

Decision Support Tool (DST)

Software Version 1.0.0

User Guide



April 2019

Department of Veterans Affairs

Office of Information and Technology (OI&T)

Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Revision	Description	Author
04/25/19	0.2	Updated with edits from VA review.	AbleVets
04/10/19	0.1	Initial Draft	AbleVets

Artifact Rationale

Per the Veteran-focused Integrated Process (VIP) Guide, the User's Guide is required to be completed prior to Critical Decision Point #2 (CD2), with the expectation that it will be updated as needed. A User Guide is a technical communication document intended to give assistance to people using a particular system, such as VistA end users. It is usually written by a technical writer, although it can also be written by programmers, product or project managers, or other technical staff. Most user guides contain both a written guide and the associated images. In the case of computer applications, it is usual to include screenshots of the human-machine interfaces, and hardware manuals often include clear, simplified diagrams. The language used is matched to the intended audience, with jargon kept to a minimum or explained thoroughly. The User Guide is a mandatory, build-level document, and should be updated to reflect the contents of the most recently deployed build. The sections documented herein are required if applicable to your product.

Table of Contents

1. Introduction.....	1
1.1. Purpose	1
1.2. Document Orientation	1
1.2.1. Organization of the Manual.....	1
1.2.2. Assumptions	2
1.2.3. Coordination.....	2
1.2.4. Disclaimers.....	2
1.2.4.1. Software Disclaimer.....	2
1.2.4.2. Documentation Disclaimer	3
1.2.5. Documentation Conventions	3
1.2.6. References and Resources	3
1.3. National Service Desk and Organizational Contacts.....	3
2. System Summary	3
2.1. System Configuration	3
2.2. Data Flows.....	5
2.3. User Access Levels.....	5
2.4. Continuity of Operation.....	5
3. Getting Started.....	5
3.1. Logging On.....	5
3.2. System Menu	6
3.3. Exit System.....	9
4. Using the Software	9
4.1. Launching DST.....	9
4.1.1. Launching DST from an Unsigned Consult or When Ordering a New Consult	10
4.1.2. Launching DST from Add Comments to Consult	13
4.2. Capturing Provider and Veteran Decision Data	17
5. Troubleshooting	21
5.1. Unable to Lookup Clinical Service.....	21
5.2. MVI Error Handling	22
5.3. ES Error Handling	23
5.4. PPMS Error Handling.....	24
6. Acronyms and Abbreviations	25

List of Figures

Figure 1: CCAD DST Business Process workflow – Unsigned Order Consult.....	4
Figure 2: CCAD DST Business Process workflow – Signed Order Consult.....	4
Figure 3: CCAD DST Data Flow Diagram.....	5
Figure 4: DST SSOi Login Screen (VA)	6
Figure 5: DST Dashboard	6
Figure 6: Best Medical Interest of Veteran Menu Options	8
Figure 7: DST Logout.....	9
Figure 8: Order a Consult	10
Figure 9: MISSION Act Support Message	11
Figure 10: MISSION Act Requires DST Message	11
Figure 11: VA Single Sign-On	11
Figure 12: Select a Certificate.....	12
Figure 13: ActivClient Login.....	12
Figure 14: DST Dashboard Screen	13
Figure 15: Add Comment to Consult Dialog Box	14
Figure 16: Consult Toolbox Menu.....	14
Figure 17: VA Single Sign-On	15
Figure 18: Select a Certificate.....	15
Figure 19: ActivClient Login.....	16
Figure 20: DST Dashboard Screen	16
Figure 21: DST Save Success Message	17
Figure 22: Unable to Save Message.....	18
Figure 23: DST Save Failed Error Message	18
Figure 24: Link DST Data	18
Figure 25: DST Data.....	19
Figure 26: DST Data Displayed in Consult Details	20
Figure 27: Manual selection of Clinical Service.....	21
Figure 28: Veteran Identity Error Handling.....	22
Figure 29: Veteran Eligibility Error Handling.....	23
Figure 30: VA Facilities Error Handling	24

1. Introduction

The Veterans Health Administration (VHA) Office of Community Care has a need for a real-time decision support tool to help VA Providers and Veterans quickly review the criteria proscribed in the VA Mission Act of 2018, determine whether a given Veteran is eligible and would be best served utilizing the Veterans Community Care Program, and document the decision rationale in the Veteran's health record.

