



DECISION SUPPORT SYSTEM (DSS) EXTRACTS INSTALLATION GUIDE

Version 3.0

January 1998

(Addendum 1 added November 2012)

Department Of Veterans Affairs
VISTA Technical Services
Patient Administration Products Team

Date	Description (Patch # if applicable)	Author
November 2012	Addendum 1 added with Patch ECX*3.0*136	Bob Yorty
January 2008	Original Document	

Table of Contents

Introduction	1
Resource Requirements.....	3
Routines	3
Extract Files	3
Global Placement	4
Journaling.....	4
Data Archiving And Purging	4
Instructions for Installing DSS Extracts V. 3.0 Over DSS Extracts V. 2.0T11	5
Sample Installation for Sites With DSS Extracts V. 2.0T11 Installed.....	9
Initializing DSS Extracts V. 3.0.....	17
Instructions for Initialization of DSS Extracts V. 3.0 Software.....	17
Sample of First-Time Installation	20
Attachment A - DSS File Setup Checklist.....	27
A. Setup for DSS Clinic Information	27
B. Setup for DSS Lab Results Information	28
C. Setup for Inpatient Medications Information (for sites running Inpatient Medications V. 4.5 only)	28
D. Medical Center Division Definitions in <i>VISTA</i>	29
E. Optional Setup Maintenance Options	29
F. Setup for Inpatient Census Information	30
G. Setup for QUASAR	30
Attachment B - Guidelines for Matching DSS Lab Tests to Local Lab Data Names	33
For Lab Results (LAR) Extract.....	33
Attachment C - Sample DSS Lab Test Names Worksheet	35
Addendum 1.....	37
A. Setup for DSS Clinic Information	37
B. Setup for Inpatient Medications Information (for sites running Inpatient Medications V. 4.5, or greater).....	38
C. Medical Center Division Definitions in <i>VISTA</i>	39
D. Optional Setup Maintenance Options	39
E. Setup for Inpatient Census Information	40
F. Setup for QUASAR	40

Introduction

The Decision Support System (DSS) Extracts Version 3.0 software is in the ECX namespace and the file range of 727 through 728.999. Installation is required for extraction and transmission of FY98 data to the Austin Automation Center (AAC). DSS Extracts V. 3.0 relies on the following **VISTA** infrastructure software applications for installation and normal operation:

Application	Version	Notes
Kernel	8.0	
VA FileMan	21.0	
MailMan	7.1	Several MailMan patches have been issued to create the necessary entries in the DOMAIN file (#4.2) for the special mail queues at the AAC. Each facility must ensure that the following patches are installed: <ul style="list-style-type: none">• XM*DBA*85• XM*DBA*86• XM*DBA*87• XM*DBA*88• XM*DBA*89

DSS Extracts V. 3.0 assumes that each of the following **VISTA** software applications (patched to date) has been installed with the minimum version indicated, if data associated with that application is to be correctly extracted and transmitted to the AAC:

Application	Minimum Version	Notes
PIMS	5.3	Patch SD*5.3*41 to the Scheduling portion of PIMS must be installed. This patch creates the Primary Care Management Module (PCMM).
Inpatient Medications	4.5	The IV Extract will continue to collect data even if a facility is not running Inpatient Medications V. 4.5; however, the DSS software will not reflect the new Pharmacy product IDs for IV workload. For this reason, the Bedford Technical Support Office (BTSO) recommends that Inpatient Medications Version 4.5 be installed.
Outpatient Pharmacy	6.0	
Event Capture	2.0	Event Capture V. 2.0 must be installed and patched to date in order for installation of DSS Extracts V. 3.0 to proceed. Prior installation of patches EC*2.0*5 and EC*2.0*6 is mandatory.
Laboratory	5.2	The LAB extract using LMIP codes requires the installation of Lab patch LR*5.2*127.
QUASAR	2.0	
Surgery	3.0	
Nursing	3.0	
Dental	1.2	
Radiology	4.5	

Resource Requirements

Routines

There are 69 ECX* routines, an ECUD1 routine, and a number of ECX8* routines. They take up approximately 320 Kbytes of disk space.

Extract Files

The following table provides a list of the extract files and an estimate of their disk requirements.

File Number	File Name	File Requirements
727	DSS EXTRACT LOG	200 bytes per entry
727.1	EXTRACT DEFINITIONS	35 Kbytes total
727.2	DSS LAB TESTS	2 Kbytes total
727.802	ADMISSION EXTRACT	250 bytes per entry
727.803	CLINIC EXTRACT	240 bytes per entry
727.804	CLINIC NOSHOW EXTRACT	200 bytes per entry
727.805	NURSING EXTRACT	200 bytes per entry
727.806	DENTAL EXTRACT	220 bytes per entry
727.808	PHYSICAL MOVEMENT EXTRACT	180 bytes per entry
727.809	UNIT DOSE LOCAL EXTRACT	180 bytes per entry
727.81	PRESCRIPTION EXTRACT	220 bytes per entry
727.811	SURGERY EXTRACT	260 bytes per entry
727.813	LABORATORY EXTRACT	180 bytes per entry
727.814	RADIOLOGY EXTRACT	200 bytes per entry
727.815	EVENT CAPTURE LOCAL EXTRACT	230 bytes per entry
727.817	TREATING SPECIALTY CHANGE EXTRACT	180 bytes per entry
727.819	IV DETAIL EXTRACT	230 bytes per entry
727.82	ADMISSION SETUP EXTRACT	210 bytes per entry
727.821	PHYSICAL MOVEMENT SETUP EXTRACT	140 bytes per entry
727.822	TREATING SPECIALTY CHANGE SETUP EXTRACT	140 bytes per entry
727.823	PAI EXTRACT	100 bytes per entry
727.824	LAB RESULTS EXTRACT	130 bytes per entry
727.825	QUASAR EXTRACT	230 bytes per entry
728	DSS EXTRACTS	Less than 1Kbyte total
728.113	IV EXTRACT DATA	50 bytes per entry
728.44	CLINICS AND STOP CODES	60 bytes per entry (one entry per clinic)
728.441	NATIONAL CLINIC	9 Kbytes total
728.506	DSS DRUG PRODUCT CODE	
728.904	UNIT DOSE EXTRACT DATA	50 bytes per entry

Global Placement

There are no specific recommendations for global placement.

Journaling

Journaling the ^ECX global is recommended due to the potential for partial data loss in intermediate data files #728.113 and #728.904 in the event of a system crash/restore.

Data Archiving And Purging

DSS Extracts V. 3.0 has no archiving capability.

The local DSS Site Manager is responsible for routine purging of data in the local extract files via the Purge Data from Extract Files option in the Extract Manager's Options menu. This is done on an extract-by-extract basis after transmission to AAC has been confirmed. For more information about purging extract data, please refer to the following related manuals:

- DSS Extracts V. 3.0 Technical Manual - Archiving and Purging Section
- DSS Extracts V. 3.0 User Manual - Transmission Management Section

Instructions for Installing DSS Extracts V. 3.0 Over DSS Extracts V. 2.0T11

Step Description

1. ***Before installing DSS Extracts V. 3.0, please verify with the local DSS Site Manager that extraction and transmission of FY97 data have been completed. Revisions to data dictionaries and routines made during this installation will make it impossible to perform any further FY97 data extracts. FY97 extract data must be purged in order for the installation to proceed.***
2. The DSS Manager must use the *Purge Data from Extract Files* [ECXPURG] option to clear all DSS Extract files, **except for the following**:
 - IV EXTRACT DATA file (#728.113)
 - UNIT DOSE EXTRACT DATA file (#728.904)

Caution: Do not purge Files #728.113 and #728.904 (UDP and IVP data). Once purged, these files cannot be recreated. Exercise extreme caution to avoid accidental purging of FY98 from these files.

