HOME BASED PRIMARY CARE

TECHNICAL MANUAL

Version 1.0

March 2001

Latest Revision August 2009

Department of Veterans Affairs

Office of Enterprise Development

Revision History

Date	Patch #	Page	Description	Project Manager	Technical Writer
February 2005	21	10	Patch HBH*1*21 February 2005 – New option added to the Reports Menu. – Patient Days of Care by Date Range Report (80)		
February 2005	21	10	Patch HBH*1*21 February 2005 – New option added to the Census Reports Menu. - Address Included Program Census (132) - Expanded Program Census Report (80)		
February 2005	21	14, 15, & 19	Patch HBH*1*21 February 2005 – New variables 　-　HBHCCASE – case manager 　-　HBHCDISC – discipline 　-　HBHCSTOP – stop code		
January 2009	24	Throughout	Patch HBH*1*24 April 2008 – Medical Foster Home (MFH) functionality added; **Note:** ONLY sites who have received MFH sanction status approval from VACO should implement the MFH functionality; MFH functionality is dormant for sites without an approved MFH sanction status; MFH info dispersed throughout the manual where applicable; specific MFH Implementation Chapter included	G Pickwoad	C Arceneaux

Table of Contents

I. Introduction

Overview

This document is meant to be used by IRM support for the implementation and maintenance of the Home Based Primary Care (HBPC) package formally known as Hospital Based Home Care (HBHC).

The Home Based Primary Care package is a VISTA application developed for use by the HBPC Programs at the medical centers. The software:
- Allows the entry and storage of information on all Evaluations/Admissions,
- Scans Outpatient Encounters for all HBPC visits and stores the visit data,
- Allows the entry and storage of HBPC Discharge information,
- Provides reports covering all aspects of the data,
- Informs the staff when incomplete records for transmission are found,
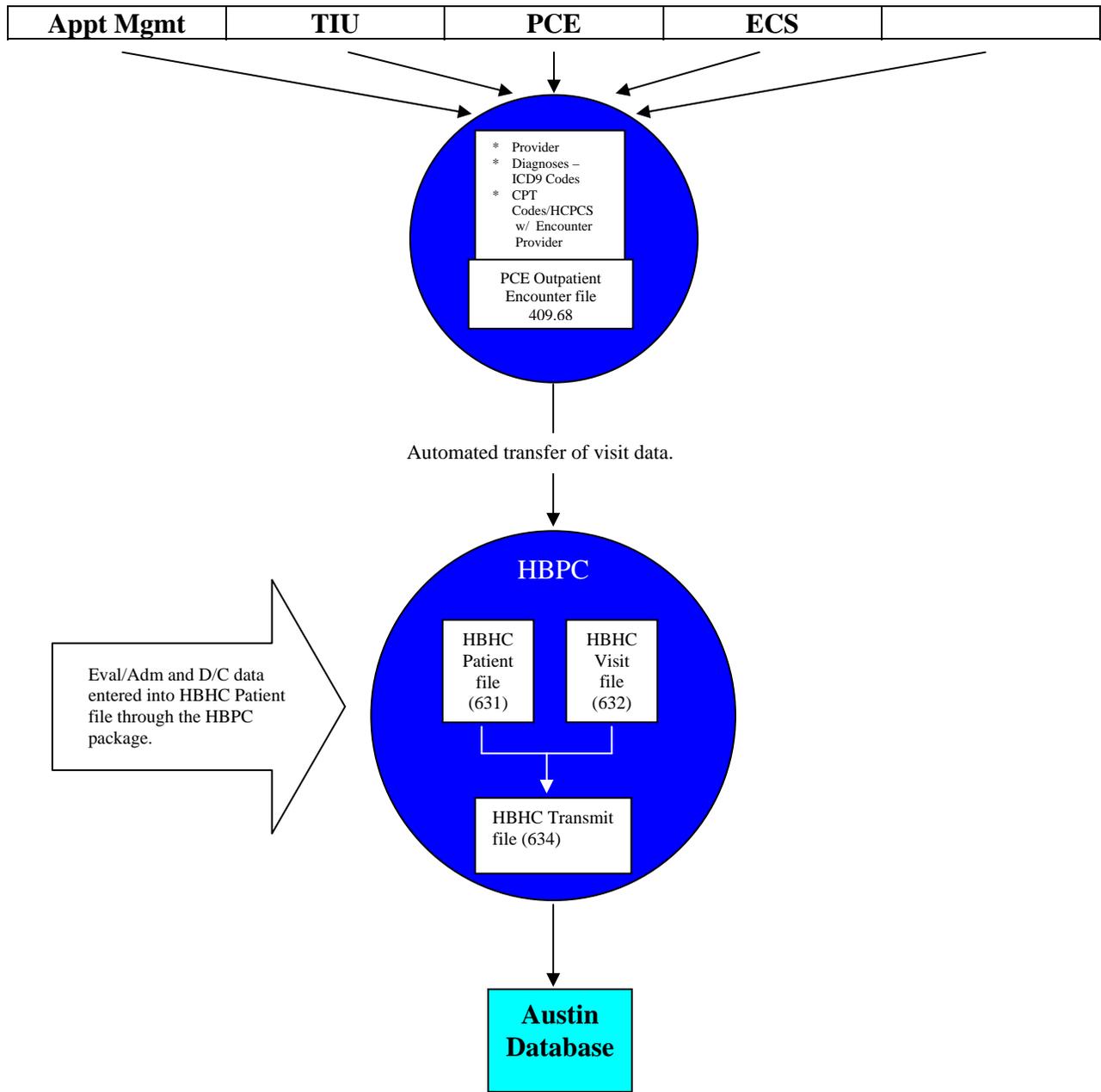- Transmits the data to Austin using MailMan.