The DST software will:

- Allow the care provider to view relevant data within the existing CPRS consult order workflow, that helps the Veteran and VA provider decide if a consult service should be referred to the local VA facility, a near-by VA facility via Inter-Facility Consults (IFC), or to a community provider by providing information about the following:
 - Drive time standards associated with the Standardized Episodes of Care (SEOC) related to the requested consult service.
 - Average wait times for in-house/IFC consults within the drive time standards of the Veteran's place of residence.
 - Veteran's eligibility for accessing care in the community and their stated preferences (opt-in/out)
- Allow the provider to select the consult decision and enter additional justification text when indicated.
- Based on the decision outcome, provide required information to the Electronic Medical Record (EMR) in order to initiate either an in-house, IFC, or Veteran Community Care Program (VCCP) consult order.
- Document the rationale for the referral decision in the consult record.
- Generate structured text based on the displayed results that can be used for downstream report generation.

1.1. Purpose

The purpose of this document is to provide instruction for utilizing the Decision Support Tool (DST) to standardize and streamline consult management for Community Care.

1.2. Document Orientation

The *Community Care Decision Support Tool User Guide* will provide explanations of each screen and of all user interface options within the context of an easy to understand demonstration data scenario.

This document is also designed to provide the user with screen-by-screen "how to" information on the usage of Consult Toolbox.

1.2.1. Organization of the Manual

Section 1: Introduction

The Introduction section provides the purpose of this manual, an overview of the DST software, an overview of the software used, project references, contact information for the user to seek additional information, and an acronyms and abbreviations list for this manual.

Section 2: System Summary

The System Summary section provides a graphical representation of the equipment, communication, and networks used by the system, user access levels, how the software will be accessed, and contingencies and alternative modes of operation.

Section 3: Getting Started

Information for the Getting Started section provides a general walk-through of the system from initiation through exit, enabling the user to understand the sequence and flow of the system.

Section 4: Using the Software

This section gives the user the “how to” information to use DST, including many step-by-step procedures.

Section 5: Troubleshooting

This section provides troubleshooting for the DST user.

Section 6: Acronyms and Abbreviations

This section provides a list of acronyms and abbreviations found in this document.

1.2.2. Assumptions

This guide was written with the following assumed experience/skills of the audience:

- User has login credentials for CPRS.
- User has basic knowledge of the CPRS operating system (such as the use of commands, menu options, and navigation tools).
- User has Google Chrome installed on their machine.

1.2.3. Coordination

N/A

1.2.4. Disclaimers

1.2.4.1. Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.


1.2.4.2. Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5. Documentation Conventions

This manual uses several methods to highlight different aspects of the material.

Table 1. Documentation Symbols and Descriptions

Symbol	Description
	CAUTION: Used to caution the reader to take special notice of critical information.

NOTE: Notes are used to inform the reader of general information including references to additional reading material.

1.2.6. References and Resources

Readers who wish to learn more about DST, Consult Toolbox, and CPRS should consult the following:

- CPRS: Consult/Request Tracking in the VDL:
<https://www.va.gov/vdl/application.asp?appid=62>

1.3. National Service Desk and Organizational Contacts

For issues related to the CC DST that cannot be resolved by this manual or the site administrator, please contact the National Service Desk at 855-NSD-HELP (673-4357).

2. System Summary

2.1. System Configuration

Within the current CPRS order consult workflow, VA providers utilize the DST system to support the decision and election for consult services for a given consult.

