

RD-2 Sample Requirement Document

Status: In Review, assigned to Lynch, Brittany

BR-61 Overview

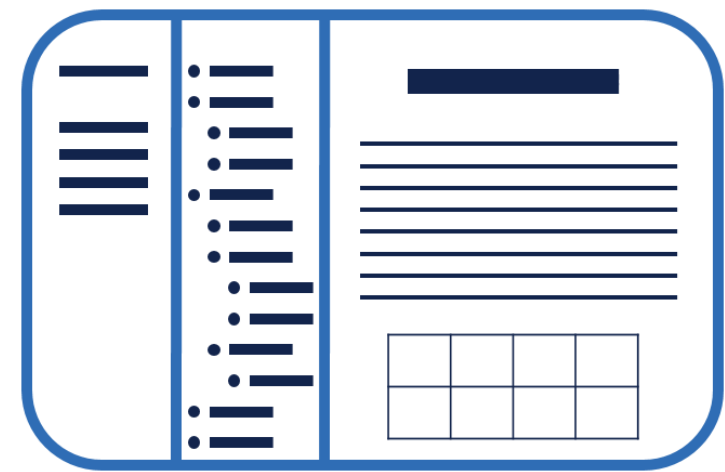
Importance: MustStatus: In Review, not assigned

Description:



This is a sample Requirement Document used for evaluation purposes. It contains a simple hierarchy of requirements, and a limited number of requirement types. If you would like to explore different approaches, please feel free to try out the other sample projects!

- On the far left is your **Primary Navigation** window. This window is where you can quickly switch between Helix ALM's modules.
- In the middle, you'll see the **Document Outline**. This outline can be thought of as a clickable table of contents.
- On the right, you'll see the **Detail View**. This window is a preview into each item contained in this document.



BR-72 Activity Professional Suite

Importance: MustStatus: In Review, not assigned

Description:

The Activity Professional Suite (APS) provides tools and support to activity professionals working in facilities providing care for the elderly. While the primary focus is on Skilled Nursing and Assisted Living facilities, the entire continuum of care – from Skilled Nursing through Assisted Living and Independent Living and even some Adult Day Programs – can find value in the Activity Professional Suite.

The primary user of the Activity Professional Suite is the Activity Director in a long term care facility. These facilities are required by law to provide an activities program directed by a qualified professional if they wish to receive government funding.

Activity Directors of larger programs will have additional staff and volunteers that will also use the Activity Professional Suite.

As the staffing crisis in the long term care industry has worsened, there has been an increasing demand on employees to provide services outside of their core area of competency. Two fields closely allied with the activity professional are recreational therapy and social services. Certified Recreational Therapists and Social Services Professionals are secondary users and will find support for much of what they do in the Activity Professional Suite.

BR-82.1 Activity Application

Importance: MustStatus: Draft, assigned to Unknown

Description:

BR-92.1.1 Activity Planning

Importance: Must

Status: Draft, assigned to Unknown

Description:

Activity planning involves looking at past participation levels, current resident preferences and acuity levels, and the results of various resident assessment.

FR-102.1.1.1 Define activities.

Importance: Must

Status: In Review, assigned to Unknown; Unknown

Description:

Captures information about an activity such as its name, type, etc. By making sure categories include activity categories from the MDS, we can facilitate filling out that assessment.

FR-112.1.1.2 Schedule activities.

Importance: Must

Status: Draft, assigned to Unknown

Description:

Activities may be recurring (e.g., Bible study every Monday afternoon, Bingo every Tuesday and Thursday morning).

FR-122.1.1.3 Display graphs of participation data.

Importance: Must

Status: Draft, assigned to Unknown

Description:

Reports must have the option to display graphs of participation data in addition to tabular data representation.

FR-132.1.1.4 Provide reports on individual resident participation.