Patch HBH*1*24 brings in Medical Foster Home (MFH) functionality.

<div align="center">

***** Important!! *****

</div>

****

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 controlled by the MED FOSTER HOME SANCTION DATE field (#8) in HBHC SYSTEM PARAMETERS file (#631.9). This field should be blank until site receives official sanction date from VACO. The MFH functionality is dormant for sites without an approved MFH sanction status. Please see MFH Implementation Chapter for MFH functionality setup specifics.

Background: Medical Foster Home (MFH) combines adult foster care in a privately owned residence located in the community, with Home Based Primary Care (HBPC) or Spinal Cord Injury Home Care (SCI-HC). MFH offers a safe alternative to nursing home placement, merging personal care in a private home with medical & rehabilitation support from specialized VA home care programs. Veterans placed in MFH meet nursing home admission criteria. Payment of MFH charges is the responsibility of the veteran.

HBPC Data Flow

Appt Mgmt	TIU	PCE	ECS	

* Provider
* Diagnoses – ICD9 Codes
* CPT Codes/HCPCS w/ Encounter Provider

PCE Outpatient Encounter file 409.68

Automated transfer of visit data.

HBPC

HBHC Patient file (631)

HBHC Visit file (632)

Eval/Adm and D/C data entered into HBHC Patient file through the HBPC package.

HBHC Transmit file (634)

Austin Database

II. Implementation and Maintenance

This chapter is for the IRM support person who will be implementing the software. Much of the implementation work can be done by an end user assigned the role of the application coordinator, so this information is also available in the user manual.

Installation Check List

Prior to installation of the package:

☐ Obtain the official startup date for visit records to be electronically transmitted to Austin from the application coordinator.
☐ Review this chapter to get an overview of how menus and keys should be assigned.
☐ Ask the application coordinator or a person who works for Home Based Primary Care to complete the Worksheets at the end of the user manual. The information will be used to complete the options System Parameters Edit, Clinic File Data Entry, Team File Data Entry and Provider File Data Entry once the package is installed. These worksheets can also be used to determine who receives what menus and who should belong to the HBH mail group.

After Installation of the package:

☐ Make sure you are assigned the HBHC MANAGER key and the HBPC Information System Menu.
☐ Use the following options or ask the application coordinator for the package to enter all set up data in the program:
  1. System Parameters Edit.
  2. Clinic File Data Entry.
  3. Team File Data Entry. Note: It is required that all providers for the program be assigned to a team.
  4. Provider File Data Entry.
☐ Assign menus and, where appropriate, keys to the users.
☐ Set the Auto-queue File Update [HBHC AUTO-QUEUED FILE UPDATE] option to run daily, shortly after midnight.
☐ Assign members to the HBH mail group.
☐ Using FileMan, populate the Valid State Code file #631.8 with any state codes that are used by your site.
☐ Refer to the MFH Implementation Chapter ONLY if your site has 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). The MFH functionality is controlled by the MED FOSTER HOME SANCTION DATE field (#8) in HBHC SYSTEM PARAMETERS file (#631.9). This field should be blank until site receives official sanction date from VACO. The MFH functionality is dormant for sites without an approved MFH program.

Assigning Menus and Keys

HBPC Information System Menu

Assign this menu to the Application Coordinator and any users who will be adding/editing data in the package.

Any person assigned this menu who is also responsible for implementing and maintaining the package needs the HBHC MANAGER key to use the Manager Menu.

Any person assigned this menu who is also responsible for transmitting the data to Austin, needs the HBHC TRANSMIT key. (This key should be limited to only those few people who will transmit the data.)

Note: ONLY sites who have received MFH sanction status approval from VACO should assign anyone the HBHC MEDICAL FOSTER HOME key. It locks the Medical Foster Home (MFH) Menu [HBHC MFH MENU] option. The MFH functionality is dormant for sites without an approved MFH sanction status.

Reports Menu

There may be some users who will not be entering data but who need access to reports. Assign this menu to those users.

PCE Clinical Reports Menu

While the PCE Clinical Reports [PXRR CLINICAL REPORTS] menu is not a part of the HBPC software, the options can be useful in addition to the HBPC reports.

Patient Activity by Location [PXRR PATIENT ACTIVITY BY LOC]
Caseload Profile by Clinic [PXRR CASELOAD PROFILE BY CL]
PCE Encounter Summary [PXRR PCE ENCOUNTER SUMMARY]
Diagnosis Ranked by Frequency [PXRR MOST FREQUENT DIAGNOSES]
Location Encounter Counts [PXRR LOCATION ENCOUNTER COUNTS]
Provider Encounter Counts [PXRR PROVIDER ENCOUNTER COUNTS]

Auto-Queue File Update

[HBHC AUTO-QUEUED FILE UPDATE]

This option is not attached to any menu and is not assigned to anyone. The option should be queued to run every day. It performs the HBHC Visit file #632 update processing that is also found as part of the Build/Verify Transmission File option. The option runs against the Outpatient Encounter file #409.68 covering the previous 7 days of

appointments and updates the HBHC Visit file with both additions and cancellations for encounters.