Figure 1: CCAD DST Business Process workflow – Unsigned Order Consult

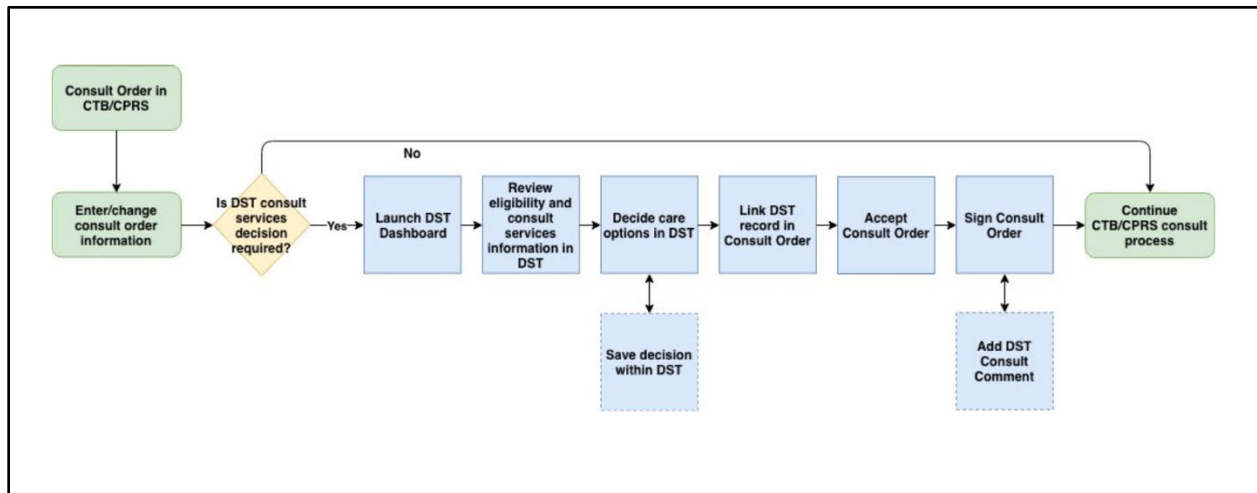
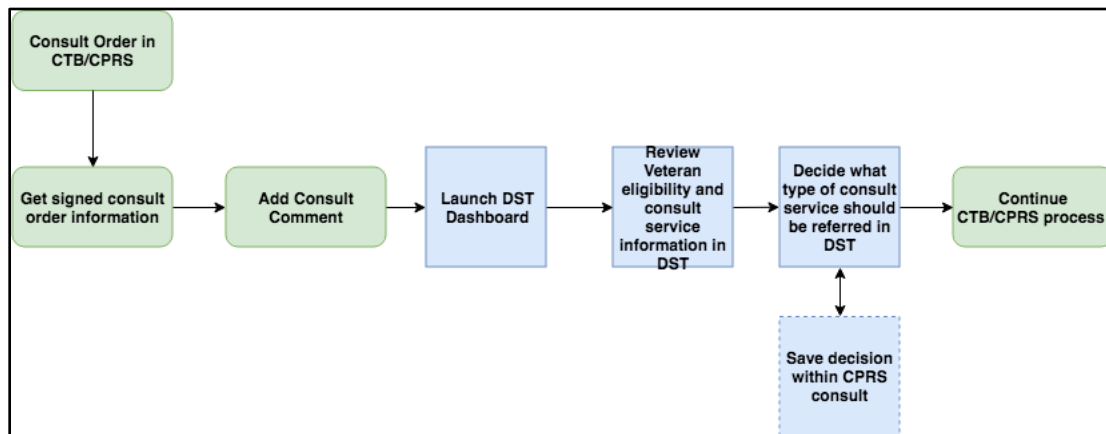
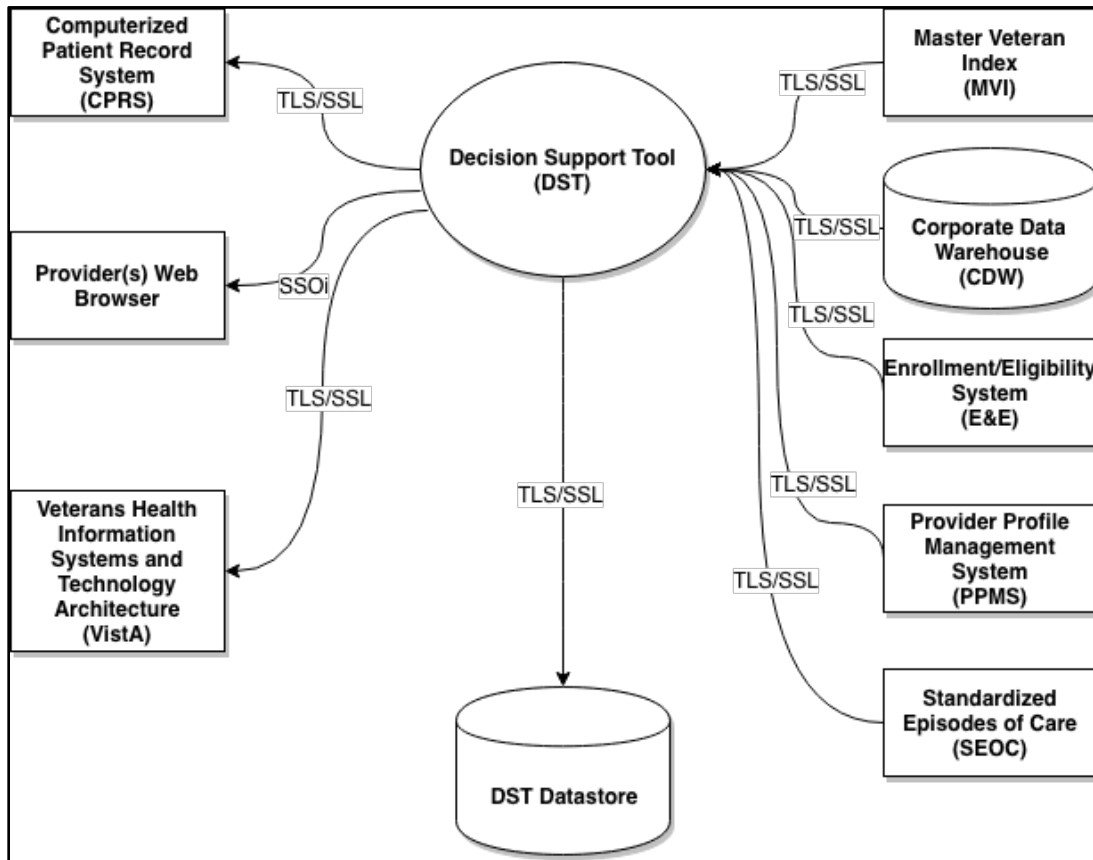


