



LOCAL SIGNED MEANS TEST
APPLICATION (ROSSIO 22)

ENROLLMENT APPLICATION SYSTEMS
(EAS)

TECHNICAL MANUAL

Patch EAS*1*15

July 2002

Revision History

Revision Date	Brief Description	Author
4/17/02	Initial version based on release of Patch EAS*1*3	Debbie Myers
7/29/02	Revisions due to release of Patch EAS*1*15	Debbie Myers

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Introduction

Overview

This project was initially undertaken in response to Item #22 in the "Report of Task Force to Review Enrollment, Means Testing and Income Verification" (a.k.a. Rossio Report) dated December 15, 2000. In the area of Means Test (MT) Deficiencies, Item #22 required that the Veterans Health Administration (VHA) identify best practices for means testing and acquiring veterans' signatures at the local level and explore the promulgation of these best practices throughout the system. Until Patch EAS*1*3 was released in April 2002, there were no provisions within Veterans Information System & Technology Architecture (**VISTA**) functionality that prevented the scheduling of future appointments for patients who required a means test. Additionally, there was no mechanism present to provide the patient adequate notification of the need to provide a current means test prior to the annual anniversary date. In response to the Rossio Report, the Enrollment Task Force recommended the national implementation of functionality similar to that developed locally at several sites in order to manage scheduling activities for veterans who require the completion of a means test. Sites that had developed and implemented local software (Class III) provided copies of their routines and supporting documentation to the Enrollment Systems Group (ESG) to assist in this endeavor.

Patch EAS*1*3 (April 2002) provided a national patch release to the Enrollment Application Systems (EAS) software of locally implemented software that had been converted from Class III to Class I.

Patch EAS*1*15 is in response to requests for enhancements and changes to the way means test reminder letters are printed and to correct issues with letter printing as reported by several sites.

Functionality

This project addresses two major issues of functionality for the **VISTA** sites defined as means test deficiencies by the Enrollment Task Force:

- Generation of letters to veterans at designated times prior to the expiration of a veteran's means test and the tracking of letter status.
- Prevention of scheduling future appointments or the check-in/check-out of appointments for patients requiring a means test.

Related Manuals

In addition to this Technical Manual, both a User Manual and PIMS User Manual change pages will be released with the Local Signed MT Application software.

You can download the Local Signed MT Application User and Technical Manuals as follows:

From the Anonymous Directory:

1. Go to the anonymous.software directory.
2. Ftp the files listed in the following table. Remember to use binary format.

File Name	Documentation Component
EAS_1_P15_UM.pdf	User Manual
EAS_1_P15_TM.pdf	Technical Manual

From the Project Notebook Web Page:

<http://tspr.vista.med.va.gov/warboard/anotebk.asp?proj=508>

From VistA University, Enrollment Training Initiatives, Local Means Test ~ Appointment Blocking:

<http://vaww.vistau.med.va.gov/Enrollment/default.htm>

You may obtain a .pdf version of the PIMS v5.3 User Manual – Scheduling Module through the VISTA Documentation Library (<http://vista.med.va.gov/vdl/#app55>). References to the functionality included in the Local Signed MT Application software may be found in the Appointment Menu under the Make Appointment and Check-in/Unsched. Visit options.

Implementation

Pre-Installation

This applies to the original installation of this software in Patch EAS*1*3. Subsequent patches to this software do not require pre-installation steps other than as specified in appropriate patch documents.

Any sites that have loaded the Local Signed Means Test Class III software must back out any routines which were modified by that software and restore them to Gold status before installing Patch EAS*1*3. A list of the affected routines follows:

Checksums:

DG10	value = 6376645
DGMTEO	value = 4567628
DGRPD	value = 19143142
SDAMW11	value = 7639750

The following patches must be installed **PRIOR TO** installation of Patch EAS*1*15:

- Kernel patch – XU*8*134
- Scheduling patches - SD*5.3*193, SD*5.3*223, SD*5.3*241
- Registration patch - DG*5.3*426
- PCE patch – PX*1*111

Installation

Detailed installation instructions may be found in the current patch documentation.