If any errors are found during the Auto-queue File Update, the records with errors are placed in the HBHC Visit Error file #634.2 and members of the HBH mail group are sent a mail message containing the following:

```
Please run Form Errors Report option for HBHC errors to correct.
```

This gives them the opportunity to correct problems as they arise.

The HBHC Visit Error file is deleted and rebuilt as part of the scheduled auto-queued job. Therefore, the same record may be placed in the error file after each run over the 7 days if it is not corrected, and the HBH mail group will receive a mail message each of those 7 days.

Note: ONLY sites who have received MFH sanction status approval from VACO should schedule the following two options:

Auto-queued Inspection/Training Reminder e-mail
[HBHC MFH AUTO-QUEUED REMINDERS]

This option is not attached to any menu and is not assigned to anyone. The option should be queued to run the 1st calendar day of each month. The option runs against the HBHC MEDICAL FOSTER HOME file (#633.2) Inspection & Training multiples. Members of the HBHC MEDICAL FOSTER HOME mail group are sent a mail message if any inspections or training sessions are due within the next 3 months, based on month only.

Auto-queued License Due Reminder e-mail
[HBHC MFH AUTO-Q LICENSE DUE]

This option is not attached to any menu and is not assigned to anyone. The option should be queued to run the 1st calendar day of each month. The option runs against the HBHC MEDICAL FOSTER HOME file (#633.2) License Expiration Date data. Members of the HBHC MEDICAL FOSTER HOME mail group are sent a mail message if any licenses are due within the next 3 months, based on month only.

Assigning the 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.

Assigning the 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.

Files

File #	Name	Description
631	HBHC Patient	This file contains demographic, admission, discharge, and record transmission data. Input Template(s): HBHC DISCHARGE HBHC UPDATE DISCHARGE
631.1	HBHC Reject/Withdraw Reason	This file contains reason for rejecting or withdrawing HBPC patients. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.2	HBHC Expressive Communication	This file contains selections for expressive communication. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.3	HBHC Receptive Communication	This file contains selections for receptive communication. It is exported with data and is referenced by the HBHC Patient (#631) file. Entries should not be added to or edited in this file.
631.4	HBHC Provider	This file contains Provider data. The Provider name field is a pointer to VA(#200). Input Template(s): HBHC EDIT PROVIDER (#631.4)
*631.5	HBHC Type of Visit	This file contains types of visits. It is exported with data and is referenced by the HBHC Visit (#632) file. Entries should not be added to or edited in this file.
631.6	HBHC Clinic	This file contains HBHC Clinic data. The Clinic Name field is a pointer to Hospital Location (#44) file.
631.7	HBHC Period of Service	This file contains selections for HBHC Period of Service. It is exported with data and is referenced by HBHC Patient (#631) file. Entries should not be added to or edited in this file.

631.8	HBHC Valid State Code	This file is the HBHC Valid State Code file and contains state codes which are site specific. All state codes must exist in State file (#5).
631.9	HBHC System Parameters	This file contains HBHC System Parameters data and is exported with one record.

Note: This file should only contain ONE record.

The Package Name (#.01) field contains 'Hospital Based Home Care' and is not editable. The Last Mail Message Date field is maintained by the package and is not editable. The Package Startup Date field is entered by IRM on the virgin installation of the package and is not editable. The Package Startup Date represents the earliest allowable date for visit data being transmitted to Austin. The Number of Visit Days to Scan field can be edited by the user. The Transmit Report Printer, if defined by the user, will automatically print the Transmit History Report when the Transmit File to Austin option is run. Note: MED FOSTER HOME SANCTION DATE field should be blank unless site has obtained official MFH sanction status from VACO.

632	HBHC Visit	This file includes visit and record transmission data.
633	HBHC Team	This file contains the HBHC Team data and is referenced by HBHC Provider (#631.4) file.
633.2	HBHC MEDICAL FOSTER HOME	This file contains the HBHC Medical Foster Home (MFH) demographic data pertaining to the home itself. Input Template(s): HBHC MFH DEMOGRAPHIC INPUT HBHC MFH INSPECTION INPUT HBHC MFH TRAINING INPUT
633.1	HBHC Error Messages for Visits	This file contains HBHC Error Messages for Visit data. It is exported with data, and is referenced by the HBHC Visit Error(s) (#634.2) file. Entries should not be added to or edited in this file.
634	HBHC Transmit	This file contains HBHC admission, visit, discharge, and correction records for transmission to Austin. MFH records will be included if a site has a sanctioned MFH program.

| 634.1 | HBHC Evaluation/Admission Error(s) | This file contains HBHC Evaluation/Admission Errors found during verification of records for transmission to Austin. Fields missing data and/or records with data inconsistencies are considered errors. |

634.2	HBHC Visit Error(s)	This file contains HBHC Visit Errors found during verification of records for transmission to Austin. Fields missing data are considered errors.
634.3	HBHC Discharge Error(s)	This file contains HBHC Discharge Errors found during verification of records for transmission to Austin. Fields missing data and/or records with data inconsistencies are considered errors.
634.4	HBHC Form 6 Corrections	This file contains HBHC Form 6 Correction records awaiting transmission to Austin.
634.5	HBHC Pseudo SSN Error(s)	This file contains records with pseudo SSNs which are considered errors and should not be transmitted to Austin.
634.6	HBHC Transmit History	This file contains data from the last 12 transmit batches. Data is maintained by the package, no user input is allowed.
634.7	HBHC MEDICAL FOSTER HOME ERROR(S)	This file contains HBHC MFH Errors found during verification of records for transmission to Austin. Fields missing data are considered errors.

