MENTAL HEALTH

SECURITY GUIDE

Version 5.01

December 1994

Preface

The Mental Health Package Security Guide Version 5.1 defines and discusses package security issues and the control of sensitive information related to this national software package. This document is not to be included in any Freedom of Information Act (FOIA) software releases.

Table of Contents

Package Security

Mental Health V. 5.0 security is provided through use of security keys, menu options, and Department of Veterans Affairs (VA) FileManager access codes.

The Mental Health package is designed to provide clinical and demographic patient information. Most options in the Mental Health package provide access to sensitive clinical information and are subject to the conditions of the Privacy Act of 1974. The chiefs of the clinical services (Psychiatry, Psychology, Social Work, and Nursing) in consultation with the application coordinator, should determine the user's need to know and should assign security keys, options, and FileManager access codes appropriately.

The options that are not affected by the conditions of the Privacy Act are the options contained in the Vocational Rehabilitation menu and the Clerk-entered Tests option contained in the General Management menu.

Progress Notes

In Version 5.0 of the Mental Health package, the Progress Notes User menu option on the Clinical Record menu accesses the new Progress Notes package. **PLEASE**, reference the Progress Notes Package Security Guide V. 2.5 for instructions relating to Progress Note security.

*WARNING: A signed progress note is considered a part of the Patient's legal record and MUST be safeguarded as such. A signed progress note must not be purged (deleted) except under unusual circumstances such as a court order and must be deleted by an authorized person.

Progress Notes cannot be viewed by clinicians until signed by the author. Then they are considered part of the patient's record and are treated as such.

Electronic Signature:

Progress Notes users can electronically sign progress notes. Users have an electronic signature code and it is used interchangeably in Progress Notes, Order Entry, and IFCAP. The electronic signature code is similar to a user's access or verify code. It can be assigned by the Edit Electronic Signature Code option on the Progress Notes User Menu option that is in turn on the Clinical Record menu.

Security Keys

Mental Health V. 5.0 uses security keys to enable access to specific options. Options that provide discipline specific functionality such as administration and interpretation of instruments or verification of diagnoses is restricted to qualified professionals through assignment of security keys.

Mental Health exports four (4) security keys: YSD, YSP, YSQ, and YSZ.

YSD: YSD security key allows verification of the ICD9 diagnoses. Entry of a verified ICD9 diagnosis into the record requires the YSD key. The Chief of Psychiatry may authorize assignment of this key to clinicians. Note, although members of the Mental Health staff determine the existence of a medical problem, it is up to the clinician responsible for the medical care of the patient to verify the ICD9 diagnosis.

YSP: YSP security key provides access to psychological test options and is required to receive computer psychology test results.

The Chief of Psychology Service may authorize assignment of this key to the psychologists or authorized designee who meet the American Psychological Association guidelines for training in psychological tests.

YSQ: YSQ security key allows verification of the DSM-III-R diagnoses. Entry of a verified DSM-III-R diagnosis into the record requires the YSQ key.

The Chiefs of the Clinical Services may authorize assignment of this key to clinicians who are qualified to verify diagnoses.

NOTE: Although many members of the Mental Health staff may recognize mental health symptoms and may know a patient's past psychiatric history and previous diagnoses, verification of DSM-III-R diagnoses is the responsibility of the patient's clinician.

YSZ: YSZ security key allows technicians/aids to queue tests and/or interviews to be printed after the patient has completed the instrument.

Chiefs of the Clinical Services may authorize assignment of this key to the appropriate personnel. Individual facilities may have a psychological laboratory or assessment area where a testing supervisor, who is not a psychologist, initiates administration of psychological tests and interviews. This key allows tests to be queued for printing at the time the test is completed. The testing supervisor has access to the printouts of test results only at the time the tests are initially administrated.

Menus

Option Assignment:

Assignment of menus is very important. The Mental Health package includes options that provide managerial functionality, as well as options that are relevant to personnel with specific jobs. Care must be taken when assigning menus and security keys. The security has already been described. The Mental Health options are described below.