Special Note: The installation will not proceed if the environment check detects data in Files #727.802 through #727.825. (During field testing of DSS Extracts V. 3.0, some test sites reported that the installation aborted even though all files were supposedly cleared through the *Purge Data from Extract Files* [ECXPURG] option. It was found that some old data, usually dated prior to FY97, was left in the ECX global from previous purges.) **Before proceeding with the installation, you should check the ECX global at your site as follows:**

Step Description

2. (continued)

- a) Using the Global List Utility on your system, you should see only the following zero-nodes for the 727.802 through 727.825 subscript range:

```
Global ^ECX(727.802:727.825,
      ECX(727.802:727.825,
^ECX(727.802,0) = ADMISSION EXTRACT^727.802^^0
^ECX(727.803,0) = CLINIC EXTRACT^727.803^^
^ECX(727.804,0) = CLINIC NOSHOW EXTRACT^727.804^^0
^ECX(727.805,0) = NURSING EXTRACT^727.805^^0
^ECX(727.806,0) = DENTAL EXTRACT^727.806^^0
^ECX(727.808,0) = PHYSICAL MOVEMENT EXTRACT^727.808^^0
^ECX(727.809,0) = UNIT DOSE LOCAL EXTRACT^727.809^^0
^ECX(727.81,0) = PRESCRIPTION EXTRACT^727.81^^0
^ECX(727.811,0) = SURGERY EXTRACT^727.811^^0
^ECX(727.813,0) = LABORATORY EXTRACT^727.813^^0
^ECX(727.814,0) = RADIOLOGY EXTRACT^727.814^^0
^ECX(727.815,0) = EVENT CAPTURE LOCAL EXTRACT^727.815^^0
^ECX(727.817,0) = TREATING SPECIALTY CHANGE EXTRACT^727.817^^0
^ECX(727.819,0) = IV DETAIL EXTRACT^727.819^^0
^ECX(727.82,0) = ADMISSION SETUP EXTRACT^727.82^^0
^ECX(727.821,0) = PHYSICAL MOVEMENT SETUP EXTRACT^727.821^^0
^ECX(727.822,0) = TREATING SPECIALTY CHANGE SETUP EXTRACT^727.822^^0
^ECX(727.823,0) = PAI EXTRACT^727.823^^0
^ECX(727.824,0) = LAB RESULTS EXTRACT^727.824^^0
^ECX(727.825,0) = QUASAR EXTRACT^727.825^^0
```

- b) If other global nodes are seen in the 727.802 through 727.825 subscript range, you must delete them in order to proceed with installation of DSS Extracts V. 3.0 by following these steps:
- (1) Ask the DSS Site Manager to check that all extracts in the file range #727.802 through #727.825 have been purged (using the *Purge Data from Extract Files* [ECXPURG] option).
 - (2) If the DSS Site Manager confirms that all purges have been accomplished, and extraneous nodes are still seen in the ECX global, attempt to delete old extract records by executing the following special subroutine in the environment check routine from programmer mode:

```
D CLEAN^ECXINENV
```

- (3) If running CLEAN^ECXINENV does not successfully clean up Files #727.802 through #727.825, contact the Customer Support Help Desk.

Step Description

3. Any extract process that may have been tasked to run should be unscheduled before beginning the installation.
4. To begin installing DSS Extracts V. 3.0, use the *Kernel Installation & Distribution System* [XPD MAIN] option.
 - a) Load the DSS_3.KID distribution file using the option *Load a Distribution* [XPD LOAD DISTRIBUTION].
 - b) Verify routine checksums using the option *Verify Checksums in Transport Global* [XPD PRINT CHECKSUM].
 - c) Install the package using the *Install Package(s)* [XPD INSTALL BUILD] option. (An example of the installation process is included in this section for sites with DSS Extracts V. 2.0T11 installed. If your site does not have V. 2.0T11 installed, see the Initializing Decision Support System Extracts V. 3.0 section of this installation guide.)
5. After completing the installation, you may delete routines ECXINENV and ECXINPOS.
6. Verify the assignment of the ECXMGR Menu and the ECXMGR Security Key to the DSS Site Manager (and others as deemed appropriate by the DSS Site Manager) responsible for the operation of the DSS Extracts application.
7. Verify that personnel identified in Step 6 above are members of the DSS mail groups listed below. Members of these mail groups will receive a message when an extract has been run and when data is transmitted to AAC.

DSS-ADMS	DSS-MOVS	DSS-RAD	DSS-UD
DSS-DENT	DSS-NURS	DSS-SCNS	
DSS-EC	DSS-PAI	DSS-SCX	
DSS-IV	DSS-PRES	DSS-SURG	
DSS-LAB	DSS-QSR	DSS-TREAT	
8. Verify that the DSS Site Manager has been enrolled in the following mail groups: DMS, DMV, and DMU. Members of these groups will receive confirmation messages from AAC.

Step Description

9. **VERY IMPORTANT:** Be sure that the remote member S.ECXMDELE@<your site>.VA.GOV has been added as a remote member of the mail groups DMS, DMV, and DMU. The ECXMDELE server option will assist the DSS Site Manager in verifying that confirmation messages were received for all extract transmissions to AAC.

Please Note: Entries in the MEMBERS - REMOTE (#12) multiple of the MAIL GROUP file (#3.8) are *free text*. You must enter your complete site name (including all dots) to correctly set up the mail group to include the ECXMDELE server.

Sample Installation for Sites With DSS Extracts V. 2.0T11 Installed

This sample installation is typical for those sites where DSS EXTRACTS V. 2.0T11 was previously installed. To install the package from programmer mode, please be sure that appropriate background variables are set by D ^XUP. User responses are shown in boldface type.

Select OPTION NAME: **XPD MAIN** Kernel Installation & Distribution System

Select Kernel Installation & Distribution System Option: **IN**stallation

Select Installation Option: **LOAD** a Distribution

Enter a Host File: **DSS_3.KID**

KIDS Distribution saved on Nov 04, 1997@16:11:25

Comment: DSS EXTRACTS v3.0 - FY98 National Release

This Distribution contains Transport Globals for the following Package(s):
DSS EXTRACTS 3.0

Want to Continue with Load? YES// **<RET>**

Loading Distribution...

Want to RUN the Environment Check Routine? YES// **<RET>**

Will first run the Environment Check Routine, ECXINENV

***** WARNING *****

DO NOT INSTALL DSS EXTRACTS V3.0 unless your site has extracted, transmitted, and received transmission confirmation from the Austin Automation Center for ALL FY97 data. Prior approval for this installation should have been received from the local DSS Site Manager.

Answer YES to install DSS EXTRACTS v3.0.

Answer NO to stop the installation process now.