III. Routines

All routines in this package are namespaced HBH*. You can obtain a list of the routines and their first line descriptions using the option First Line Routine Print.

```
PRINTS FIRST LINES


routine(s) ?   >   HBH*
searching directory ...
routine(s) ?   >   <RET>

(A)lpha, (D)ate ,(P)atched, OR (S)ize ORDER: A// <RET>
Include line 2? NO// <RET>
DEVICE: HOME// (Enter a printer or <RET> to bring the output to your screen)
```

IV. Exported Options

See <u>Assigning Menus and Keys</u> for information on distribution of menus and assignment of keys.

> **HBPC Information System Menu** …[HBHC INFORMATION SYSTEM MENU]
>> Evaluation/Admission Data Entry [HBHCADM]
>> Discharge Data Entry [HBHCDIS]
>> **Reports Menu** ... [HBHC REPORTS MENU]
>>> Evaluation/Admission Data Report by Patient (80) [HBHCRP2]
>>> Patient Visit Data Report (80) [HBHCRP3]
>>> Discharge Data Report by Patient (80) [HBHCRP5]
>>> Episode of Care/Length of Stay Report (80) [HBHCRP12]
>>> Admissions/Discharges by Date Range Report (132) [HBHCRP7]
>>> Rejections from HBPC Program Report (132) [HBHCRP16]
>>> Visit Data by Date Range Report (80) [HBHCRP4]
>>> CPT Code Summary Report (80) [HBHCRP17]
>>> Provider CPT Code Summary Report (80) [HBHCRP22]
>>> ICD9 Code/Dx Text by Date Range Report (80) [HBHCR19A]
>>> Unique Patients by Date Range Summary Report (80) [HBHCRP20]
>>> [1] Patient Days of Care by Date Range Report (80) [HBHCRP23]
>>> Total Visits by Date Range Report (80) [HBHCRP21]
>>> **Census Reports Menu** ... [HBHC CENSUS REPORTS MENU]
>>>> Program Census Report (80) [HBHCRP10]
>>>> [2] Address Included Program Census (132) [HBHCRP25]
>>>> [3] Expanded Program Census Report (80) [HBHCRP24]
>>>> Active Census with ICD9 Code/Text Report (132) [HBHCRP18]
>>>> Team Census Report (80) [HBHCRP11]
>>>> Case Manager Census Report (132) [HBHCRP6]
>>>> Provider Census Report (132) [HBHCRP9]
>> **Transmission Menu** ... [HBHC TRANSMISSION MENU]
>>> Build/Verify Transmission File [HBHCFILE]
>>> Form Errors Report (80) [HBHCRP1]
>>> Edit Form Errors Data [HBHCUPD]
>>> Transmit File to Austin [HBHCXMT] ** Locked with HBHC TRANSMIT **
>>> Print Transmit History Report (80) [HBHCR15A]
>> **Manager Menu** ... [HBHC MANAGER MENU] ** Locked with HBHC MANAGER **
>>> System Parameters Edit [HBHC EDIT SYSTEM PARAMETERS]
>>> Provider File Data Entry [HBHC EDIT PROVIDER (631.4)]
>>> Clinic File Data Entry [HBHC EDIT CLINIC (631.6)]
>>> Team File Data Entry [HBHC EDIT HBHC TEAM (633)]
>>> HBPC Provider File Report (132) [HBHCRP8]

---

[1] Patch HBH*1*21 February 2005 – New option added to the Reports Menu
[2] Patch HBH*1*21 February 2005 – New option added to the Census Reports Menu
[3] Patch HBH*1*21 February 2005 – New option added to the Census Reports Menu

Pseudo Social Security Number Report (80) [HBHXRP14]
Re-Transmit File to Austin [HBHCRXMT]
Medical Foster Home (MFH) Menu ... [HBHC MFH MENU]
** Locked with HBHC MEDICAL FOSTER HOME
Blank MFH Worksheet Report (80) [HBHCBLNK]
Demographic Data Entry for MFH [HBHC MFH DEMOGRAPHIC
    INPUT]
Inspection Data Entry for MFH [HBHC MFH INSPECTION INPUT]
Training Data Entry for MFH [HBHC MFH TRAINING INPUT]
Edit MFH Form Errors Data [HBHCUPDM]
MFH Reports ... [HBHC MFH REPORTS MENU]
MFH File Data Report (132) [HBHCRP26]
Worksheet for MFH (80) [HBHCWORK]
Inspection/Training Due Report for MFH (80) [HBHCRP27]
Rate Paid Report for MFH (80) [HBHCRP28]
License Due for MFH Report (80) [HBHCRP29]
Caregiver Age Report (132) [HBHCRP30]
Form Errors Report for MFH (80) [HBHCRP31]
Delimited Text File Output Menu for MFH ... [HBHC MFH
    TEXT FILE OUTPUT MENU]
Inspection/Training Delimited Text File Output [HBHCTXT2]
Rate Paid Delimited Text File Output [HBHCTXT]

The Integration Agreement that allowed the cloned Appointment Management option, [HBHC
APPOINTMENT], to hang on the HBPC Information System Menu has been retired.
Retirement was due to impending implementation of the new Resource Scheduling Application
(RSA) that is to replace the legacy scheduling options. IRM should add the original
Appointment Management Option, [SDAM APPT MGT], as a secondary menu option for HBPC
users to use once patch HBH*1*24 is installed. Once the RSA has been nationally released, the
Appointment Management option and other legacy Scheduling options will be going away.
When the option is ultimately removed, there should be no work for HBPC to do as the new
RSA application will be hosted outside of VistA, requiring startup of a GUI application.