Importance: Must

Status: Approved, not assigned

Description:

Resident Participation Summary			
All current residents in all groups			
11/5/06 - 11/11/06			
Resident	Room	Group	Participation Summary
Carl Brownfield	153	Willow (Dementia)	Music and Massage (7 hours) Newspaper Reading (1 hour) Pet Visits (6 hours) Protestant Church Service (1 hour) Reminisce (3 hours) 6 activities were refused
Mary Chambers	161	Willow (Dementia)	Entertainment (1 hour) Gardening (1 hour) Music and Massage (7 hours) Newspaper Reading (1 hour) Pet Visits (6 hours) Protestant Church Service (1 hour) Reminisce (4 hours) TV for news/education (1 hour) Yoga (1 hour) 1 activity was refused
Tom Clouse	126	Evergreen (Rehabilitation Unit)	Catholic Mass (1 hour) Coffee Social (1 hour) Current Events (2 hours) Happy Hour (4 hours) Ice Cream Social (1 hour) TV for news/education (3 hours) 9 activities were refused
Anna Crawford	109	Maple (Long Term Care)	Pet Visits (3 hours)

FR-142.1.1.5 Provide monthly, aggregated resident participation report.

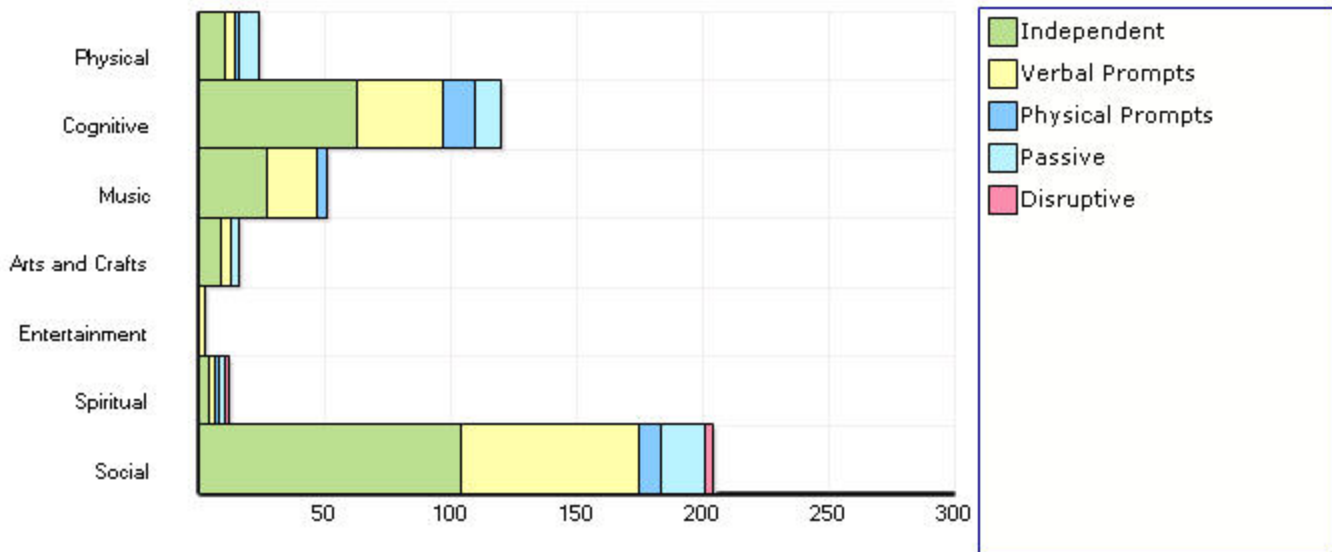
Importance: Must

Status: Draft, assigned to Unknown

Description:

Display a breakdown of resident participation in activities by how actively the residents participated.

Activity Participation Levels Each Interest Category 11/1/06 - 11/30/06



FR-15 2.1.1.6 Provide reports on activity program effectiveness

Importance: Must Status: Draft, assigned to Unknown

Description:

- Activities by type
- Activity type by frequency of offering
- Participation vs. offering frequency
- 1:1 interventions by resident, by location, by type
- Individual resident service consumption
- Resident group service consumption
- Resident demographic breakdowns
- Resident physical/cognitive/psychosocial breakdowns
- MMSE (Mini-Mental State Exam) testing by resident (longitudinally by resident and group)

FR-16 2.1.1.7 View results of resident interest summaries.