Post-Installation

Following installation of Patch EAS*1*3, users must be assigned the new menu option, Automated Means Test Letter Menu, in order to have access to the functionality provided by this patch. Users would include site personnel involved in patient workload credit, appointment management, and other staff involved in the enrollment and/or scheduling of patients.

The EAS MTOVERRIDE security key should be assigned to those users responsible for making appointments who MAY need to override the blocking action. (See details elsewhere in this manual.) Assignment of this key should be severely restricted.

The letters functionality uses the OFFICIAL VA NAME, Field #100, in the INSTITUTION File, #4, for the primary facility as the first line in the return address. If this field is not populated, the default “VA Medical Center” is used. You should also ensure that the following fields in the INSTITUTION file for the primary facility are correctly populated:

- Street Addr. 1, Field #1.01
- Street Addr. 2, Field #1.02
- City, Field #1.03
- Zip, Field #1.04
- State, Field #.02

The EAS MTSUPV security key must be assigned as appropriate. (See details elsewhere in this manual.) The individual assigned this key must then:

Use the Edit Final Section of Letter [EAS MT LETTERS EDIT] option to edit the Final Letter Section for each of the three letters in the EAS MT LETTERS File, #713.3 for the primary facility. Local information may also be entered into the Report of Contact form. See the User Manual for specifics on entering this section. The wording of the initial section of each letter has been specified by the Health Administration Services Office and is not to be modified. In the case of an integrated site with multiple divisions, additional Final Letter Sections may be added for each division if desired, or the common primary facility entry may be used for all divisions.

Edit the parameters from the EAS MT Parameter Menu [EAS MT SETUP MENU]. See the User Manual for specifics on entering this section. At a minimum, you need to enter the PRIMARY PRINT DEVICE Field, #5.

Due to the potential quantity of letters that may be generated, it is necessary for any printers being used to print the means test letters to be configured as spooled devices on your network. Since the letters will be streamed to the selected device, a network printer that is not spooled may “lose” letters if its print buffer becomes filled. If you are having problems printing, please check the latest FAQ for current changes and tips.

For subsequent patch releases to this software, review the appropriate patch documentation for any specific patch post-installation steps.

Files

File List

The following files are exported with Patch EAS*1*3.

File #	File Name	Description	Global
713	EAS MT Parameters File	Contains the site-specific parameters that are used by the Enrollment Application System. The “EAS MT Parameters” menu option sets the parameters used in the auto-generation of the 60, 30, and 0-day means test letters.	^EAS
713.1	EAS MT Patient Status File	Contains the patient list for which the automated means test letters have been generated. Will also allow specific patients to be flagged from having means test reminder letters generated. Based on local Class III file #6185243.	^EAS
713.2	EAS MT Letters Status File	Contains the patient’s means test anniversary date and letter threshold dates. Entries are generated when the auto-generated means test letter functionality runs for reminder letters. 60/30/0-day thresholds are set with respective Flag or Print? and Printed status fields.	^EAS
713.3	EAS MT Letters File	Contains the EAS means test letters that may be sent out by a site. The initial section of the letter should not be modified locally. Facilities should enter facility specific information in the Final Section field.	^EAS

File Flow (Relationships between files)

1. VA FileMan
2. Data Dictionary Utilities Menu
3. List File Attributes Option
4. Enter File # (or range of File #s)
5. Select Standard listing format
6. You will see what files point to the selected file. To see what files the selected file points to, look for fields that say “Pointer To”.

Templates

List Templates

Templates have been removed and recoded into the software.

Routines

Routines to Map

The routines in the Local Signed MT Application software do not require mapping.

Callable Routines

MT^EASMTCHK is a supported API on the DBA menu.

