Social Work Service Setup Checklist

Virgin Install

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Social Work Information Management Systems (SWIMS) package is comprised of four modules, Case Management System; Clinical Assessment Module; Community Resource Module and Maintenance System.			
2. The **Maintenance System** sub-menu is used for entering the social work system site parameters. The site parameters are NOT multidivisional. **SECURITY KEYs:** SOWKSITE, SOWKHIR, SOWKADD			
A. **SITE PARAMETERS** - This option offers the ability to Edit Site Parameters and Enter/Edit a Reporting Site. Only parameters editable under the Enter/Edit a Reporting Site are divisional.			
1. **Edit Site Parameters** – This is a single value field and will contain the name of the primary system. SITE NAME: OMAHA VAMC// (No Editing) DOES CLERK ENTER ALL CASES?: YES// AUTOMATIC TRANSMISSION: YES// ELAPSED DAYS: 5// ARE MANHOURS TO BE COUNTED?: ASK PROBLEMS ON OPENINGS?: SERVICES PROVIDED ON OPENINGS?: NO// Select SOCIAL WORK CLINICS: O/GERIATRIC- // USE OF AGE LEVEL: YES// AGE LEVEL: 70// INCOME LESS THAN LOCAL AMOUNT: YES// INCOME LEVEL: 0// USE OF HIGH-RISK WARD(S): YES//			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS

Select HIGH-RISK WARD(S): K/LEGACY WARD LOCATION//
 Select SPECIAL PATIENT POPULATION: geriatric//
  SPECIAL PATIENT POPULATION: geriatric//
  CODE: 08//
 Select SPECIAL PATIENT POPULATION:
 NSC INSURANCE: NO//
 FEMALE: NO//
 AGE 70 OR > & 2 OR MORE OPC: YES//
 GENERAL DELIVERY ADDRESS: YES//
 NO ADDRESS: YES//
 NO TEMPORARY ADDRESS: NO//
 IRREGULAR DISCHARGE: NO//
 SAME DIAGNOSIS IN ONE MONTH: NO//
 RCH/CNH AND SEEN BY SWS: YES//
 ADMISSION DUE TO ACCIDENT: NO//			

2. **Site Parameters - Enter/Edit a Reporting Site**
 	
 SITE NAME: ORLANDO//   (No Editing)
 AMIS SITE SUFFIX: (This is no longer used.)
 Select SPECIAL PATIENT POPULATION: HOMELESS//
  SPECIAL PATIENT POPULATION: HOMELESS//
  CODE: 04//
			DIVISIONAL PARAMETERS

B. Additional options on the Maintenance System menu need to be reviewed. Enter/Edit Worker; Enter/Edit Homes; Activate/Deactivated Cost Distribution Centers as needed.			
1) Caseworkers - Add caseworkers to the Primary database using the Social Work's Maintenance System Option **Enter/Edit Worker**			
2) **Enter/Edit Homes – RCH (Residential Care Home)**			
3) **Activate/Deactivate Cost Distribution Center**-' add all appropriate CDC's			
4) Review FTEE Percentage Social Work is spends at each CDC using the option **Social Work Clinics**			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
(FTEE Percentages)			
5) High Risk Start-Up – This option sets up a scheduled task to run every day to a defined printer.			
3. **Case Management System**: RCH Registry and Social Work Personnel should added **Security Keys**: SOWCAD, SOWKCWK, SOWDEL, SOWKADD, SOWKTRANS			
4. **Clinical Management Module**: **Security Key** SOWKDBR			
5. **Community Resource Module** **Security Key**: SOWKBHED			
6. Fee Basis: If SWS is responsible for CNH Program, then the following needs to be done.			
a. Current CNH contracts need to be reviewed and entered on the Primary system reflecting the new station number. Use the Fee Basis option "Update Vendor Contract/Rates – CNH" to add new contract numbers or edit exiting data. New 7078 authorizations will have to be entered for CNH patients. They will need to be discharged from the Legacy system and admitted to the Primary system on integration day. The new authorization should show the FROM DATE as the integration date and the TO DATE should be entered as it was on the Legacy database.			
7. **SECURITY KEYS**. Check to make sure the following security keys have been assigned XMQ-SWK; XMQ-SWM;XMQ-SWA, SOWKSITE,SOWKHIR,SOWKADD,SOWKCAD,SOWKC WK,SOWDEL,SOWKADD,SOWKTRANS,SOWKDBR,SO			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
WKBHED			
8. **MAIL GROUPS**: Added members to SWS, SWM, RHC			