Importance: Must Status: Draft, assigned to Unknown

Description:

FR-17 2.1.1.8 View report on common characteristics of low-participation residents.

Importance: Must Status: Draft, assigned to Unknown

Description:

FR-18 2.1.1.9 Provide a resident activity suggestion box.

Importance: Must Status: Draft, assigned to Unknown

Description:

BR-19 2.1.2 Participation Tracking

Importance: Must Status: Approved, not assigned

Description:

FR-25 2.1.2.1 Display resident photos on activity participation entry form.

Importance: Should Status: Change Needed, assigned to Unknown

Description:

Resident photos are optional on the participation entry form.

Carla Brownfield

NOTICE: Carla recently fell, and should be assisted on stairs.

Room: 504

Age: 86

Dietary Needs: Dislikes spicy food

Additional Notes

Carla is very sweet. Her family visits regularly, and generally helps themselves to basic needs.

Sometimes Carla will enter the wrong room when she is tired, but is amenable to being led back to her own living quarters.

Memory



Mobility



Primary Contact: Jonathan Brownfield

Relationship: Son

Phone: [843.555.1211](tel:843.555.1211)

Email: jbrownfield@sample.com

FR-20 2.1.2.2 Document resident participation level for scheduled and unscheduled activities.

Importance: Must Status: Approved, not assigned

Description:

Ad-hoc 1:1's good example of unscheduled activity.

FR-22 2.1.2.3 Allow users to define their own resident participation levels.

Importance: Must Status: Approved, not assigned

Description:

A level-of-participation scale can be a standard used facility-wide. Some facilities might define special participation levels for unique activities.

Examples of participation levels include:

- active
- passive
- refused
- disruptive (to others) (need notes area to describe disruption)
- harmful to resident himself
- harmful to others
- moderately involved

See the pink book p131 for additional details.

FR-26 2.1.2.4 Track the minutes a resident spent in an activity.

Importance: Must Status: Approved, not assigned

Description:

This includes group and 1:1 activities.

FR-21 2.1.2.5 Print attendance sheets.

Importance: Must Status: Approved, not assigned

Description:

Print by activity, by group, by location, etc.

BR-27 2.1.3 Assessments

Importance: Must Status: Draft, assigned to Unknown

Description:

Assessments are made on the resident's physical, intellectual, psychosocial, and spiritual needs. Many assessments simply provide a standard way for documenting resident information such as social history and previous and current interests.

An assessment is basically a test that may or may not be graded. It contains questions that may be grouped into sections. Questions frequently have answers that are quantitative – an answer is picked from a small list of options. Some answers are free form.

Every activity professional works with a unique resident population in a unique setting. It is common for a new activity director to revise all of the assessment forms to reflect the new director's professional evaluation of government requirements, her workload, the capabilities of the residents, and the competency of her staff.

Common assessment items may include: chronological age, sex, ethnic identification (Greek, Irish), religious preference, socioeconomic status, educational status, and lifestyles.

FR-28 2.1.3.1 Provide canned assessments based on best standard

Importance: Must Status: Draft, assigned to Unknown

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Description:

Sample assessments could include:

- Social history
- Health history
- Resident interests
- Dementia specific assessments
- Psychosocial
- Initial activity needs assessment (see pink book, p. 99)
- MDS (Sections N, T, F)
- RAPS

FR-29 2.1.3.2 Provide the option to default assessment item responses to the previous resident's responses. Importance: Must Status: Draft, assigned to Unknown

Description:

This speeds up data entry for repeat assessments that typically look to identify resident changes over time.

FR-30 2.1.3.3 Must be able to customize canned assessment questions. Importance: Must Status: Draft, assigned to Unknown

Description:

This allows phrasing to be recognizable by surveyors and to graduate the forms based on the skill level of the activity staff.