Routine List

The following is a list of EAS routines with checksums included in the initial release of the Local Signed MT Application software. The second line of each of these routines will look like:

<tab>;;1.0;ENROLLMENT APPLICATION SYSTEM; **[patch list];MAR 15, 2001**

CHECK^XTSUMBLD results

Routine Name	Before Patch	After Patch*	Patch List	Bytes*
EASMTCHK	N/A	4750265	3	5239
EASMTL1	N/A	7113958	3	5022
EASMTL10	N/A	7319092	3	5119
EASMTL2	N/A	4752261	3	4613
EASMTL6	N/A	9156246	3	6904
EASMTL6A	N/A	5560639	3	3819
EASMTL6B	N/A	2494451	3	2295
EASMTL8	N/A	5784758	3	4023
EASMTPAR	N/A	1812108	3	1465
EASMTRP1	N/A	6480721	3	4447
EASMTRP2	N/A	2007560	3	1723
EASMTRPT	N/A	12856390	3	7207
EASMTUTL	N/A	6116353	3	5810

See appropriate patch documentation for current checksums.

Exported Options

The EAS MT Auto Letters Menu may be provided to selected users as a separate secondary menu option or attached to an existing local menu as deemed appropriate by your site.

Certain designated users may be assigned the EAS MT OVERRIDE security key, allowing them to override any MT blocking action that might occur when entering a future appointment.

Users must be given the EAS MTSUPV security key in order to use the EAS MT Parameters Menu option. Access to this option will be at the site's discretion, but is normally limited to the Enrollment Coordinator or other appropriate designated individual.

Tasked Background Jobs

At the site's discretion, the following options may be used to run auto MT letters as a tasked background job:

- Background Search for MT Anniversary Dates [EAS MT LETTERS BG SEARCH] – searches for 60-day MT threshold dates
- Background print job for EAS MT Letters [EAS MT LETTERS BG PRINT] – prints all pending auto-generated MT letters/forms
- Daily Means Test Expiration Report [EAS MT EXPIRATION BG PRINT] – background prints daily MT expiration of anniversary dates

Please note that these options are not part of the interactive EAS MT Auto Letters Menu shown below.

See Appendix A for detailed instructions on background job setup.

The EAS MT LETTERS BG SEARCH option should be scheduled to run first, followed by the EAS MT LETTERS BG PRINT option. The print option should be scheduled to run no earlier than four hours after the scheduled start time of the EAS MT LETTERS BG SEARCH task to allow ample time for the completion of the background search and file update. The frequency of these tasked jobs can be determined locally.

The EAS MT EXPIRATION BG PRINT option should be scheduled to run after midnight for the previous day's report as this report uses the current date variable (DT) to define the anniversary date for the report.

When scheduling any of these options in the Schedule/Unschedule option, SPECIAL QUEUEING is suggested to ensure a restart of the tasks when the system is rebooted.

Interactive Menu Diagram

Automated Means Test Letter Menu [EAS MT AUTO LETTERS MENU]

- Search For MT Anniversary Dates [EAS MT LETTERS SEARCH]
- Veteran MT Return Edit [EAS MT RETURNED]
- Letters Print Menu ... [EAS MT PRINT MENU]
 - Sixty Day Letters Print [EAS MT 60 DAY LETTER PRINT]
 - Thirty Day Letters Print [EAS MT 30 DAY LETTER PRINT]
 - Zero Day Letters Print [EAS MT 0 DAY LETTER PRINT]
 - Reprint Letters by Processing Date [EAS MT REPRINT LETTERS]
 - Reprint Single Letter [EAS MT REPRINT SINGLE LETTER]
 - Print Report of Contact [EAS MT REPORT OF CONTACT]
- Report Menu ... [EAS MT REPORT MENU]
 - Count of Pending Letters to be Printed [EAS MT PENDING LETTERS]
 - Automated MT Letters Summary Report [EAS MT SUMMARY REPORT]
 - Means Test Letters Statistic Report [EAS MT STATISTICS SUMMARY]
 - Unreturned Letter Statistic Report [EAS MT UNRETURNED LETTERS]
 - Means Test Expiration by Appt Date [EAS MT APPT EXPIRATION RPT]
(Note: This option was added with Patch EAS*1*15.)
 - Means Test Expiration Report [EAS MT EXPIRATIONS]
- EAS MT Parameter Menu ... [EAS MT SETUP MENU]
 - EAS MT Parameter Enter/Edit [EAS MT PARAMETERS]
 - Prohibit MT Letters Add/Edit [EAS MT PROHIBIT EDIT]
 - Edit Final Section of Letters [EAS MT LETTERS EDIT]
 - Print a Test Letter (EAS MT) [EAS MT TEST LETTER]
(Note: This option was added with Patch EAS*1*15.)
 - Clear Letter Search In-Use flag [EAS MT CLEAR IN USE FLAG]