Continue with the installation? NO// **YES**

>>> Checking Environment --

Environment check completed... OK.

Use INSTALL NAME: DSS EXTRACTS 3.0 to install this Distribution.

Note: At this point, run the *Verify Checksums in Transport Global* option. If any of the routine checksums failed, you should contact your distributing CIO Field Office and not proceed with the installation process.

Select Installation Option: **VER**ify Checksums in Transport Global

Select INSTALL NAME: **DSS EXTRACTS 3.0** Loaded from Distribution
11/4/97@16:12:55
=> DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04, 1997@16

DEVICE: HOME// LAT DECSERVER

PACKAGE: DSS EXTRACTS 3.0T1 Nov 04, 1997 4:14 pm PAGE 1

72 Routine checked, 0 failed.

Note: At this point you may wish to run the *Print Transport Global* option to obtain a printout of all DSS software components included in the distribution file. (optional)

Select Installation Option:

- 1 Load a Distribution
- 2 Verify Checksums in Transport Global
- 3 Print Transport Global
- 4 Compare Transport Global to Current System
- 5 Backup a Transport Global
- 6 Install Package(s)
 Restart Install of Package(s)
 Unload a Distribution

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Installation Option: **IN**stall Package(s)

Select INSTALL NAME: **DSS EXTRACTS 3.0** Loaded from Distribution 11/4
/97@16:12:55
=> DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04, 1997@16

This Distribution was loaded on Nov 04, 1997@16:12:55 with header of
DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04, 1997@16:11:25
It consisted of the following Install(s):
DSS EXTRACTS 3.0

 DSS EXTRACTS 3.0

Will first run the Environment Check Routine, ECXINENV

>>> Checking Environment --

Environment check completed... OK.

Install Questions for DSS EXTRACTS 3.0

Incoming Files:

727 DSS EXTRACT LOG

Note: You already have the 'DSS EXTRACT LOG' File.

727.1 EXTRACT DEFINITIONS (including data)

Note: You already have the 'EXTRACT DEFINITIONS' File.
I will MERGE your data with mine.

727.2 DSS LAB TESTS

Note: You already have the 'DSS LAB TESTS' File.

727.802 ADMISSION EXTRACT

Note: You already have the 'ADMISSION EXTRACT' File.

727.803 CLINIC EXTRACT

Note: You already have the 'CLINIC EXTRACT' File.

727.804 CLINIC NOSHOW EXTRACT

Note: You already have the 'CLINIC NOSHOW EXTRACT' File.

727.805 NURSING EXTRACT

Note: You already have the 'NURSING EXTRACT' File.

727.806 DENTAL EXTRACT

Note: You already have the 'DENTAL EXTRACT' File.

727.808 PHYSICAL MOVEMENT EXTRACT

Note: You already have the 'PHYSICAL MOVEMENT EXTRACT' File.

727.809 UNIT DOSE LOCAL EXTRACT

Note: You already have the 'UNIT DOSE LOCAL EXTRACT' File.

727.81 PRESCRIPTION EXTRACT

Note: You already have the 'PRESCRIPTION EXTRACT' File.

727.811 SURGERY EXTRACT
Note: You already have the 'SURGERY EXTRACT' File.

727.813 LABORATORY EXTRACT
Note: You already have the 'LABORATORY EXTRACT' File.

727.814 RADIOLOGY EXTRACT
Note: You already have the 'RADIOLOGY EXTRACT' File.

727.815 EVENT CAPTURE LOCAL EXTRACT
Note: You already have the 'EVENT CAPTURE LOCAL EXTRACT' File.

727.817 TREATING SPECIALTY CHANGE EXTRACT
Note: You already have the 'TREATING SPECIALTY CHANGE EXTRACT' File.

727.819 IV DETAIL EXTRACT
Note: You already have the 'IV DETAIL EXTRACT' File.

727.82 ADMISSION SETUP EXTRACT
Note: You already have the 'ADMISSION SETUP EXTRACT' File.

727.821 PHYSICAL MOVEMENT SETUP EXTRACT
Note: You already have the 'PHYSICAL MOVEMENT SETUP EXTRACT' File.

727.822 TREATING SPECIALTY CHANGE SETUP EXTRACT
Note: You already have the 'TREATING SPECIALTY CHANGE SETUP EXTRACT' File.

727.823 PAI EXTRACT
Note: You already have the 'PAI EXTRACT' File.

727.824 LAB RESULTS EXTRACT
Note: You already have the 'LAB RESULTS EXTRACT' File.

727.825 QUASAR EXTRACT
Note: You already have the 'QUASAR EXTRACT' File.

728 DSS EXTRACTS
Note: You already have the 'DSS EXTRACTS' File.

728.113 IV EXTRACT DATA
Note: You already have the 'IV EXTRACT DATA' File.

728.44 CLINICS AND STOP CODES
Note: You already have the 'CLINICS AND STOP CODES' File.

728.441 NATIONAL CLINIC
Note: You already have the 'NATIONAL CLINIC' File.

728.506 DSS DRUG PRODUCT CODE
Note: You already have the 'DSS DRUG PRODUCT CODE' File.

728.904 UNIT DOSE EXTRACT DATA
Note: You already have the 'UNIT DOSE EXTRACT DATA' File.

Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES// <RET>

Enter options you wish to mark as 'Out Of Order': **ECXMGR** Extract
Manager's Options

Enter options you wish to mark as 'Out Of Order': **ECXMENU** Package
Extracts

Enter options you wish to mark as 'Out Of Order': **ECX SOURCE AUDITS**
Extract Source Audit Menu

Enter options you wish to mark as 'Out Of Order': **ECX SAS AUDITS** SAS Extract
Audit Reports

Enter options you wish to mark as 'Out Of Order': **ECX MAINTENANCE**
Maintenance

Enter options you wish to mark as 'Out Of Order': **ECX TRANSMISSION**
Transmission Management

Enter options you wish to mark as 'Out Of Order': <RET>

Enter protocols you wish to mark as 'Out Of Order': <RET>

Delay Install (Minutes): (0-60): 0// <RET>

Enter the Device you want to print the Install messages.
You can queue the install by enter a 'Q' at the device prompt.
Enter a '^' to abort the install.

DEVICE: HOME// <RET> LAT DECSERVER

```
Install Started for DSS EXTRACTS 3.0 :  
      Nov 04, 1997@16:20:57  
  
Installing Routines:  
      Nov 04, 1997@16:21:06  
  
Installing Data Dictionaries:  
  
      Nov 04, 1997@16:21:40  
  
Installing Data:  
      Nov 04, 1997@16:21:41  
  
Installing PACKAGE COMPONENTS:  
  
Installing SECURITY KEY  
  
Installing PRINT TEMPLATE  
  
Installing SORT TEMPLATE  
  
Installing OPTION  
      Nov 04, 1997@16:22:11  
  
Running Post-Install Routine: ^ECXINPOS  
  
Updating Routine file...
```

The following Routines were created during this install:

```
ECX802  
ECX8021  
ECX8022  
ECX803  
ECX8031  
ECX8032  
ECX804  
ECX8041  
ECX8042  
ECX805  
ECX8051  
ECX8052  
ECX806  
ECX8061  
ECX8062  
ECX808  
ECX8081  
ECX8082  
ECX809  
ECX8091  
ECX8092  
ECX810  
ECX8101
```

ECX8102
ECX811
ECX8111
ECX8112
ECX813
ECX8131
ECX8132
ECX814
ECX8141
ECX8142
ECX815
ECX8151
ECX8152
ECX817
ECX8171
ECX8172
ECX819
ECX8191
ECX8192
ECX820
ECX8201
ECX8202
ECX821
ECX8211
ECX8212
ECX822
ECX8221
ECX8222
ECX823
ECX8231
ECX8232
ECX824
ECX8241
ECX8242
ECX825
ECX8251
ECX8252
ECX8904
ECX89041
ECX89042

Updating KIDS files...