FR-31 2.1.3.4 Provide the capability to create new assessments. Importance: Must Status: Draft, assigned to Unknown

Description:

FR-32 2.1.3.5 Print assessment data entry forms. Importance: Must Status: Draft, assigned to Unknown

Description:

It's expected that most resident assessments will be conducted away from the activity professional's computer – in the resident's room or informally while engaged in another activity.

FR-33 2.1.3.6 Provide an easy way to enter accurate assessment responses. Importance: Must Status: Draft, assigned to Unknown

Description:

Care must be taken to help ensure the accuracy and enhance the speed of the data entry process. This requires validation of item responses.

FR-34 2.1.3.7 Schedule assessments for residents. Importance: Must Status: Draft, assigned to Unknown

Description:

Some assessments are intended to be given at certain, well-defined times: within 14 days of a resident's arrival at the facility, 4 months after a previous assessment, etc.

At some facilities an external system might generate "who's up next" reports, so this could involve manually selecting residents who need to have their quarterly/annual assessments performed.

FR-35 2.1.3.8 Provide assessment analysis support. Importance: Must Status: Draft, assigned to Unknown

Description:

Examples would include showing the breakdown of responses for each item in an assessment for a group of residents or listing the residents who marked gardening as an area of interest.

FR-36 2.1.3.9 Support "longitudinal" assessments. Importance: Must Status: Draft, assigned to Unknown

Description:

Allow results from repeat assessments to be included in an assessment analysis. This can show how resident responses change over time.

FR-37 2.1.3.10 Display charts/graphs of assessment results. Importance: Must Status: Draft, assigned to Unknown

Description:

These are simple graphics to help visualize assessment results.

BR-38 2.1.4 Resident status Importance: Should Status: Draft, assigned to Unknown

Description:

New residents are considered to be current residents by default. A new resident may be preadmitted before she arrives.

FR-39 2.1.4.1 Discharge resident.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

This changes the resident status. The resident is no-longer considered a current resident. A discharge status could indicate the likelihood that the resident might return (i.e., deceased, in hospital, back home, etc.).

FR-40 2.1.4.2 Readmit resident.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

This reactivates the resident. They may now appear on lists of current residents.

BR-41 2.1.5 Minimum Data Set 2.0

Importance: Should **Status:** Draft, assigned to Unknown

Description:

The MDS is a special type of assessment. If a facility wants to receive Medicare/Medicaid funding it must transmit the results of the Minimum Data Set (MDS) assessment for each of its residents to the state government.

The full MDS contains over 500 items for each resident, but only a small portion of the items, usually sections N, T, and F, are filled out by the activity professional.

Many facilities will already have a comprehensive software system in place to handle the clinical and financial details of running the facility. Transmittal of the MDS data is usually included as part of a clinical module in such systems, but the detailed information management needs of activity professionals are not addressed by these systems. The intent of APS is to complement these existing institutional systems, not compete with them (at least not in version 1).

FR-42 2.1.5.1 Provide integration with standard MDS 2.0 activity related sections.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

Extract data from resident participation information to suggest values for the MDS that the activity professional must provide.

FR-43 2.1.5.2 Support exporting MDS 2.0 data.

Importance: May **Status:** Draft, assigned to Unknown

Description:

Exported MDS 2.0 data uses the government defined format for communicating MDS results.

FR-44 2.1.5.3 Support importing MDS 2.0 data.

Importance: May **Status:** Draft, assigned to Unknown

Description:

BR-45 2.1.6 Calendar Production

Importance: Should **Status:** Draft, assigned to Unknown

Description:

Every activity professional must prepare monthly activity calendars for each of their resident groups – Assisted Living, Alzheimer's, etc. This is a requirement for the facility to receive Medicare/Medicaid money.

FR-46 2.1.6.1 Create monthly activity calendar for each group within the facility.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

Facilities with diverse resident populations – independent living, assisted living, dementia residents, etc. – typically produce a separate activity calendar for each resident group. Sometimes activity programming is also segmented by physical location – 2nd floor, Smith Building.