Archiving & Purging

There are no archiving or purging capabilities exported with the Local Signed MT Application software.

Callable Routines, Entry Points, and Application Programmer Interfaces (APIs)

MT^EASMTCHK is a supported API.

External Interfaces

There are no external interfaces associated with the Local Signed MT Application software.

External/Internal Relations

External Relations

The following *VISTA* package versions (or higher) must be installed prior to installing the local Signed MT Application software.

Package Name	Minimum Version Required
Kernel	8.0
VA FileMan	22.0
EAS	1.0

Database Integration Agreements (DBIAs)

The following Database Integration Agreements (DBIAs) are required for this software:

DBIA 1850
DBIA3326
DBIA3327
DBIA243-G
DBIA3499
DBIA 3523

DBIAs can be retrieved from the Database Administrator's menu on Forum. From Forum's main menu, select the DBA option; then select the Integration Agreements menu. Select Inquiry, and enter the desired DBIA number.

Internal Relations

The Local Signed MT Application options have been designed to stand alone.

Scheduling Options are modified to check for the API. If found, Scheduling will check for MT blocking. If the MT software is not installed, Scheduling will ignore.

Package-wide Variables

There are no package-wide variables associated with the Local Signed MT Application software.

Software Product Security

Security Features

Mail Groups, Alerts, and Bulletins

A new mail group, EAS MTLETTERS, has been created. Users must be members of this mail group in order to receive the EAS automated Means Test letters statistics, reports, and bulletins. This mail group is exported allowing self-enrollment.

When the tasked jobs are run, members of the EAS MTLETTERS mail group will receive the following bulletins:

- Auto MT letters – All dates already processed
- Auto MT Letters – Processing is currently running
- Auto MT Letters – Processing complete
- Auto MT Letters – Printing completed

A new bulletin for MT completion has been created. EAS MTCOMPLETION will show the veteran's name, SSN, user completing, and date completed and will be sent to the EAS MTLETTERS mail group. This bulletin can be turned on through the EAS MT PARAMETER MENU, EAS MT PARAMETER ENTRY/EDIT option by enabling the Send Means Test Completion Notice parameter.

When the letters are printed, if a veteran does not have a complete mailing address on file (i.e., street address, city, state, and zip), a message will be sent to the EAS MTLETTERS mail group as notification and the letter will not be printed. If the address is corrected, the letter will print the next time the print job is run.

Remote Systems

Local Signed MT Application software does not transmit data to any remote system/facility database.

Archiving/Purging

There are no archiving or purging capabilities exported with the Local Signed MT Application software.

Interfaces

There are no specialized (not VA-produced) products (hardware and/or software) embedded within or required by the Local Signed MT Application software.

Electronic Signatures

There are no electronic signatures utilized in the Local Signed MT Application software.

Menus

There are no menu options in the Local Signed MT Application software that would be of particular interest to Information Security Officers.

Security Keys

EAS MTOVERRIDE – Key that allows user to override MT blocking action when entering a future appointment for a patient who requires a new means test. Does not apply to check-in/out.

EAS MTSUPV - Supervisor key required in order to access the EAS MT Parameters Menu for setup of the auto letter parameters.

File Security

The following is a list of recommended VA FileMan access codes for the files in the Local Signed MT Application software.

