu is set up to access all the batch types (GENERIC CODE SHEET BATCH file (#2101.1) which contain the characters "- GECO" in its name. This would include the batch types:

- FEE BASIS - GECO
- HOSPITAL BASED HOME CARE - GECO
- PHYSICIAN RECRUIT/STAFF - GECO
- STAFFING MANAGEMENT - GECO
- SWS (FOR VAF10-7946) - GECO
- SWS - GECO
- WAGE SURVEY - GECO

This menu should be given to the user responsible for handling the code sheets under the batch types listed above.

The following is the menu diagram of the GECO GECS MAIN MENU:

- Batch Code Sheets
 - Create a Code Sheet
 - Keypunch a Code Sheet
- Maintenance Menu
 - Batch Edit
 - Code Sheet Edit
 - Delete Code Sheet
 - Mark Code Sheet for Rebatching
 - Review Code Sheet
- Miscellaneous Code Sheet Transmission Menu
 - Batches Waiting to be Transmitted
 - Mark Batch for Retransmission
 - Status of all Batches
 - Transmit Code Sheets
- Purge Transmission Records/Code Sheets
- Reports Menu
 - Batches Waiting to be Transmitted
 - Code Sheets Ready for Batching
 - Status of all Batches

K. Archiving and Purging

The Generic Code Sheet package allows old code sheet data to be purged using the option Purge Transmission Records/Code Sheets. There are two versions of this option, one located in the GECS namespace (GECS PURGE) and one located in the GECO namespace (GECO GECS PURGE). The difference between the two options is that the GECS Purge option will allow the purging of all code sheets for all batch types where as the GECO GECS Purge option will only allow those code sheets under batch types containing "- GECO" to be purged.

When the purge option is run it will purge code sheets in the GENERIC CODE SHEET file (#2100), batches in the GENERIC CODE SHEET TRANSMISSION RECORD file (#2101.3), and the Financial Management System (FMS) stack file entries in the GENERIC CODE SHEET STACK file (#2100.1).

The following is an example of running the GECS Purge option:

```
This routine will delete Code Sheets from the Code Sheet file and
Batch and Transmission records from the Transmission Record file.
Deletion is based upon the date a batch and a code sheet is
created.

Select STATION NUMBER (^ TO EXIT): WASHINGTON,DC// <RET>
Station: WASHINGTON,DC (#688)

DO YOU WANT TO DELETE ALL TYPES OF CODE SHEETS? NO// YES

Enter the number of days you wish to retain code sheets: (0-999999): 365// <RET>

I will now delete all code sheets and associated records which were
created before DEC 04, 1993 for station 688.
OK to continue? YES// <RET>

DEVICE: <RET>

CODE SHEET/TRANSMISSION RECORD DELETION TRANSCRIPT DEC 4,1994@12:00PAGE1
-----

      STATION: 688
BATCH TYPE: **ALL**
      USER: GCSMANAGER, ONE

Deleting all code sheets created or transmitted before: DEC 04, 1993
deleting batches and code sheets contained in batches:
cleaning up code sheets:

Finished - deleted 0 code sheets.
cleaning up stack file:
```


Glossary

Batch	A group of code sheets.
Batch Number	The number assigned to a group of code sheets which have been batched.
Batch Status	<ol style="list-style-type: none">1. Not transmitted2. Transmitted
Batch Type	The batch type describes the application or service which is responsible for creating and transmitting specific code sheet types. The code sheet types (transaction type/segment) are grouped by batch type. The batch type also directs the transmission of the code sheets to a specific domain (or central receiving computer system).
Code Sheet	An organized group of fields which are used to transmit data from one system to another in a standardized format.
Code Sheet Status	<ol style="list-style-type: none">1. Retained in the file2. Ready for batching3. Batched (ready for transmission)4. Transmitted
Confirmation Message	A confirmation message is a VA MailMan message which is sent from the receiving computer system to the sending computer system acknowledging the receipt of a code sheet.
Domain Mail Router	The domain mail router defines the address of the receiving computer system for the transmitted code sheets.

Glossary

Field Definition	The field definition describes the data element or field for the code sheet. For example the data element "total dollars" may have a field definition of numeric from 0 to 99.99.
Input Template	An organized list of the fields or data elements which make up the code sheets. The input template determines the order the fields are presented to the user and the order they appear on the code sheet.
Keypunch a Code Sheet	Keypunching a code sheet allows the user to use the VA FileMan editor to input a code sheet in a free text format. The user has complete control over the data and format of the data for the code sheet.
Mail Group	A mail group allows messages to be directed to a group of users, etc.
Marked For Batching	When a code sheet is marked for batching, it can be batched or grouped with other code sheets using the Batch Code Sheets option.
Primary Site	The primary site is the main site or station which uses the Generic Code Sheet package. It is usually the name of the medical center.
Stack File	A file which is used to manage the transmission of the Financial Management System (FMS) code sheets. Code sheets which are ready for transmission are stored in the stack file bypassing the batching process.

Transaction Type/Segment

The transaction type/segment is used to define each individual code sheet type. The transaction type/segment can be grouped under the batch type allowing specific applications to create and transmit specific code sheets.

Glossary