DSS EXTRACTS 3.0 Installed.
Nov 04, 1997@16:22:20

Install Completed

Initializing DSS Extracts V. 3.0

This section is intended to provide specific instructions needed for *initializing* (i.e., first-time installation and use) the DSS Extracts application. The installation of DSS Extracts V. 3.0 will set data into the following files only if this is a first-time install of DSS Extracts; all other files included in this version will be installed without data.

EXTRACT DEFINITIONS (#727.1)

DSS LAB TESTS (#727.2)

NATIONAL CLINIC (#728.441)

Options, templates, and security keys are included. Security codes will be included with each file installed.

Instructions for Initialization of DSS Extracts V. 3.0 Software

These instructions are provided as a brief guide to help Information Resources Management (IRM) get started with the **VISTA** Decision Support System (DSS) Extracts. Extract managers should refer to the DSS File Setup Checklist section of this manual.

Note: This KIDS build creates the global ECX. If appropriate for the M operating system you are using, you should create and place this global and set up the necessary translations before beginning the installation.

Step Description

1. To begin installing the DSS Extract package use the *Kernel Installation & Distribution System* [XPD MAIN] option.
 - a) Load the DSS_3.KID distribution file using the option *Load a Distribution* [XPD LOAD DISTRIBUTION].
 - b) Verify routine checksums using the option *Verify Checksums in Transport Global* [XPD PRINT CHECKSUM].
 - c) Install the package using the *Install Package(s)* [XPD INSTALL BUILD] option. (An example of the first-time installation process is included in this section. If your site has V. 2.0T11 installed, follow the steps in the Instructions for Installing DSS Extracts V. 3.0 over DSS Extracts V2.0T11 section of this installation guide.)

Step Description

2. After completing the installation, you may delete routines ECXINENV and ECXINPOS.
3. Using VA FileMan's *Enter or Edit File Entries* option, enter your site into the DSS EXTRACTS file (#728).
 - a) Enter your assigned message queue at the Austin Automation Center (AAC) in the AUSTIN QUEUE NAME field (#49) of this file.
 - b) Contact the DSS Bedford Technical Support Office (BTSO) if queue information is needed for your facility.

VA FileMan 21.0

Select OPTION: **1** ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: **728** DSS EXTRACTS (0 entries)
 EDIT WHICH FIELD: ALL// **.01** NAME
 THEN EDIT FIELD: **49** AUSTIN QUEUE NAME
 THEN EDIT FIELD: **<RET>**

[You will enter your site name at the following field prompt. This field is a pointer to the INSTITUTION file (#4).]

Select DSS EXTRACTS NAME: **[your site name]**.
 Are you adding ' <your site name> ' as a new DSS EXTRACTS (the 1ST)? **Y**
 (Yes)
 AUSTIN QUEUE NAME: **DMV**

Select DSS EXTRACTS NAME: **<RET>**

4. Assign the option ECXMGR and the security key ECXMGR to the DSS Site Manager (and others as deemed appropriate by the DSS Site Manager) responsible for the operation of the DSS Extracts application.
5. Add the DSS Site Manager (and others as appropriate) as a member of each of the DSS mail groups . There are 16 groups - one for each major extract. Members will receive messages when extracts are run and when data is transmitted to AAC. There are 17 extracts and only 16 mail groups because the Lab and Lab Results extracts share the same group. Members of these mail groups will receive a message when an extract has been generated and when data is transmitted to AAC.

Step Description

6. Remove this paragraph, information combined with the one just above.

DSS-ADMS	DSS-MOVS	DSS-RAD	DSS-UD
DSS-DENT	DSS-NURS	DSS-SCNS	
DSS-EC	DSS-PAI	DSS-SCX	
DSS-IV	DSS-PRES	DSS-SURG	
DSS-LAB	DSS-QSR	DSS-TREAT	

7. Assign the DSS Site Manager to the mail groups DMS, DMV, and DMU as a member. Members of these groups will receive confirmation messages from AAC

VERY IMPORTANT: Be sure to add the remote member S.ECXMDELE@<your site>.VA.GOV as a remote member of the mail groups DMS, DMV, and DMU. The ECXMDELE server option will assist the DSS Site Manager in verifying that confirmation messages were received for all extract transmissions to AAC.

8. **Please Note:** Entries in the MEMBERS - REMOTE (#12) multiple are *free text* and you should enter your complete site name (including all dots) to correctly set up this server.
9. If your facility uses the QUASAR V. 2.0 software, and you wish to send Audiology And Speech Pathology data to DSS, you must install QUASAR patch ACKQ*2*2.

After completing Steps 1 through 8, the DSS Site Manager must go through several setup steps that will define package information. Please refer to Attachment A - DSS File Setup Checklist.

Sample of First-Time Installation

This sample installation is typical for any site installing DSS Extracts for the first time (i.e., a site that had never installed a "T" version of DSS EXTRACTS V. 2.0). To install the package from programmer mode, please be sure that appropriate background variables are set by D ^XUP. User responses are shown in boldface type.

Select OPTION NAME: **XPD MAIN** Kernel Installation & Distribution System

Select Kernel Installation & Distribution System Option: **IN**stallation

Select Installation Option: **LOAD** a Distribution

Enter a Host File: **DSS_3.KID**

KIDS Distribution saved on Nov 04, 1997@15:40:45

Comment: DSS EXTRACTS v3.0 - FY98 National Release

This Distribution contains Transport Globals for the following Package(s):
DSS EXTRACTS 3.0

Want to Continue with Load? YES// **<RET>**

Loading Distribution...

Want to RUN the Environment Check Routine? YES// **<RET>**

Will first run the Environment Check Routine, ECXINENV

***** WARNING *****

DO NOT INSTALL DSS EXTRACTS V3.0 unless your site has extracted, transmitted, and received transmission confirmation from the Austin Automation Center for ALL FY97 data. Prior approval for this installation should have been received from the local DSS Site Manager.

Answer YES to install DSS EXTRACTS v3.0.

Answer NO to stop the installation process now.

Continue with the installation? NO// **YES**

>>> Checking Environment --

Environment check completed... OK.

Use INSTALL NAME: DSS EXTRACTS 3.0 to install this Distribution.

Note: At this point, run the *Verify Checksums in Transport Global* option. If any of the routine checksums failed, you should contact your distributing CIO Field Office and not proceed with the installation process.