FR-47 2.1.6.2 Provide a variety of starting calendar templates.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

FR-48 2.1.6.3 Allow images to be added to the calendar.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

Images may be added to individual days and to the calendar borders.

FR-49 2.1.6.4 Finished calendar formats may be saved as templates.

Importance: Must **Status:** Draft, assigned to Unknown

Description:

A facility typically settles on a calendar style.

FR-50 2.1.6.5 Provide daily, weekly, and monthly views of the calendar.

Importance: Must **Status:** Draft, assigned to Unknown

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Description:

FR-51	2.1.6.6 Support individual resident calendars.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-52	2.1.6.7 Print the activity calendars in a multiple sizes.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

Calendar sizes range from a single sheet of 8.5" x 11" paper to wall sized formats as large as 3' x 4'.

FR-53	2.1.6.8 Provide a graphic library of clip art for use with the calendar.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

Important to have holiday, seasonal, and religious art.

FR-54	2.1.6.9 Flag activities for automatic inclusion/exclusion on the public calendar.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-55	2.1.6.10 Show holidays and historical events on the calendar.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

BR-56	2.1.7 Outings	Importance: Should	Status: Draft, assigned to Unknown
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Description:

Outings are special activities that take place outside the facility. Typical outings might include a trip to the grocery store, attending a theatrical performance, or visiting an area attraction such as a zoo. The cost of an outing is not required to be covered by a resident's per diem and some outings do carry an additional cost to the resident. It is often the responsibility of the activity professional coordinating the outing to collect the outing fee.

Unlike most of the scheduled group activities in the facility, residents typically sign up in advance for an outing and there are limitations on the number of residents who may attend. These limitations may arise because there are a limited number of seats on the facility handicapped van, or there aren't enough skilled nurses to accompany lower functioning residents.

FR-57	2.1.7.1 Provide a mechanism to schedule outings.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

Some outings appear on the public activity calendar.

FR-58	2.1.7.2 Print sign-up sheets for outings.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-59	2.1.7.3 Track the participation level of residents attending an outing.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

Some facilities have problems with resident complaints that the same set of residents always got to go on outings.

FR-60	2.1.7.4 Document if the resident has the appropriate permissions on file.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-61	2.1.7.5 Document if a resident's family desired to be notified before an outing.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-62	2.1.7.6 Generate reminder to notify family members before an outing.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

FR-63	2.1.7.7 Provide a mechanism to facilitate collecting money from residents for an outing.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

Outings may have a cost that is per resident or per facility.

BR-64	2.1.8 Communicating with Families	Importance: Should	Status: Draft, assigned to Unknown
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Description:
Since in many cases it's the families of residents who are paying the resident's bill or are responsible for the selection of the resident's facility, activity professionals find themselves under tremendous pressure to keep family members happy and informed.

FR-65	2.1.8.1 Document email addresses for family members.	Importance: Must	Status: Draft, assigned to Unknown
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Description:
Pre-address an email message in the user's identified mail client and set the return address to that of the currently logged in user.

FR-66	2.1.8.2 Facilitate sending email to family members.	Importance: Must	Status: Draft, assigned to Unknown
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Description:
Some families like to know when their loved one leaves the facility for an outing. All families might be notified of care conferences, special outings (picnic, Christmas party, etc.).

FR-68	2.1.8.4 Export resident/family contact information.	Importance: Must	Status: Draft, assigned to Unknown
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Description:
See the generic export rules in the Import/Export section. This feature is useful for doing mail merge type activities.

FR-69	2.1.8.5 For an activity, show all residents whose family members want to be notified before the activity.	Importance: Must	Status: Draft, assigned to Unknown
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Description:
This is most relevant for outings. For regular activities in the facility, some family members might be satisfied with access to the monthly activity calendar.