Reminder: Please assign the original Appointment Management Option, [SDAM APPT MGT],
as a secondary menu option for HBPC users as appropriate

Archiving and Purging

There are no archiving or purging capabilities available in this program.

V. Callable Routines

There are no callable routines.

VI. External Relations

The following external packages are required by this software:

> VA FileMan V. 22
> Kernel V. 7.1
> MailMan V. 8
> PIMS V. 5.3

Under the DBA menu on Forum, you can use the Subscriber and Custodial Package Menus to view integration agreements between the HBPC package and other VISTA software. Note the integration agreements are under the package name of HOSPITAL BASED HOME CARE:

Subscriber Agreements
```
Select Integration Agreements Menu Option: Subscriber Package Menu


   1      Print ACTIVE by Subscribing Package
   2      Print ALL by Subscribing Package

Select Subscriber Package Menu Option: 1  Print ACTIVE by Subscribing Package
  * Previous selection: SUBSCRIBING PACKAGE equals HOSPITAL BASED HOME CARE
  START WITH SUBSCRIBING PACKAGE: FIRST// HOSPITAL BASED HOME CARE
  GO TO SUBSCRIBING PACKAGE: LAST// HOSPITAL BASED HOME CARE
DEVICE: (Enter a device)
```

Custodial Agreements
```
Select Integration Agreements Menu Option: 8  Custodial Package Menu


   1      ACTIVE by Custodial Package
   2      Print ALL by Custodial Package
   3      Supported References Print All

Select Custodial Package Menu Option: 1  ACTIVE by Custodial Package
Select PACKAGE NAME: HOSPITAL BASED HOME CARE       HBH
DEVICE: HOME// (Enter a device)
```

VII. Internal Relations

All the HBPC package options are stand alone.

VIII. Package-wide Variables

There are no package-wide variables.

IX. Variables Used

Variable	Represents
HBHC	scratch
HBHC1	scratch
HBHC12	discharge status of 1 or 2
HBHC2	scratch
HBHC3	scratch
HBHC359	discharge status of 3, 5, or 9
HBHC3XMT	form 3 transmit status
HBHC5XMT	form 5 transmit status
HBHCACTN	action
HBHCADDT	admission date
HBHCADTA	adaptive tasks @ admission
HBHCADTD	adaptive tasks @ discharge
HBHCAFLG	admission data flag
HBHCAGCY	agency
HBHCAGE	caregiver age
HBHCAPDT	appointment date
HBHCBEDM	bedbound patient maximum
HBHCBEG1	beginning date 1
HBHCBEG2	beginning date 2
HBHCBGDT	beginning date
HBHCBHVA	behavior problems @ admission
HBHCBHVD	behavior problems @ discharge
HBHCBLDA	bladder continence @ admission
HBHCBLDD	bladder continence @ discharge
HBHCBLNK	blank
HBHCBTHA	bathing @ admission
HBHCBTHD	bathing @ discharge
HBHCBWLA	bowel continence @ admission
HBHCBWLD	bowel continence @ discharge
HBHCBXRF	B cross-reference
HBHCBYR	birth year
HBHCC	column
HBHCCARE	last agency providing care
[1]HBHCCASE	case manager
HBHCCAT	ICD9 category
HBHCCATB	ICD9 category beginning
HBHCCATE	ICD9 category ending
HBHCCDOB	caregiver date of birth
HBHCCDTS	creation date/time/seconds
HBHCCKDT	check date

---

[1] Patch HBH*1*21 – New variable

Variable	Represents
HBHCCLM1	column 1
HBHCCLOS	medical foster home (MFH) close date
HBHCCLN	clinic
HBHCCNT	count
HBHCCNT1	count 1
HBHCCNT4	form 4 count
HBHCCNT5	form 5 count
HBHCCNT6	form 6 count
HBHCCNTA	admit count
HBHCCNTR	reject count
HBHCCNTY	county
HBHCCOLM	column
HBHCCONT	continue flag
HBHCCP10	CPT code 10
HBHCCPT	CPT code
HBHCCPT1	CPT code 1
HBHCCPT2	CPT code 2
HBHCCPT3	CPT code 3
HBHCCPT4	CPT code 4
HBHCCPT5	CPT code 5
HBHCCPT6	CPT code 6
HBHCCPT7	CPT code 7
HBHCCPT8	CPT code 8
HBHCCPT9	CPT code 9
HBHCCPTA	CPT code array
HBHCCPTB	beginning CPT code
HBHCCPTE	ending CPT code
HBHCCPTL	CPT code list array
HBHCCURJ	current J loop value
HBHCCURK	current K loop value
HBHCCURL	current L loop value
HBHCDAT	date
HBHCDATE	date
HBHCDAYS	days
HBHCDDTA	discharge data flag
HBHCDEST	destination
HBHCDFLG	discharge data flag
HBHCDFLT	default
HBHCDFN	data file number
HBHCDIED	died flag
HBHCDIR	DIR response
[1]HBHCDISC	discipline
HBHCDLMT	delimiter value