Figure 2: CCAD DST Business Process workflow – Signed Order Consult



2.2. Data Flows

Figure 3: CCAD DST Data Flow Diagram



2.3. User Access Levels

All VA providers will serve as the main user base for this system. The user must have access to CPRS to access DST.

2.4. Continuity of Operation

DST falls under the VistA Continuity of Operations Plan.

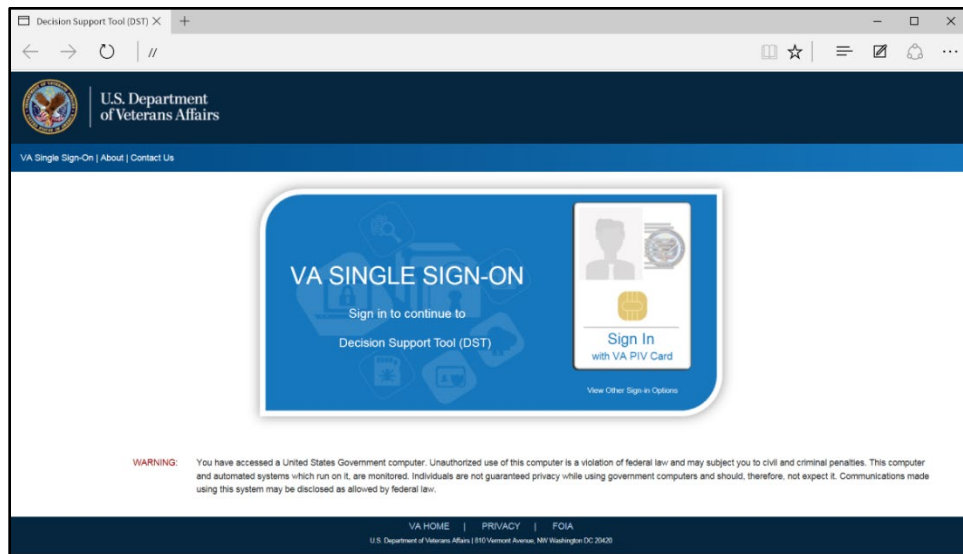
3. Getting Started

This section provides a general walkthrough of DST from initiation through exit.

3.1. Logging On

The standard VA-provided Single Sign-On Integration (SSOi) page is displayed and the user must enter their Personal Identification Number (PIN) to load the DST Dashboard and access the remote data sources.

Figure 4: DST SSOi Login Screen (VA)



3.2. System Menu

The DST Dashboard features three sections: **Consult**, **VA Facilities**, and **Community Care**.

Figure 5: DST Dashboard

Facility Name	Average Drive Time	Average Wait Time
Brooklyn, NY VAMC (630A4)	7 min (1.8 mi)	11 days
Staten Island, NY MS CBOC (630GB)	16 min (15.4 mi)	22 days
Jersey City, NJ PC CBOC (561GE)	27 min (19.5 mi)	22 days
New York, NY VAMC (630)	27 min (20.3 mi)	3 days
Elizabeth, NJ PC CBOC (561GB)	23 min (21 mi)	7 days
Sunnyside, NY ONS (576GN)	26 min (22.5 mi)	10 days

Following are descriptions of the features on the DST Dashboard.