Select Installation Option: **VER**ify Checksums in Transport Global

Select INSTALL NAME: **DSS EXTRACTS 3.0** Loaded from Distribution
 11/4/97@16:12:55
 => DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04,
 1997@16:11:25

DEVICE: HOME// <**RET**> LAT DECSERVER

PACKAGE: DSS EXTRACTS 3.0T1 Nov 04, 1997 4:14 pm PAGE 1

72 Routine checked, 0 failed.

Note: At this point you may wish to run the *Print Transport Global* option to obtain a printout of all DSS software components included in the distribution file. (optional)

Select Installation Option:

- 1 Load a Distribution
- 2 Verify Checksums in Transport Global
- 3 Print Transport Global
- 4 Compare Transport Global to Current System
- 5 Backup a Transport Global
- 6 Install Package(s)
 Restart Install of Package(s)
 Unload a Distribution

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Installation Option: **IN**stall Package(s)

Select INSTALL NAME: **DSS EXTRACTS 3.0** Loaded from Distribution 11/4
 /97@16:12:55
 => DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04, 1997@16

This Distribution was loaded on Nov 04, 1997@16:12:55 with header of
 DSS EXTRACTS v3.0 - FY98 National Release ;Created on Nov 04, 1997@16:11:25
 It consisted of the following Install(s):
 DSS EXTRACTS 3.0

 DSS EXTRACTS 3.0

Will first run the Environment Check Routine, ECXINENV

>>> Checking Environment --

Environment check completed... OK.

Install Questions for DSS EXTRACTS 3.0

Incoming Files:

727	DSS EXTRACT LOG
727.1	EXTRACT DEFINITIONS (including data)
727.2	DSS LAB TESTS (including data)
727.802	ADMISSION EXTRACT
727.803	CLINIC EXTRACT
727.804	CLINIC NOSHOW EXTRACT
727.805	NURSING EXTRACT
727.806	DENTAL EXTRACT
727.808	PHYSICAL MOVEMENT EXTRACT
727.809	UNIT DOSE LOCAL EXTRACT
727.81	PRESCRIPTION EXTRACT
727.811	SURGERY EXTRACT
727.813	LABORATORY EXTRACT
727.814	RADIOLOGY EXTRACT
727.815	EVENT CAPTURE LOCAL EXTRACT
727.817	TREATING SPECIALTY CHANGE EXTRACT
727.819	IV DETAIL EXTRACT
727.82	ADMISSION SETUP EXTRACT
727.821	PHYSICAL MOVEMENT SETUP EXTRACT
727.822	TREATING SPECIALTY CHANGE SETUP EXTRACT
727.823	PAI EXTRACT
727.824	LAB RESULTS EXTRACT
727.825	QUASAR EXTRACT

```

728          DSS EXTRACTS
728.113      IV EXTRACT DATA
728.44       CLINICS AND STOP CODES
728.441      NATIONAL CLINIC  (including data)
728.506      DSS DRUG PRODUCT CODE
728.904      UNIT DOSE EXTRACT DATA

```

Want to DISABLE Scheduled Options, Menu Options, and Protocols? YES// **NO**

Delay Install (Minutes): (0-60): 0// **<RET>**

Enter the Device you want to print the Install messages.
 You can queue the install by enter a 'Q' at the device prompt.
 Enter a '^' to abort the install.

DEVICE: HOME// **<RET>** LAT DECSERVER

```

Install Started for DSS EXTRACTS 3.0 :
      Nov 04, 1997@16:20:57

```

```

Installing Routines:
      Nov 04, 1997@16:21:06

```

```

Installing Data Dictionaries:
      Nov 04, 1997@16:21:40

```

```

Installing Data:
      Nov 04, 1997@16:21:41

```

Installing PACKAGE COMPONENTS:

Installing SECURITY KEY

Installing PRINT TEMPLATE

Installing SORT TEMPLATE

```

Installing OPTION
      Nov 04, 1997@16:22:11

```

Running Post-Install Routine: ^ECXINPOS

The mail group DSS-ADMS has been created. Remember to add members!

The mail group DSS-ADMS has been created. Remember to add members!

The mail group DSS-DENT has been created. Remember to add members!

The mail group DSS-EC has been created. Remember to add members!

The mail group DSS-LAB has been created. Remember to add members!

The mail group DSS-MOVS has been created. Remember to add members!

The mail group DSS-NURS has been created. Remember to add members!

The mail group DSS-PRES has been created. Remember to add members!

The mail group DSS-QSR has been created. Remember to add members!

The mail group DSS-RAD has been created. Remember to add members!

The mail group DSS-SCNS has been created. Remember to add members!

The mail group DSS-SCX has been created. Remember to add members!

The mail group DSS-SURG has been created. Remember to add members!

The mail group DSS-UD has been created. Remember to add members!

The mail group DSS-IV has been created. Remember to add members!

The mail group DSS-TREAT has been created. Remember to add members!

The mail group DSS-PAI has been created. Remember to add members!

The mail group DMS has been created. Remember to add members!

The mail group DMT has been created. Remember to add members!

The mail group DMU has been created. Remember to add members!

The mail group DMV has been created. Remember to add members!

The mail group DMW has been created. Remember to add members!

Updating Routine file...

The following Routines were created during this install:

ECX802
 ECX8021
 ECX8022
 ECX803
 ECX8031
 ECX8032
 ECX804
 ECX8041
 ECX8042
 ECX805
 ECX8051
 ECX8052
 ECX806
 ECX8061
 ECX8062
 ECX808
 ECX8081
 ECX8082
 ECX809
 ECX8091
 ECX8092
 ECX810
 ECX8101
 ECX8102
 ECX811
 ECX8111
 ECX8112
 ECX813
 ECX8131
 ECX8132
 ECX814
 ECX8141
 ECX8142
 ECX815
 ECX8151
 ECX8152
 ECX817
 ECX8171
 ECX8172
 ECX819
 ECX8191
 ECX8192
 ECX820
 ECX8201
 ECX8202
 ECX821
 ECX8211
 ECX8212
 ECX822
 ECX8221

ECX8222
ECX823
ECX8231
ECX8232
ECX824
ECX8241
ECX8242
ECX825
ECX8251
ECX8252
ECX8904
ECX89041
ECX89042

Updating KIDS files...

DSS EXTRACTS 3.0 Installed.
Nov 04, 1997@16:22:20

Install Completed

Attachment A - DSS File Setup Checklist

After completing the steps in the Instructions for Initialization of DSS Extracts V. 3.0 Software section, set up required package information using the following options located on the *Maintenance* menu under the *Extract Manager's Options* menu and other options as specified.

A. Setup for DSS Clinic Information

- ☐ 1. Use the *National Clinic Codes for DSS List* option to print a list of national standard clinic names to be used as needed in Step 4 below.
- ☐ 2. Use the *Create DSS Clinic Stop Code File* option to load all clinics (entries in HOSPITAL LOCATION file (#44)) into the CLINICS AND STOP CODES file (#728.44).
- ☐ 3. Use the *Clinics and DSS Stop Codes Print* option to print the list of clinics, stop codes, and credit stop codes. With your Extract Manager, and perhaps others, decide what stop codes and credit stop codes should be sent with each clinic extract and which form the feeder key for each clinic should take. (The implementation manager will be helpful in describing feeder keys and their use.)
- ☐ 4. Use the *Enter/Edit DSS Stop Codes for Clinics* option to enter these data. The *Approve Reviewed DSS Clinic Worksheet* option can then be used to mark the data as “reviewed”. This means that the next time the clinic worksheet is printed using the option *Clinics and DSS Stop Codes Print*, the user has the option to print only “unreviewed” entries. Unreviewed entries will be those added or edited by the next regular running of the option *Create DSS Clinic Stop Code File*.