FILE #	NAME	DD ACCESS	RD ACCESS	WR ACCESS	DEL ACCESS	LAYGO ACCESS
713	EAS MT Parameters	@	@	@	@	@
713.1	EAS MT Patient Status	@	@	@	@	@
713.2	EAS MT Letter Status	@	@	@	@	@
713.3	EAS MT Letters	@	@	@	@	@

Official Policy

In accordance with VHA Directive 10-93-142 (“Local Modifications to DHCP Software”), the files and fields exported with the Local Signed MT Application software should not be modified locally.

Glossary

Acronyms

Acronym	Description
EAS	Enrollment Application System
ESG	Enrollment Systems Group
IRM	Information Resource Management
MT	Means Test
VAMC	Veterans Affairs Medical Center
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VISTA	Veterans Information System & Technology Architecture

Appendix A - Background Job Setup

Background Letter Search

Select OPTION to schedule or reschedule: EAS MT LETTERS BG SEARCH Background
search for MT Anniversary dates

...OK? Yes// (Yes)

(A)

Edit Option Schedule

Option Name: EAS MT LETTERS BG SEARCH

Menu Text: Background search for MT Anniver

TASK ID:

QUEUED TO RUN AT WHAT TIME: 1

DEVICE FOR QUEUED JOB OUTPUT: 2

QUEUED TO RUN ON VOLUME SET: 3

RESCHEDULING FREQUENCY: 4

TASK PARAMETERS: 5

SPECIAL QUEUEING: 6

1. Enter the time at which you want the background job to run, i.e. [T+1@0100](#) (tomorrow at 1 AM)
2. Enter a NULL device
3. Leave blank
4. Enter the frequency at which you want the background job to run, i.e. 1D for every day, 1W for once a week. Each site will need to determine the frequency for their facility.
5. Leave blank
6. Enter SP (Startup Persistent) to ensure the background job is restarted after a system boot-up and a restart if the task should stop unexpectedly.

Example of a completed set up:

Edit Option Schedule

Option Name: EAS MT LETTERS BG SEARCH

Menu Text: Background search for MT Anniver

TASK ID: 476769

QUEUED TO RUN AT WHAT TIME: AUG 1,2002@01:00

DEVICE FOR QUEUED JOB OUTPUT: NULL;;80;999

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY: 1D

TASK PARAMETERS:

SPECIAL QUEUEING: Startup Persistent

Background Letter Print

Select OPTION to schedule or reschedule: eas mt letters bg print Background
print job for EAS MT Letters

...OK? Yes// (Yes)

(A)

Edit Option Schedule

Option Name: EAS MT LETTERS BG PRINT

Menu Text: Background print job for EAS MT

TASK ID:

QUEUED TO RUN AT WHAT TIME: 1

DEVICE FOR QUEUED JOB OUTPUT: 2

QUEUED TO RUN ON VOLUME SET: 3

RESCHEDULING FREQUENCY: 4

TASK PARAMETERS: 5

SPECIAL QUEUEING: 6

1. Enter the time to run the background job at, i.e. [T+1@0700](#) (Tomorrow at 7 AM). This time should be at least several hours after the search was scheduled to run to ensure adequate time for the search to complete and update EAS MT LETTER STATUS File, #713.2.
2. Enter the print device the letters are to print to, i.e. DEV\$PRT 10/6/UP;P-REMOTE TCP 1
3. Leave blank
4. Enter the frequency the job is to run at, i.e. 1D for every day, 1W for once a week. Each site will need to determine the frequency for their facility. This should be the same frequency that the background search is run at.
5. Leave blank
6. Enter SP (Startup Persistent) to ensure the background job is restarted after a system boot-up and a restart if the task should stop unexpectedly.

Example of a completed setup:

Edit Option Schedule

Option Name: EAS MT LETTERS BG PRINT

Menu Text: Background print job for EAS MT

TASK ID: 476770

QUEUED TO RUN AT WHAT TIME: AUG 1,2002@07:00

DEVICE FOR QUEUED JOB OUTPUT: DEV\$PRT 10/6/UP;P-REMOTE TCP 1

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY: 1D

TASK PARAMETERS:

SPECIAL QUEUEING: STARTUP

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