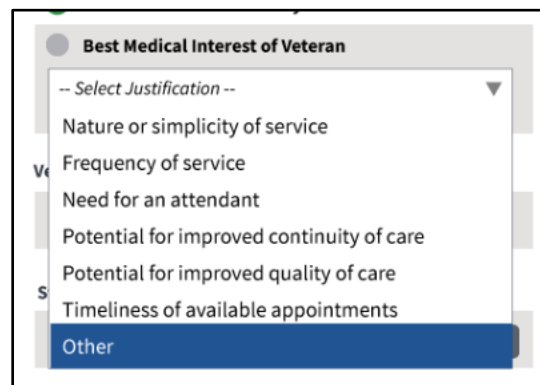
- **Consult** section
 - **Name** – Veteran name. This is a read only field supplied by CPRS.
 - **Residential Address** – Veterans residential address. This is a read only field supplied by the MVI data interface. Provided by Eligibility & Enrollment System.

- **Date of Birth** – Veterans date of birth. This is a read only field supplied by CPRS.
- **SSN** – Veterans Social Security Number (SSN). This is a read only field supplied by CPRS.
- **Clinical Service** (Specialty Care) – Consult clinical service. Automatically assigned when the user launches DST from CPRS or this field can be manually entered, it depends if you are using an unsigned or signed consult.
- **Urgency** –
 - **Routine** - Populated by user. A Routine consult indicates the patient should be seen in accordance with the clinically indicated date.
 - **Stat** - Populated by user. Stat consults will be defined as an “immediate” need. The sender of a stat consult is required to:
 - Contact the intended receiver of the consult request to discuss the patients’ situation.
 - Enter “Today” in the clinically indicated date/earliest appropriate date field of the consult.
 - Enter “Stat” in the urgency field of the consult.
 - A stat consult must be completed within 24 hours.
 - **Special Instructions** - Populated by user.
- **Drive Time Std** - This is a read only field supplied by local DST datastore.
- **Wait Time Std** - This is a read only field supplied by local DST datastore.
- **CID/No Earlier Than Date** – As instructed by provider.
- **No Later Than Date** – This field can be modified if the Urgency type **Special Instructions** option is selected.
- **VA Facilities** section: DST searches an internal table (updated nightly from CDW) to filter the returned list to facilities that offer services associated with consult Clinical Service (based on the National IFC Dashboard). If no facilities are found within 100 miles, the closest facilities within 200 miles will be displayed. If no facilities are found within 200 miles, “**No VA facilities offering this service found within 200 miles**” is displayed.
 - **Facility Name** – List of VHA facilities that offer a related consult service within a 200-mile radius of the Veteran residential address (sorted by Average Drive Time low-to-high).
 - **Average Drive Time** - This refers to the average time it takes to drive from the Veterans official residence as noted in the enrollment system, to the VA facility closest to the veteran that offers the service requested. This measurement uses our provider profile management system (PPMS) which is a Microsoft-based product that utilizes Bing maps and its algorithm to determine the time to travel between the two addresses as determined over the past 30 days of estimates taken at the particular time the DST is run.
 - **Average Wait Time** – This is measured as the average time, based on a rolling 30-day assessment, of the time an appointment is created to the date of the

appointment itself. This is the method used for the access to care public facing website but does not reflect the eligibility for Community Care. Community Care wait time eligibility is determined at the time of scheduling the appointment – NOT AT THE TIME OF REQUESTING IT.

- **Community Care** section: If DST receives a unique Veteran ICN back from MVI, it sends the ICN to the Enrollment System (ES) API to retrieve the Veteran’s residential address and a Veterans eligibility identifying string containing one or more of the following eligibility codes applicable to DST: “U” – Urgent care eligible, “G” – Grandfathered, “H” – Hardship, or “N” – No full-service VHA facility.
 - **Best Medical Interest of Veteran** – Drop-down menu. There is a Community Care policy and procedure that allows a VA provider to request the ability for a Veteran to receive care in the community based on that Veterans best medical interest and this request must be approved by the Chief of Staff or their designee. Congress requests that VA providers consider: The nature or simplicity of the request to care, the need for an attendant, the frequency of the care, the timeliness of available appointments (VA or Community), and potential improvement in the continuity or quality of care.

Figure 6: Best Medical Interest of Veteran Menu Options



- **Nature or simplicity of service**
- **Frequency of service**
- **Need for an attendant**
- **Potential for improved continuity of care**
- **Potential for improved quality of care**
- **Timeliness of available appointment**
- **Other**
- **Explanation (required)** field – Displays only if **Other** is selected from the **Best Medical Interest of Veteran** drop-down menu.
- **Veteran Community Care Option (required)** -
 - **TBD/Deferred** - When this radio button is selected it will require a SEOC to be selected if the Veteran ultimately opts in to Community Care. Because a SEOC is required on every consult that goes to Community Care, this allows the ordering provider to select the appropriate SEOC to