Please Note: Steps 2 through 4 above should be repeated at a regular interval (probably monthly before new extracts are run) to include new clinics which may have been added. Rerunning Step 2 will ***not*** overwrite data entered for existing clinics.

B. Setup for DSS Lab Results Information

- ☐ 1. Use the *Link DSS Selected Lab Tests to Local Lab Tests* option to link the national DSS lab test to your local lab tests. This information is critical for the Lab Results Extract (LAR). You will also be asked to define all local BLOOD and URINE specimens. You may need to enlist the help of your Lab Automated Data Processing Application Coordinator (ADPAC). Refer to Attachment B - Guidelines for Matching DSS Lab Tests to Local Lab Data Names.
- ☐ 2. Use the *Print DSS Lab Test Datasheet* option to print a list of the DSS Lab Tests used for the Lab Results Extract (LAR). It will display the local lab data names for each test as well as all site defined blood and urine specimens.

C. Setup for Inpatient Medications Information (for sites running Inpatient Medications V. 4.5 only)

- ☐ 1. Use the *Print IV Room Worksheet* option to print a worksheet listing all the entries in the IV ROOM file (#59.5) of the Inpatient Medications Package. This worksheet is intended to be used by the DSS Manager and Pharmacy Service to define the DIVISION (as a pointer to the Medical Center Division file (#40.8)) for each IV Room for DSS purposes.
- ☐ 2. Use the *Enter/Edit IV Room Division* option to enter/edit the DIVISION field (.02) of the IV ROOM file (#59.5). The purpose of the DIVISION field is to provide a way to tie outpatient IV data to a Medical Center Division for DSS purposes and MUST be defined for all active IV Rooms before the IVP Extract can be generated.
- ☐ 3. *Pharmacy NDC Lookup* - This option is not necessary for the setup for the Inpatient Medications portion of DSS. Its intent is to allow lookups on the local DRUG file (#50) using NDCs from DSS Pharmacy Feeder Keys that have been rejected because the first seven characters are zeros (Ex. "0000000000003073531"). This would occur when a pharmacy item has not been matched to NDF. To use this option, please enter the NDC (last twelve characters) from a rejected feeder key. This will display the following information from the local DRUG file (#50):
 - LOCAL GENERIC NAME
 - DISPENSE UNIT
 - PRICE PER DISPENSE UNIT

D. Medical Center Division Definitions in VISTA

Where possible, in an attempt to break out DSS extract data by medical center divisions, it is critical that each facility define the DIVISION fields for every active entry in each of the following files:

- ☐ HOSPITAL LOCATION file (#44)
- ☐ WARD LOCATION file (#42)
- ☐ IV ROOM file (#59.5) - *See Item C above for more detail on this file and how to edit.*

E. Optional Setup Maintenance Options

- ☐ 1. Use the *Define Extract Schedule* option allows the extract manager to create schedules for running the extracts. Each extract may be scheduled to run daily, weekly, or monthly. For daily and weekly extracts, the offset between the run time and the date range to be extracted may be selected. Monthly extracts extract data for the month previous to the run time. Once the extracts are scheduled through this option, careful attention must be used in trying to change this schedule. Changing this schedule can lead to missing data.
- ☐ 2. Use the *Feeder Keys Print* option to print a list of feeder keys sorted by the feeder system.
- ☐ 3. Use the *Print Feeder Locations* option to print a list of feeder locations sorted by the feeder system.

F. Setup for Inpatient Census Information

At the appropriate time, you will be instructed by the Bedford Technical Support Office when to generate your Census (Setup) Extract. There are two options on this menu that can be used for building wards and Primary Care teams on the commercial DSS system.

Active MAS Wards for Fiscal Year Print - This option prints a list of all MAS wards that were active at any time during the current fiscal year. The list is sorted by Medical Center Division and displays the pointer to the Hospital Location file (#44).

Primary Care Team Print - This option prints a list of all Primary Care Teams. TEAM file (#404.51).

G. Setup for QUASAR

If your facility uses the QUASAR V. 2.0 software, and you wish to send Audiology And Speech Pathology data to DSS, take the following steps:

- ❑ 1. The DSS Site Manager, in conjunction with the Event Capture and QUASAR ADPACs, should use the Event Capture option *DSS Units for Event Capture (Enter/Edit)* to create two entries in the DSS UNIT file (#724). These two entries are to be used exclusively for the QUASAR/DSS extract. One entry should be created for Audiology (e.g., Audiology DSS Extract); the other for Speech Pathology (e.g., Speech Pathology DSS Extract) as shown in the following example.

```
Select Event Capture Management Menu Option: DSS Units for Event
Capture (Enter/Edit)
```

```
Select DSS Unit: AUDIOLOGY DSS EXTRACT
```

```
Are you adding 'AUDIOLOGY DSS EXTRACT' as a new DSS UNIT
(the 54TH)? YES
```

```
DSS UNIT Service: AUDIOLOGY AND SPEECH PATHOLOGY
```

```
DSS UNIT Cost Center: 822800 Audiology & Speech Pathology
```

```
DSS UNIT Medical Specialty: AUDIOLOGY
```

```
DSS UNIT Number: <RET>
```

```
ASSOCIATED STOP CODE: 203
```

```
CATEGORY (Y/N): NO
```

```
DATA ENTRY DATE/TIME DEFAULT: <RET>
```

```
Select DSS Unit: SPEECH PATHOLOGY DSS EXTRACT
```

```
Are you adding 'SPEECH PATHOLOGY DSS EXTRACT' as a new DSS UNIT
(the 55TH)? YES
```

```
DSS UNIT Service: AUDIOLOGY AND SPEECH PATHOLOGY
```

DSS UNIT Cost Center: **822800** Audiology & Speech Pathology
DSS UNIT Medical Specialty: **SPEECH PATHOLOGY**
DSS UNIT Number: **<RET>**
ASSOCIATED STOP CODE: **204**
CATEGORY (Y/N): **NO**
DATA ENTRY DATE/TIME DEFAULT: **<RET>**

- ☐ 2. In the above process, the Event Capture software *automatically* answers YES to the USE FOR EVENT CAPTURE field (#) in the DSS UNIT file (#724). Use VA FileMan's *Enter or Edit File Entries* option to change the answer to NO for the USE FOR EVENT CAPTURE field (#) for the two entries created in Step 1 above.
- ☐ 3. The QUASAR ADPAC, coordinating with the DSS Site Manager, should use the QUASAR option *A&SP Site Parameters* [ACKQAS SITE PARAMS] to enter data for the following two new fields in the A&SP SITE PARAMETER file (#509850.8):
 - ☐ AUDIOLOGY DSS UNIT LINK field (#) - Answer with the Audiology DSS Unit created in Step 1 above.
 - ☐ SPEECH PATHOLOGY DSS UNIT LINK field (#) - Answer with the Speech Pathology DSS Unit created in Step 1 above.

Example: Create QUASAR/DSS Extract Linkage to the DSS Unit File.