BR-70	2.1.9 Volunteer Management	Importance: Should	Status: In Review, assigned to Lynch, Brittany
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Description:
Some facilities have large numbers of volunteers that do a wide range of volunteer activities - read to residents, man the ice cream parlor, stuff envelopes, conduct sing-a-longs, host spring prom, etc.. The list of activities is typically long. Managing a large volunteer group can take significant time. This is exacerbated due to a high-degree of turnover among volunteers. Managing the volunteers is a task frequently assigned to the activity or social services professional at a facility. Residents may also volunteer their time. These resident volunteer activities are treated like normal activities in the resident's record.
It is common for facilities to host an annual volunteer appreciation event where volunteers are recognized for their service during the preceding year.

FR-71	2.1.9.1 Maintain contact information for each volunteer and volunteer group.	Importance: Must	Status: Implemented
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Description:
This is basic demographic information - name, address, phone, etc. Groups (Kiwanis, church groups, Boy and Girl Scouts) would have the name of the group and a designated contact person.

FR-72	2.1.9.2 Flag if the volunteer is a resident of the facility.	Importance: Must	Status: Implemented
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FR-73	2.1.9.3 Track volunteer hours.	Importance: Must	Status: Implemented
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Description:
Keep information for each volunteer. Record time spent, when spent, and activities performed. Logs are kept documenting the start and end times of a volunteer session. These logs are used to tabulate the total volunteer hours for individuals and organizations. Volunteers are typically recognized at an annual appreciation event with awards and certificates based on their total number of hours of service over the year.

FR-74	2.1.9.4 Flag volunteers who need TB tests.	Importance: Must	Status: Implemented
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Description:
Volunteers who have over 10 hours of volunteer time with the residents are required to have a clean tuberculosis test.

FR-75	2.1.9.5 Document interview notes.	Importance: Must	Status: In Review, not assigned
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Description:
Provide a mechanism to record notes gathered about the volunteer during the volunteer's initial interview. Not all volunteers are accepted.

FR-76 2.1.9.6 Document volunteer evaluations. **Importance:** Must **Status:** In Review, not assigned

Description:
Volunteers are monitored to make sure they are liked by residents, that they adequately perform their jobs, and that they show proper respect and concern towards the residents.

FR-77 2.1.9.7 Record volunteers' skills and interests. **Importance:** Must **Status:** In Review, not assigned

Description:
This allows the volunteer coordinator to better match facility needs with the interests and talents of potential volunteers.

FR-78 2.1.9.8 Allow the facility to customize the volunteer skills and interests form. **Importance:** Must **Status:** In Review, not assigned

Description:
Include special abilities (driving the van, playing the piano, etc.), preferences (reading the newspaper out loud, helping with office paper work).

FR-79 2.1.9.9 Record volunteer availability. **Importance:** Must **Status:** In Review, not assigned

Description:
Volunteers rarely volunteer full-time, e.g., 3 afternoons a week, 1 hour a day, only Saturday mornings.

FR-80 2.1.9.10 Provide pre-defined reports on volunteer activities and interests. **Importance:** Must **Status:** In Review, not assigned

Description:
Sample reports include:
Active volunteers with over 10 hours who have not had their TB shot.
Volunteers who only showed up once.

FR-81 2.1.9.11 Export volunteer reports. **Importance:** Must **Status:** Implemented

Description:
For example, export a text file of volunteers and the hours they have volunteered so the facility can mail merge award certificates.

FR-82 2.1.9.12 Provide capability for volunteers to make comments about their interaction with residents. **Importance:** Must **Status:** Change Needed, not assigned

Description:
FR-83 2.1.9.13 Provide a volunteer certification form. **Importance:** Must **Status:** In Review, not assigned

Description:
Track that the volunteer guide was given out, that policies and procedures were read and understood, etc.

FR-84 2.1.9.14 Provide an online tutorial for working with the elderly. **Importance:** May **Status:** In Review, not assigned

Description:
Testing at the end can help to screen volunteers.

FR-85 2.1.9.15 Record volunteer group activities at the facility. **Importance:** Must **Status:** In Review, not assigned

Description:
Track the group, the date and time they visit, the type of program, contact person and address, any special arrangements, notes about the program and if the residents liked it, who at the facility hosted the group, the date a thank you note was sent to the group.