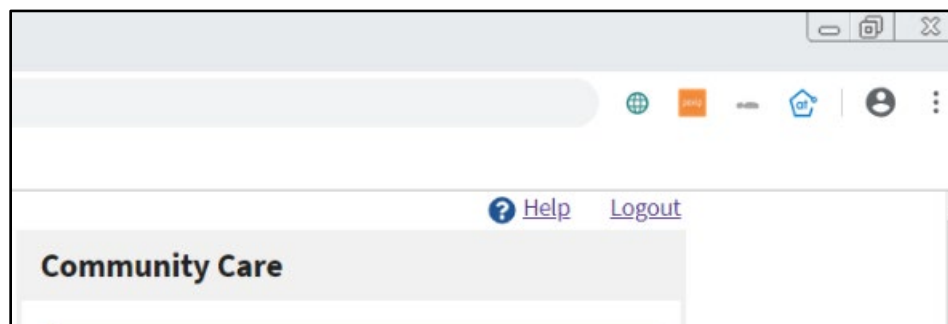
match the consult/order that is being ordered at the time it is placed. Additionally, it allows the creator of the consult and thus user of the DST to use information even if the Veteran is a) Not ready to decide or b) Not present. This button then enables the provider to ask a team member to finish the opt in/out decision later while maintaining the integrity of the initial DST dashboard information.

- **Opt-In** – Veteran elects care in the community.
- **Opt-Out** – Veteran elects to remain within the VA for care.
- **Standardized Episode of Care (required)** – Relates to Clinical Service. A service or group of services the VA authorizes a community provider to perform to complete the consult order including the duration and number of visits that might be necessary. Some or all of the authorized services may need to be performed during any particular episode of care.
- **Consult Decision -**
 - **VA**
 - **Community Care**

3.3. Exit System

To exit DST, click **Logout** at the upper right corner of your screen.

Figure 7: DST Logout



NOTE: To end your DST session without saving changes and return to CPRS, close the browser window.

4. Using the Software

4.1. Launching DST

DST can be accessed the following ways:

- Accessing the Decision Support Tool Via an Unsigned Consult
- Accessing the Decision Support Tool when Ordering a New Consult
- Accessing the Decision Support Tool Via Adding a Comment in a Signed Consult

The sections below provide additional information regarding how to launch DST.

4.1.1. Launching DST from an Unsigned Consult or When Ordering a New Consult

DST can be launched from the **Order a Consult** dialog box from an unsigned consult and when ordering a new consult. When the CPRS window titled **Order a Consult** is active and populated as an outpatient consult without a DST ID already in the Reason for Request, CTB displays a message over the **Accept Consult** button while it sends the Consult to Service/Specialty name to DST to determine if the consult is applicable to the MISSION Act.

DST searches an internal table (updated nightly from Corporate Data Warehouse (CDW)) to determine whether the Clinical Service associated with the consult requires DST and returns the result to CTB.

If DST returns FALSE, no action is initiated by CTB and the consult order workflow continues uninterrupted. If DST returns TRUE or a previous DST ID is found in the Reason for Request field, CTB displays a movable, non-modal window to inform the user that the consult should be reviewed for eligibility under the MISSION Act and allows them to open the DST prior to accepting the consult.

Figure 8: Order a Consult

Order a Consult

Consult to Service/Specialty

10-2641 <prosthetics Request - Special Appliances>
2 Way <2-Way - Mental Health Denver>
2 Way <2-Way Memo - Medical>
2 Way <2-Way Memo - Mental Health Sheridan>
24 <future Care Holter Monitor 24 Hours >
2641 <prosthetics Request - Special Appliances (2f
2-Way - Mental Health Denver
2-Way Memo - Medical
2-Way Memo - Mental Health Sheridan
3. Endo Pain Appt

Urgency: ROUTINE

Attention:

Clinically indicated date:

Patient will be seen as an:
☐ Inpatient ☒ Outpatient

Place of Consultation: CONSULTANT'S CHOICE

Provisional Diagnosis

Lexicon

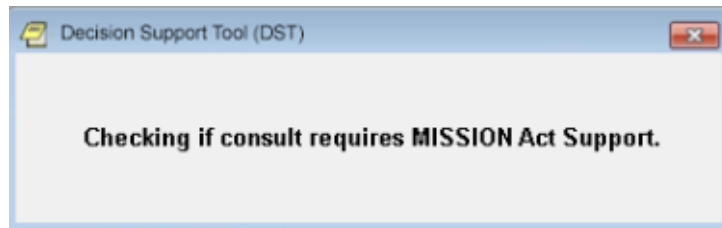
Reason for Request

Accept Order Quit

To launch Decision Support Tool (DST) from **Order a Consult**, follow the steps listed below:

1. From the **Order a Consult** window, select an option from the **Consult to Service/Specialty**. A message stating that it is checking to see if the consult requires MISSION Act support displays.