Select A&SP Supervisor Menu Option: **SET** Up/Maintenance

Select Set Up/Maintenance Option: **A&SP** Site Parameters
This option allows you to configure the QUASAR package to meet facility needs.

Select A&SP SITE PARAMETERS SITE NAME: [Select your site name.]
SITE NAME: [Your site name is here.]// **<RET>**
USE ASP CLINIC FILE NUMBER: NO// **<RET>**
USE MODIFIERS: NO// **<RET>**
USE C&P: YES// **<RET>**
BYPASS AUDIOMETRICS: YES// **<RET>**
Select CLINIC LOCATION: SPEECH PATHOLOGY // **<RET>**
CLINIC LOCATION: SPEECH PATHOLOGY // **<RET>**
Select CLINIC LOCATION: **<RET>**
AUDIOLOGY DSS UNIT LINK: ?
Enter the name of the DSS unit to be used for audiology.
AUDIOLOGY DSS UNIT LINK: **AUDIOLOGY DSS EXTRACT**
SPEECH PATHOLOGY DSS UNIT LINK: ?
Enter the name of the DSS unit to be used for speech pathology.
SPEECH PATHOLOGY DSS UNIT LINK: **SPEECH PATHOLOGY DSS EXTRACT**

Attachment B - Guidelines for Matching DSS Lab Tests to Local Lab Data Names

For Lab Results (LAR) Extract

The purpose of this attachment is to aid the DSS Site Manager in the process of matching the 12 DSS Lab Tests used in the LAR Extract to the local Lab Test Data names. As stated in the brief help displayed on the screen, more than one local Lab Test Data name from the LABORATORY TEST file (#60) can be matched to a DSS Lab Test. It is highly recommended that the DSS Site Manager work closely with the LAB ADPAC to select the correct Lab Data names.

You can use the worksheet provided in Attachment C to gather the information to perform the following steps in the **VISTA** *Link DSS Selected Lab Tests to Local Lab Tests* option. You can produce a datasheet of existing information from **VISTA** using the *Print DSS Lab Test Datasheet* option.

Select Extract Manager's Options Option: **M** Maintenance

Select Maintenance Option: **2** Setup for DSS Lab Results Information

- 1 Link DSS Selected Lab Tests to Local Lab Tests
- 2 Print DSS Lab Test Datasheet

Select Setup for DSS Lab Results Information Option: **1** Link DSS Selected Lab Tests to Local Lab Tests

This option will assist in the steps that create the files necessary to control the extract of lab results for DSS. This will probably require a combined effort between DSS personnel and lab personnel.

Step #1 - For each of the DSS lab tests, identify the tests as they are named in your laboratory. There may be more than one test in your laboratory to generate the results asked for, in that case, you should enter all such tests.

Select DSS LAB TEST: **?**

Answer with DSS LAB TEST

Do you want the entire 12-Entry DSS LAB TEST List? **Y** (Yes)

Choose from:

AST (ASPARTATE TRANSAMINASE)
BUN (BLOOD UREA NITROGEN)
CREATININE CLEARANCE
DIGOXIN

GLUCOSE (SERUM)
HEMOGLOBIN
LITHIUM
LITHIUM (URINE)
POTASSIUM (SERUM)
SODIUM (SERUM)
THEOPHYLLINE
WBC (TOTAL WBC COUNT)

Select DSS LAB TEST: **SODIUM** (SERUM)
(for SODIUM (SERUM), select tests that use BLOOD as a specimen)
[At this point, enter local Lab Data Name(s) from the Laboratory Test file (#60) that correspond to this DSS Lab Tests Name.]

Select LOCAL LAB TEST NAME: **SODIUM**
Are you adding 'SODIUM' as a new LOCAL LAB TEST NAME (the 1ST for this DSS LAB TEST)? No// **Y** (Yes)
LOCAL LAB TEST NAME: SODIUM// **<RET>**
Select LOCAL LAB TEST NAME: **<RET>**

Select DSS LAB TEST: **<RET>** *[At this point, you would continue to edit all DSS Lab tests.]*

Step #2 - Define all blood specimens used by your facility.

Select BLOOD SPECIMEN: **BLOOD** 0X000
Are you adding 'BLOOD' as a new BLOOD SPECIMEN (the 1ST for this DSS LAB TESTS)? No// **Y** (Yes)
BLOOD SPECIMEN: BLOOD// **<RET>**
Select BLOOD SPECIMEN: **PLASMA** 0X400
Are you adding 'PLASMA' as a new BLOOD SPECIMEN (the 2ND for this DSS LAB TESTS)? No// **Y** (Yes)
BLOOD SPECIMEN: PLASMA// **<RET>**
Select BLOOD SPECIMEN: **SERUM** 0X500
Are you adding 'SERUM' as a new BLOOD SPECIMEN (the 3RD for this DSS LAB TESTS)? No// **Y** (Yes)
BLOOD SPECIMEN: SERUM// **<RET>**
Select BLOOD SPECIMEN: **<RET>**

Step #3 - Define all urine specimens used by your facility.

Select URINE SPECIMEN: **URINE** 7X100
Are you adding 'URINE' as a new URINE SPECIMEN (the 1ST for this DSS LAB TESTS)? No// **Y** (Yes)
URINE SPECIMEN: URINE// **<RET>**
Select URINE SPECIMEN: **<RET>**

Select Setup for DSS Lab Results Information Option: **<RET>**

Attachment C - Sample DSS Lab Test Names Worksheet

DSS Lab Tests Names Worksheet (LAR) Page 1

DSS Lab Test Name	Local Lab Data Name(s)
1. AST (ASPARTATE TRANSAMINASE)	<hr/> <hr/> <hr/>
2. BUN (BLOOD UREA NITROGEN)	<hr/> <hr/> <hr/>
3. CREATININE CLEARANCE (URINE)	<hr/> <hr/> <hr/>
4. DIGOXIN	<hr/> <hr/> <hr/>
5. GLUCOSE (SERUM)	<hr/> <hr/> <hr/>
6. HEMOGLOBIN	<hr/> <hr/> <hr/>
7. LITHIUM	<hr/> <hr/> <hr/>
8. LITHIUM (URINE)	<hr/> <hr/> <hr/>
9. POTASSIUM (SERUM)	<hr/> <hr/> <hr/>

DSS Lab Tests Names Worksheet (LAR)

Page 2

DSS Lab Test Name	Local Lab Data Name(s)
10. SODIUM (SERUM)	<hr/> <hr/> <hr/>
11. THEOPHYLLINE	<hr/> <hr/> <hr/>
12. WBC (TOTAL WHITE BLOOD CELL COUNT)	<hr/> <hr/> <hr/>

BLOOD SPECIMEN Topographies

URINE SPECIMEN Topographies

Addendum 1

After completing the steps in the Instructions for Initialization of DSS Extracts V. 3.0 Software section, set up required package information using the following options located on the *Maintenance* menu under the *Extract Manager's Options* menu and other options as specified.