FR-86 2.1.9.16 Provide daily assignments for one-to-one activities. **Importance:** Must **Status:** In Review, not assigned

Description:
Print or view instructions for a volunteer for interacting with particular residents.

FR-87 2.1.9.17 Provide standard volunteer assignment descriptions. **Importance:** Must **Status:** Implemented

Description:

Instructions and steps for performing certain activities.

FR-88	2.1.9.18 Schedule volunteers.	Importance: Must	Status: Change Needed, not assigned
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Description:

Useful for volunteers that man the coffee shop or craft concession booth.

BR-89	2.1.10 On-line Help	Importance: Should	Status: Draft, assigned to Unknown
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Description:

APS users, in general, are not sophisticated computer users, and the long term care industry has a particularly high staff turnover rate. This requires that the system be extremely easy to learn. On the other hand, APS will likely be the user's sovereign application, so, once learned, it must be extremely efficient in daily use.

FR-90	2.1.10.1 Provide a getting started tutorial.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

This is an animated tutorial that shows the user how to accomplish key tasks.

FR-91	2.1.10.2 Provide an online user guide.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

This is both task-oriented ("New Resident Admission") and index-oriented ("Assessments, MDS").

FR-92	2.1.10.3 Provide an IUI (Inductive User Interface) "Show Me How" mode	Importance: Must	Status: Draft, assigned to Unknown
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Description:

BR-93	2.1.11 Import/Export	Importance: Must	Status: Draft, assigned to Unknown
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Description:

It will be common for facilities to have a facility-wide computer system for handling clinical and financial data already in place when APS is installed. Since the initial version of APS will not replace such systems, some means of transferring basic data from the existing system to APS would reduce typing, errors, and the time required to set up APS.

The initial need is to populate a starting set of basic resident information from external data. In the future, we expect our users will find it valuable for APS to be tightly integrated with the market leaders in the general long term care software market, even allowing "real-time" sharing of information in both directions.

FR-94	2.1.11.1 Import resident information from a text file.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

A comma- or tab-delimited text file is the format that users are most likely to have their data in. Some activity directors are keeping their own version of resident information in spreadsheets. Text files are a common format that many large long term care software vendors can use to export basic resident information.

FR-95	2.1.11.2 Import resident MDS information in the government MDS format.	Importance: May	Status: Draft, assigned to Unknown
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Description:

FR-96	2.1.11.3 Allow user to map columns in import files to the equivalent APS field.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

This is meant to be a fairly generic feature, available every time the user needs to import a file.

FR-97	2.1.11.4 Save import mapping relationships for future reuse.	Importance: Must	Status: Draft, assigned to Unknown
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Description:

This makes it easy for a user to import additional files of the same type. By specifying a pre-defined mapping, importing becomes a faster process for the user.

FR-98	2.1.11.5 Export resident information to a text file.	Importance: Must	Status: Implemented
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Description:

Exporting does not allow the user to specify a transformation on the file contents. APS exports to its own tab-delimited format.

FR-99	2.1.11.6 Imports are undoable.	Importance: Must	Status: Implemented
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Description:

Undoing an import "uncreates" any records that were created during the import process.