---

[1] Patch HBH*1*21 – New variable

Variable	Represents
HBHCDPT	DPT (patient)
HBHCDPT0	DPT node 0 (patient file)
HBHCDPTA	DPT address node (patient file)
HBHCDR	DR string
HBHCDR1	DR string 1
HBHCDR2	DR string 2
HBHCDR3	DR string 3
HBHCDR4	DR string 4
HBHCDR5	DR string 5
HBHCDRSA	dressing @ admission
HBHCDRSD	dressing @ discharge
HBHCDSDT	discharge date
HBHCDSOA	disorientation @ admission
HBHCDSOD	disorientation @ discharge
HBHCDT	date
HBHCDX	diagnosis (ICD9 code)
HBHCDX(	diagnosis (ICD9 code) array
HBHCDX1	diagnosis (ICD9 code) 1
HBHCDX2	diagnosis (ICD9 code) 2
HBHCDX3	diagnosis (ICD9 code) 3
HBHCDX4	diagnosis (ICD9 code) 4
HBHCDX5	diagnosis (ICD9 code) 5
HBHCDXL	diagnosis list array
HBHCDXPC	diagnosis piece
HBHCEATA	eating @ admission
HBHCEATD	eating @ discharge
HBHCEL	eligibility
HBHCELGD	eligibility @ discharge
HBHCELGE	eligibility @ evaluation
HBHCEND1	ending date 1
HBHCEND2	ending date 2
HBHCEXCA	expressive communication @ admission
HBHCEXCD	expressive communication @ discharge
HBHCFFFL	form feed flag
HBHCFILE	file
HBHCFL	file
HBHCFLAG	flag
HBHCFLD	field
HBHCFLD1	field 1
HBHCFLD2	field 2
HBHCFLD3	field 3
HBHCFLG	flag
HBHCFORM	form
HBHCFTOT	final total

Variable	Represents
HBHCHDR	header
HBHCHEAD	header
HBHCHERA	hearing @ admission
HBHCHERD	hearing @ discharge
HBHCHOSP	hospital
HBHCI	loop counter
HBHCICD0	ICD Diagnosis node 0
HBHCICDA	primary diagnosis @ admission
HBHCICDD	primary diagnosis @ discharge
HBHCICDP	diagnosis (ICD9 code) pointer
HBHCIEN	internal entry number
HBHCINFO	information
HBHCIOP	device name (.01 in device file #3.5)
HBHCJ	loop counter
HBHCK	loop counter
HBHCKEEP	keep flag
HBHCL	loop counter
HBHCLEAP	leap year flag
HBHCLIVD	living arrangements @ discharge
HBHCLIVE	living arrangements @ evaluation
HBHCLMTA	caregiver limitations @ admission
HBHCLMTD	caregiver limitations @ discharge
HBHCLNME	last name
HBHCLNTH	length
HBHCLOS	length of stay
HBHCLREQ	license required
HBHCLSDT	last date
HBHCLST4	last 4 digits of social security number
HBHCM	loop counter
HBHCMARD	marital status @ discharge
HBHCMARE	marital status @ evaluation
HBHCMFHN	medical foster home (MFH) name
HBHCMFHP	medical foster home (MFH) pointer
HBHCMFHR	medical foster home (MFH) report
HBHCMFHS	medical foster home (MFH) site
HBHCMO	month
HBHCMOBA	mobility @ admission
HBHCMOBD	mobility @ discharge
HBHCMOD	CPT Modifier
HBHCMODA	mood disturbance @ admission
HBHCMODD	mood disturbance @ discharge
HBHCMPT	medical foster home (MFH) patient
HBHCMRDT	most recent date
HBHCMS	marital status

Variable	Represents
HBHCMSG	message
HBHCMXPT	maximum patients
HBHCN	name
HBHCNAM	name
HBHCNAME	name
HBHCNBR	number
HBHCNDX	index
HBHCNDX1	index 1
HBHCNDX2	index 2
HBHCNM	name
HBHCNOD0	node 0
HBHCNOD2	node 2
HBHCNOD3	node 3
HBHCNOD4	node 4
HBHCNODE	node
HBHCNOW	now
HBHCNSHP	no hospital flag (used in patch 2)
HBHCOEP	outpatient encounter pointer
HBHCONE	one
HBHCOPEN	medical foster home (MFH) open date
HBHCPAGE	page
HBHCPC	piece
HBHCPC1	piece 1
HBHCPC2	piece 2
HBHCPC3	piece 3
HBHCPCNT	provider count
HBHCPHON	phone number
HBHCPIEN	provider internal entry number
HBHCPRCT	percent
HBHCPRTR	printer
HBHCPRV	provider
HBHCPRV(	provider array
HBHCPRV1	provider 1
HBHCPRV1(	outpatient provider array
HBHCPRVL	provider list array
HBHCPRVN	provider number
HBHCPRVP	provider pointer
HBHCPS	period of service
HBHCPSRV	period of service
HBHCPT	patient
HBHCQ	quit flag
HBHCQ1	quit flag 1
HBHCQAI	QA indicator
HBHCRACE	race