A. Setup for DSS Clinic Information

- ☐ 1. Use the *National Clinic Codes for DSS List* option to print a list of national standard clinic names to be used as needed in Step 4 below.
- ☐ 2. Use the *Create DSS Clinic Stop Code File* option to load all clinics (entries in HOSPITAL LOCATION file (#44)) into the CLINICS AND STOP CODES file (#728.44).
- ☐ 3. Use the *Clinics and DSS Stop Codes Print* option to print the list of clinics, stop codes, and credit stop codes. With your Extract Manager, and perhaps others, decide what stop codes and credit stop codes should be sent with each clinic extract and which form the feeder key for each clinic should take. (The implementation manager will be helpful in describing feeder keys and their use.)
- ☐ 4. Use the *Enter/Edit DSS Stop Codes for Clinics* option to enter these data. The *Approve Reviewed DSS Clinic Worksheet* option can then be used to mark the data as “reviewed”. This means that the next time the clinic worksheet is printed using the option *Clinics and DSS Stop Codes Print*, the user has the option to print only “unreviewed” entries. Unreviewed entries will be those added or edited by the next regular running of the option *Create DSS Clinic Stop Code File*.

Please Note: Steps 2 through 4 above should be repeated at a regular interval (probably monthly before new extracts are run) to include new clinics which may have been added. Rerunning Step 2 will ***not*** overwrite data entered for existing clinics.

B. Setup for Inpatient Medications Information (for sites running Inpatient Medications V. 4.5, or greater)

- ☐ 1. Use the *Print IV Room Worksheet* option to print a worksheet listing all the entries in the IV ROOM file (#59.5) of the Inpatient Medications Package. This worksheet is intended to be used by the DSS Manager and Pharmacy Service to define the DIVISION (as a pointer to the Medical Center Division file (#40.8)) for each IV Room for DSS purposes.
- ☐ 2. Use the *Enter/Edit IV Room Division* option to enter/edit the DIVISION field (.02) of the IV ROOM file (#59.5). The purpose of the DIVISION field is to provide a way to tie outpatient IV data to a Medical Center Division for DSS purposes and **MUST** be defined for all active IV Rooms before the IVP Extract can be generated.
- ☐ 3. *Pharmacy NDC Lookup* - This option is not necessary for the setup for the Inpatient Medications portion of DSS. Its intent is to allow lookups on the local DRUG file (#50) using NDCs from DSS Pharmacy Feeder Keys that have been rejected because the first seven characters are zeros (Ex. "0000000000003073531"). This would occur when a pharmacy item has not been matched to NDF. To use this option, please enter the NDC (last twelve characters) from a rejected feeder key. This will display the following information from the local DRUG file (#50):
 - LOCAL GENERIC NAME
 - DISPENSE UNIT
 - PRICE PER DISPENSE UNIT

C. Medical Center Division Definitions in VISTA

Where possible, in an attempt to break out DSS extract data by medical center divisions, it is critical that each facility define the DIVISION fields for every active entry in each of the following files:

- ☐ HOSPITAL LOCATION file (#44)
- ☐ WARD LOCATION file (#42)
- ☐ IV ROOM file (#59.5) - *See Item B above for more detail on this file and how to edit.*

D. Optional Setup Maintenance Options

- ☐ 1. Use the *Feeder Keys Print* option to print a list of feeder keys sorted by the feeder system.
- ☐ 2. Use the *Print Feeder Locations* option to print a list of feeder locations sorted by the feeder system.

E. Setup for Inpatient Census Information

At the appropriate time, you will be instructed by the Bedford Technical Support Office when to generate your Census (Setup) Extract. There are two options on this menu that can be used for building wards and Primary Care teams on the commercial DSS system.

Active MAS Wards for Fiscal Year Print - This option prints a list of all MAS wards that were active at any time during the current fiscal year. The list is sorted by Medical Center Division and displays the pointer to the Hospital Location file (#44).

Primary Care Team Print - This option prints a list of all Primary Care Teams. TEAM file (#404.51).

F. Setup for QUASAR

If your facility uses the QUASAR software, and you wish to send Audiology And Speech Pathology data to DSS, take the following steps:

- ❑ 1. The DSS Site Manager should use VA FileMan's *Enter or Edit File Entries* option to create two entries in the DSS UNIT file (#724). These two entries are to be used exclusively for the QUASAR/DSS extract. One entry should be created for Audiology (e.g., Audiology DSS Extract); the other for Speech Pathology (e.g., Speech Pathology DSS Extract) as shown in the following example.

```
Select DSS Unit: AUDIOLOGY DSS EXTRACT
Are you adding 'AUDIOLOGY DSS EXTRACT' as a new DSS UNIT
(the 54TH)? YES
DSS UNIT Service: AUDIOLOGY AND SPEECH PATHOLOGY

DSS UNIT Cost Center: 822800 Audiology & Speech Pathology
DSS UNIT Medical Specialty: AUDIOLOGY
DSS UNIT Number: <RET>
ASSOCIATED STOP CODE: 203
CATEGORY (Y/N): NO
USE FOR EVENT CAPTURE: NO

Select DSS Unit: SPEECH PATHOLOGY DSS EXTRACT
Are you adding 'SPEECH PATHOLOGY DSS EXTRACT' as a new DSS UNIT
(the 55TH)? YES
DSS UNIT Service: AUDIOLOGY AND SPEECH PATHOLOGY
```

DSS UNIT Cost Center: **822800** Audiology & Speech Pathology
DSS UNIT Medical Specialty: **SPEECH PATHOLOGY**
DSS UNIT Number: **<RET>**
ASSOCIATED STOP CODE: **204**
CATEGORY (Y/N): **NO**
USE FOR EVENT CAPTURE: **NO**

- ☐ 2. The QUASAR ADPAC, coordinating with the DSS Site Manager, should use the QUASAR option *A&SP Site Parameters* [ACKQAS SITE PARAMS] to enter data for the following two new fields in the A&SP SITE PARAMETER file (#509850.8):
 - ☐ AUDIOLOGY DSS UNIT LINK field (#) - Answer with the Audiology DSS Unit created in Step 1 above.
 - ☐ SPEECH PATHOLOGY DSS UNIT LINK field (#) - Answer with the Speech Pathology DSS Unit created in Step 1 above.

Example: Create QUASAR/DSS Extract Linkage to the DSS Unit File.

Select A&SP Supervisor Menu Option: **SET** Up/Maintenance

Select Set Up/Maintenance Option: **A&SP** Site Parameters
This option allows you to configure the QUASAR package to meet facility needs.

Select A&SP SITE PARAMETERS SITE NAME: [Select your site name.]

SITE NAME: [Your site name is here.]// **<RET>**

USE ASP CLINIC FILE NUMBER: NO// **<RET>**

USE MODIFIERS: NO// **<RET>**

USE C&P: YES// **<RET>**

BYPASS AUDIOMETRICS: YES// **<RET>**

Select CLINIC LOCATION: SPEECH PATHOLOGY // **<RET>**

CLINIC LOCATION: SPEECH PATHOLOGY // **<RET>**

Select CLINIC LOCATION: **<RET>**

AUDIOLOGY DSS UNIT LINK: ?

Enter the name of the DSS unit to be used for audiology.

AUDIOLOGY DSS UNIT LINK: **AUDIOLOGY DSS EXTRACT**

SPEECH PATHOLOGY DSS UNIT LINK: ?

Enter the name of the DSS unit to be used for
speech pathology.

SPEECH PATHOLOGY DSS UNIT LINK: **SPEECH PATHOLOGY DSS EXTRACT**