FR-100	2.1.11.7 Inform user of any records that are skipped during a n import or export.	Importance: Must	Status: Implemented
Description: This is informational only and lets the user know of records that contained errors and were skipped. The user must manually process any problem records.			
NFR-147	2.1.12 Native iOS support	Importance:	Status: Draft, not assigned
Description:			
NFR-148	2.1.13 Native Android support	Importance:	Status: Draft, not assigned
Description:			
BR-101	2.2 Facility Administration Tool	Importance: Must	Status: Draft, assigned to Unknown
Description: The Facility Administration Tool is integrated with the end-user application. Users with sufficient permissions (e.g., the facility Activity Director) use it to perform system administration functions.			
BR-102	2.2.1 User profiles	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Users with appropriate security can create and update user profiles.			
FR-103	2.2.1.1 Create, edit, delete, suspend, reactivate users.	Importance: Must	Status: Implemented
Description:			
FR-104	2.2.1.2 Set roles and permissions.	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Specify which users can access which functions and view (and edit) which data.			
BR-105	2.2.2 Branding graphics	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Specify graphic images to be used on printed reports and in online publishing of production calendars and newsletters.			
BR-106	2.2.3 Category editing	Importance: Must	Status: Draft, assigned to Unknown
Description:			
In many data entry operations in APS, the user can select a choice from a menu or list (e.g., “What’s this resident’s building/wing/floor ?”). The facility administration can be used to manage the lists of possible choices (e.g., “Alzheimer’s Unit” or “Third Floor”). Note that the system administrator can also configure the system to allow new choices to be added by end-users.			
BR-107	2.2.4 Online vs. offline operation	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Allows the system administrator to configure net operations parameters.			
FR-108	2.2.4.1 Web-enabled versus standalone operation	Importance: Must	Status: Draft, assigned to Unknown
Description:			
FR-109	2.2.4.2 Single user vs. multiple users	Importance: Must	Status: Draft, assigned to Unknown
Description:			
FR-110	2.2.4.3 Update/backup parameters	Importance: Must	Status: Draft, assigned to Unknown
Description:			
BR-111	2.2.5 Specify facility web site link	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Allows the system administrator to optionally specify the URL of the facility’s “other” web site (e.g., its marketing site not maintained by WysisCorp).			
BR-112	2.3 APS Installer	Importance: Should	Status: Draft, assigned to Unknown
Description:			
BR-113		Importance:	Status: Draft, assigned to Unknown

	2.3.1 System-compatibility pre-flight	Should	n
Description:			
NFR-114	2.3.1.1 Target system supports .Net framework	Importance: Should	Status: Draft, assigned to Unknown
Description:			
FR-115	2.3.1.2 Prompts/confirms internet access & speed	Importance: Should	Status: Draft, assigned to Unknown
Description:			
NB: APS has a mode of operation that does not require connectivity (but delivers less functionality and frequently reminds the user of what she’s missing).			
BR-116	2.3.2 Uninstaller/Updater	Importance: Should	Status: Draft, assigned to Unknown
Description:			
BR-117	2.3.3 Install Code	Importance: Should	Status: Draft, assigned to Unknown
Description:			
FR-118	2.3.3.1 Expiration date	Importance: Should	Status: Draft, assigned to Unknown
Description:			
The “install code” is generated by the Wysicorp internal customer support tool and incorporates the date at which the user license expires.			
BR-119	2.3.4 Incremental updates and patches	Importance: Should	Status: Draft, assigned to Unknown
Description:			
BR-120	2.4 General/Misc Requirements	Importance: Must	Status: Draft, assigned to Unknown
Description:			
NFR-121	2.4.1 HIPAA Compliant	Importance: Must	Status: Draft, assigned to Unknown
Description:			
See the associated “HIPAA Compliance Requirements” document			
BR-122	2.4.2 Localizable	Importance: Must	Status: Draft, assigned to Unknown
Description:			
NFR-123	2.4.2.1 English and Spanish in initial release	Importance: Must	Status: Draft, assigned to Unknown
Description:			
BR-124	2.4.3 Printing	Importance: Must	Status: Draft, assigned to Unknown
Description:			
FR-125	2.4.3.1 All reports can be viewed onscreen and all screens can be printed.	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Surprisingly, and much to the annoyance of users, the two main competing products cannot do this.			
BR-126	2.4.4 Expiration	Importance: Must	Status: Draft, assigned to Unknown
Description:			
FR-127	2.4.4.1 All reports are watermarked “License Expired” once the software license expires.	Importance: Must	Status: Draft, assigned to Unknown
Description:			
FR-128	2.4.4.2 Flash “License Expired” once the software license expires.	Importance: Must	Status: Draft, assigned to Unknown
Description:			
Probably in the License Countdown area.			
FR-129	2.4.4.3 Sixty days after the license expires, no new data may be entered.	Importance: Must	Status: Draft, assigned to Unknown
Description:			