Figure 9: MISSION Act Support Message



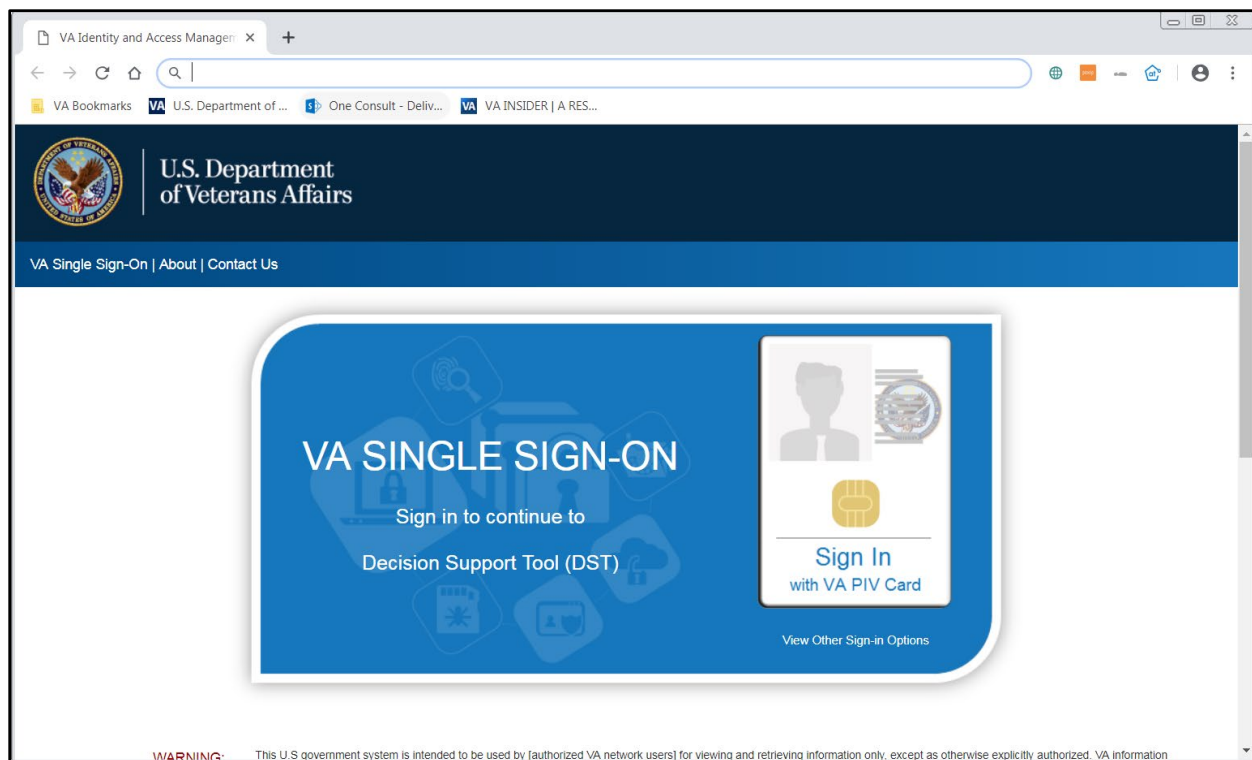
If MISSION Act requires the use of the DST, a message will display.