Variable	Represents
HBHCRC	race
HBHCREC	record
HBHCRECA	receptive communication @ admission
HBHCRECD	receptive communication @ discharge
HBHCREJ	reject/withdraw reason
HBHCREJD	reject/withdraw disposition
HBHCRFLG	rejection data flag
HBHCRFIN	referred while inpatient
HBHCRTPD	rate paid amount
HBHCRTDT	rate paid start date
HBHCSCE0	outpatient encounter zero node
HBHCSEX	sex
HBHCSP1	space 1
HBHCSP10	space 10
HBHCS101	space 101
HBHCS131	space 131
HBHCS136	space 136
HBHCSP16	space 16
HBHCSP18	space 18
HBHCSP2	space 2
HBHCSP3	space 3
HBHCSP4	space 4
HBHCSP5	space 5
HBHCSP6	space 6
HBHCSP61	space 61
HBHCSP66	space 66
HBHCSP74	space 74
HBHCSP8	space 8
HBHCSSN	social security number
HBHCST	state
HBHCSTAT	status
HBHCSTDT	package startup date
[1]HBHCSTOP	stop code
HBHCSUB	subscript
HBHCSX	sex
HBHCTDY	today
HBHCTEAM	team
HBHCTEXT	text
HBHCTFLG	transfer data flag
HBHCTIME	time
HBHCTLTA	toilet usage @ admission
HBHCTLTD	toilet usage @ discharge
HBHCTMP	temporary

---

[1] Patch HBH*1*21 – New variable

Variable	Represents
HBHCTMP(	temporary array
HBHCTMP1	temporary 1
HBHCTMP2	temporary 2
HBHCTMP3	temporary 3
HBHCTMP4	temporary 4
HBHCTOT	total
HBHCTOT1	total 1
HBHCTOT2	total 2
HBHCTRN	training
HBHCTRNA	transferring @ admission
HBHCTRND	transferring @ discharge
HBHCTXT	text
HBHCTYP	type
HBHCTYPE	type
HBHCTYPS	type with an "s" (plural)
HBHCUPD	update flag
HBHCVISA	vision @ admission
HBHCVISD	vision @ discharge
HBHCVSTP	visit file (9000010) pointer
HBHCWHO	who
HBHCWHOC	who capitalized
HBHCWHOS	who with an "s" (plural)
HBHCWLKA	walking @ admission
HBHCWLKD	walking @ discharge
HBHCWRD1	word 1
HBHCWRD2	word 2
HBHCWRD3	word 3
HBHCX	scratch
HBHCXMT3	form 3 transmit status
HBHCXMT4	form 4 transmit status
HBHCXMT5	form 5 transmit status
HBHCXMT7	form 7 transmit status
HBHCXREF	cross-reference
HBHCY	"-" underline
HBHCY0	Y(0) data
HBHCY12	12 underline characters
HBHCY20	20 underline characters
HBHCY30	30 underline characters
HBHCY40	40 underline characters
HBHCY50	50 underline characters
HBHCY65	65 underline characters
HBHCYEAR	year
HBHCYN	yes/no
HBHCZ	"=" underline

Variable	Represents
HBHCZIP	ZIP code
HBHCZRO4	four zeroes

X. Software Product 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 HBPC 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	@	@	@	@	@	@
633.1	HBHC ERROR MESSAGES FOR VISITS	@	@	@	@	@	@
633.2	HBHC MEDICAL FOSTER HOME	@	@	@	@	@	@
634	HBHC TRANSMIT	@	@	@	@	@	@
634.1	HBHC EVALUATION/ADMISSION ERROR(S)	@	@	@	@	@	@
634.2	HBHC VISIT ERROR(S)	@	@	@	@	@	@
634.3	HBHC DISCHARGE ERROR(S)	@	@	@	@	@	@
634.4	HBHC FORM 6 CORRECTIONS	@	@	@	@	@	@
634.5	HBHC PSEUDO SSN ERROR(S)	@	@	@	@	@	@
634.6	HBHC TRANSMIT HISTORY	@	@	@	@	@	@
634.7	HBHC MEDICAL FOSTER HOME ERROR(S)	@	@	@	@	@	@

Security Keys

HBHC TRANSMIT
> This key locks the Transmit File to Austin [HBHCXMT] option and should be assigned
> to users responsible for data transmission to Austin.

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

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

Mail Group
> The HBH mail group receives messages concerning visit record data errors and Austin
> transmission confirmation messages.

Legal Requirements

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

MFH Implementation Chapter

MFH Implementation Check List

Prior to implementation of the MFH functionality brought in by patch HBH*1*24:

☐ Obtain the official MFH sanction date from the HBPC Program Director, or the
application coordinator.

☐ Review the Assigning Menus and Keys chapter to get an overview of how menus and
keys should be assigned.

☐ Ask the application coordinator or a person who works for Home Based Primary Care
to complete the Clinic, Team, & Provider Worksheets at the end of the user manual.
The information will be used to complete the options Clinic File Data Entry, Team
File Data Entry and Provider File Data Entry as the MFH functionality is
implemented. These worksheets can also be used to determine who receives what

menus and keys and who should belong to the HBHC MEDICAL FOSTER HOME mail group.