Primary Menu Option:

The Primary menu for Mental Health V. 5.0 is Mental Health [YSUSER] menu which is composed of five submenu options.

Menu Title

Clinical Record .... YSCLINRECORD
Patient-Administered Instruments .... YSPTINSTRU
Vocational Rehabilitation .... YSVOCATIONAL
General Management .... YSMANAGEMENT
Inpatient Features .... YSCENMAIN

Secondary Menu Option:

The Mental Health package contains options that enable execution of managerial responsibilities. A secondary menu MHS Manager [YSMANAGER] has been created to restrict access to these managerial utilities. The MHS Manager [YSMANAGER] menu contains several utility options. This includes the Mental Health System Site Parameters [YS SITE PARAMETERS] option and the two new Instruments Restart Parameter options. The MHS Manager [YSMANAGER] menu should be used by the Mental Health Application Coordinator to define site-specific fields and to define teams, wards, and team rotation schedules for the Inpatient Features option of Mental Health.

> **NOTE:** Only individuals who are responsible for maintaining the Mental Health package should be assigned the MHS Manager [YSMANAGER] menu.

VA FileManager Access Codes

VA FileManager Access Codes have been assigned to the Mental Health files. Every Mental Health employee who accesses a computer terminal will require the upper case "Y" code. This permits the recipient to read and update the Mental Health files. The lower case "y" allows deletion of data from the files; therefore, this access should be limited to supervisory personnel.

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MENTAL HEALTH FILEMANAGER ACCESS CODES


                                         DD      RD      WR      DEL    LAYGO
FILE                            NUMBER   ACCESS  ACCESS  ACCESS  ACCESS ACCESS
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MEDICAL RECORD                  90       @       Y       Y       Y      Y
PT. TEXT                        99       @       Y       Y       Y      Y
MH CLINICAL FILE                615      @       Y       Y       Y      Y
MH WAIT LIST                    617      @       Y       Y       Y      Y
PROBLEM                         620      @       Y       y       y      y
INDICATOR                       625      @       Y       y       y      y
JOB BANK                        624      @       Y       Y       Y      Y
MH TEXT                         605      @       Y       Y       @      Y
MENTAL HEALTH CENSUS            618      @       Y       Y       Y      Y
MENTAL HEALTH TEAM              618.2.   @       Y       Y       Y      Y
COPYRIGHT HOLDER                601.3.   @       Y       y       y      y
INCOMPLETE PSYCH TEST PATIENT   601.4.   @       Y       Y       Y      Y
MH INSTRUMENT                   601      @       Y       y       y      y
PSYCH INSTRUMENT PATIENT        601.2.   @       Y       Y       y      Y
SECLUSION/RESTRAINT             615.2.   @       Y       Y       y      Y
S/R REASONS                     615.5.   @       Y       y       y      y
S/R RELEASE CRITERIA            615.7.   @       Y       y       y      y
S/R ALTERNATIVES                615.8.   @       Y       y       y      y
S/R CATEGORY                    615.6.   @       Y       y       y      y
S/R OBSERVATION CHECKLIST       615.9.   @       Y       y       y      y
DSM-III-R                       627.5.   @       Y       y       y      y
DSM-III-R MODIFIERS             627.9.   @       Y       y       y      y
YSEXPERT                        628      @       Y       y       y      y
CRISIS NOTE DISPLAY             600.7.   @       Y       Y       Y      Y
MENTAL HEALTH SITE PARAMETERS   602      @       y       y       @      @
MENTAL HEALTH INPT              618.4.   @       Y       Y       Y      Y
DSM3                            627      @       Y       @       @      @
DIAGNOSTIC RESULTS - MENTAL HEALTH 627.8.  @     Y       Y       Y      Y
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NOTE: If the File Access Conversion Part 3 of Kernel has been run, the above FileManager Access Code scheme does not apply.