After Installation of patch HBH*1*24:

☐ Using FileMan, populate the MED FOSTER HOME SANCTION DATE field (#8) in the HBHC SYSTEM PARAMETERS FILE (#631.9) with the VACO approved sanction date. This field should be blank unless site receives official sanction date from VACO. The MFH functionality is dormant for sites without an approved MFH sanction status.

☐ Make sure you are assigned the HBHC MEDICAL FOSTER HOME key and the HBPC Information System Menu.

☐ Contact your local person who maintains the Hospital Location File (#44) Clinics to have MFH Clinics created. The HBPC primary stop codes (170-178) & also the MFH secondary stop code 162 (effective date 10/1/08) are to be utilized for the MFH clinics.

☐ Use the following options or ask the application coordinator for the package to enter all set up data in the program:
   5. Clinic File Data Entry.
   6. Team File Data Entry. Note: It is required that all providers for the program be assigned to a team.
   7. Provider File Data Entry.

☐ Assign menus and, where appropriate, keys to the users.

☐ Set the options Auto-queued Inspection/Training Reminder e-mail [HBHC MFH AUTO-QUEUED REMINDERS] and Auto-queued License Due Reminder e-mail [HBHC MFH AUTO-Q LICENSE DUE] to run on the 1st calendar day of each month, shortly after midnight.

☐ Assign file access per the HBPC Package Security Guide instructions99.

☐ Assign members to the HBHC MEDICAL FOSTER HOME mail group.

☐ Using FileMan, populate the Valid State Code file #631.8 with any additional state codes that will be used by your site for MFH purposes.

XI. Glossary

Application Coordinator | Person responsible for the implementation, training, and troubleshooting of the software package, also acts as liaison between the HBPC Program personnel and IRM.

Branching | Jumping from one spot to another when entering data. Branching determines which questions will be asked based on current values.

Case Manager | HBPC provider who is assigned responsibility for coordinating specific patient care.

D/C | Discharge.

Default | The most probable answer to the field prompt. The value that appears between the field prompt and two slash marks (//). With the cursor resting next to the field prompt, you can either accept the default answer or enter your own answer. To accept the default, simply press the enter (or return) key. To change the default answer, type in your response.

Device Prompt | A prompt at which you identify where you want to send your report output.

Double Quotes | The " symbol. Enclose patient name with double quotes to inform VA FileMan you wish to create an additional record with the same name as an existing record in the file. (e.g., "lastname,firstname"). This method is used to create additional episode of care records for a patient in the HBHC Patient file.

Enter | Accept the entry or default response to a prompt. Symbolized by <ENTER> or <RET> in this manual.

Episode of Care | An admission to the HBPC Program begins an episode of care. The episode ends when the patient is discharged from the program. A complete episode of care must include an admission and a discharge or a reject.

Field | In the computing environment, a field is similar to the blank space on a form. Field refers to one element of information (e.g., patient name).

Field Prompt | An online instruction that identifies the type of information you need to enter.

File | A collection of related records treated as a unit.

Form 3	Evaluation/Admission data entry form.
Form 4	Visit Log data entry form.
Form 5	Discharge data entry form.
Form 6	Correction data entry form.
Form 7	Medical Foster Home transmit record type.
Free Text	A data type that can contain any printable characters.
HBHC	Hospital Based Home Care.
HBHC Provider file	File number 631.4, contains unique HBPC information pertaining to HBPC providers.
HBPC	Home Based Primary Care.
Help	Assistance information which is available online. Enter 1 or 2 question marks at any field prompt to obtain help explaining what answer(s) the field prompt will accept. Enter 3 question marks at any "Select ... Option" prompt to obtain a description of the option.
IRM	Information Resources Management.
Jump	Command that allows you to go from a particular field within a data entry option to another field within that same option.
Key	Special control that allows you to unlock and use options governing sensitive activities and information.
Mail Group	A name assigned to a group of computer users. When you send a message to the group, each member of the mail group receives the message.
Medical Foster Home	Medical Foster Home (MFH) combines adult foster care in a privately owned residence located in the community, with Home Based Primary Care (HBPC) or Spinal Cord Injury Home Care (SCI-HC). MFH offers a safe alternative to nursing home placement, merging personal care in a private home with medical & rehabilitation support from specialized VA home care programs. Veterans placed in MFH meet nursing home admission criteria. Payment of MFH charges is the responsibility of the veteran.

Menu	A list of options from which you can select an activity.
MFH	See Medical Foster Home
Option	A computing activity that you can select from a menu.
Package	The set of programs, files, documentation, online help, and installation procedures that constitute a given software application.
Populate	To fill in a file with data.
Prompt	A question or message from the computer requiring your response.
Queued	A task that is sent for processing in the background.
Record	A collection of data items that refer to a specific entity (e.g., patient name, social security number, date of birth, all referring to the same patient).
Required Field	A mandatory field, one that must not remain blank.
Return	On the computer keyboard, the key located where the carriage return is on a typewriter. Symbolized by <RET> in this manual .
Security Key	Special control that allows you to unlock and use options governing sensitive activities and information.
Software	The set of programs that comprise the HBPC computer application.
Team	An interdisciplinary group of staff who care for a specific group of HBPC patients. Some HBPCs are composed of only one team; some have two teams, others three or more.