Figure 10: MISSION Act Requires DST Message



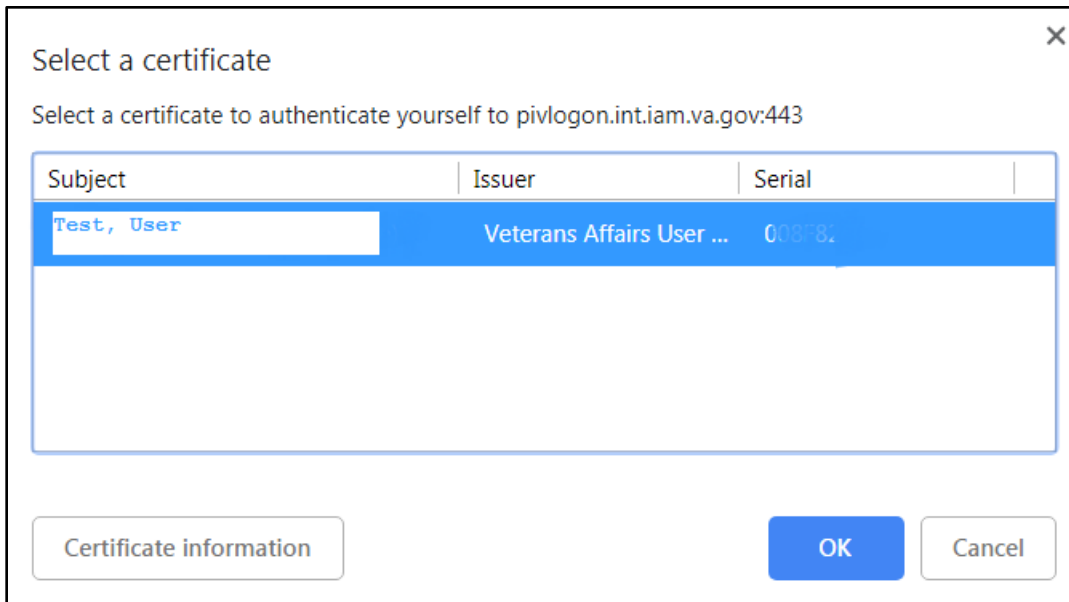
2. Click **Launch DST**. The **VA Single Sign-On** page displays.

Figure 11: VA Single Sign-On



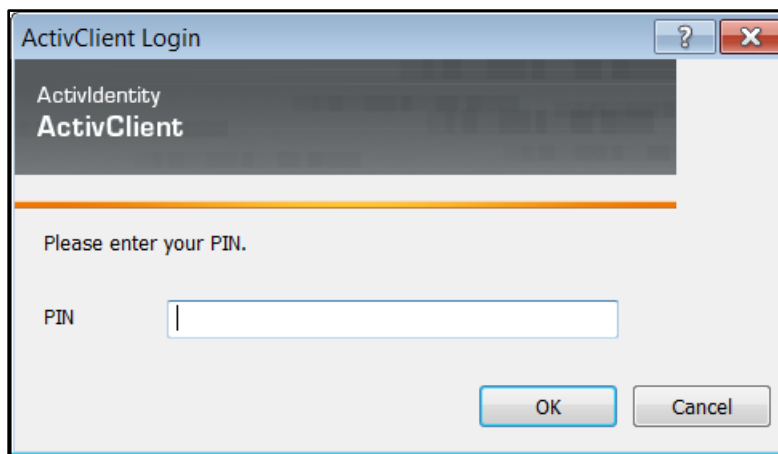
1. Click **Sign In with VA PIV Card**. The **Select a Certificate** dialog box displays.

Figure 12: Select a Certificate



2. Select a certificate to authenticate yourself and click **OK**. The **ActivClient** dialog box displays.

Figure 13: ActivClient Login



3. Enter your PIN and click **OK**. The DST Dashboard displays.

Figure 14: DST Dashboard Screen

Consult: CARDIOLOGY CLINIC - CHEYENNE

Name: Guntharp, Trenton
Residential Address: 257 90th St Brooklyn, NY 11209
Date of Birth: Jun 05, 1941 (77)
SSN: ***-**-1430
Not Urgent Care Eligible

Clinical Service (Specialty Care): Cardiology X

Urgency: ☐ Routine ☐ Stat ☒ Special Instructions

Drive Time Std: 1 hr 00 min
Wait Time Std: 28 days
CID/No Earlier Than Date: 04/11/2019
No Later Than Date: 05/09/2019

VA Facilities: Cardiology

Facility Name	Average Drive Time	Average Wait Time
Brooklyn, NY VAMC (630A4)	7 min (1.8 mi)	11 days
Staten Island, NY MS CBOC (630GB)	16 min (15.4 mi)	22 days
Jersey City, NJ PC CBOC (561GE)	27 min (19.5 mi)	22 days
New York, NY VAMC (630)	27 min (20.3 mi)	3 days
Elizabeth, NJ PC CBOC (561GB)	23 min (21 mi)	7 days
Sunnyside, NY ONS (576GN)	26 min (22.5 mi)	10 days

Community Care

Community Care Eligible based on: ☒ Grandfathered ☐ Best Medical Interest of Veteran
--- Select Justification ---

Veteran Community Care Option (required): ☐ TBD/Deferred ☐ Opt-In ☐ Opt-Out

Consult Decision: ☐ VA ☐ Community Care

To end your DST session without saving changes and return to CPRS, close this browser window.

4.1.2. Launching DST from Add Comments to Consult

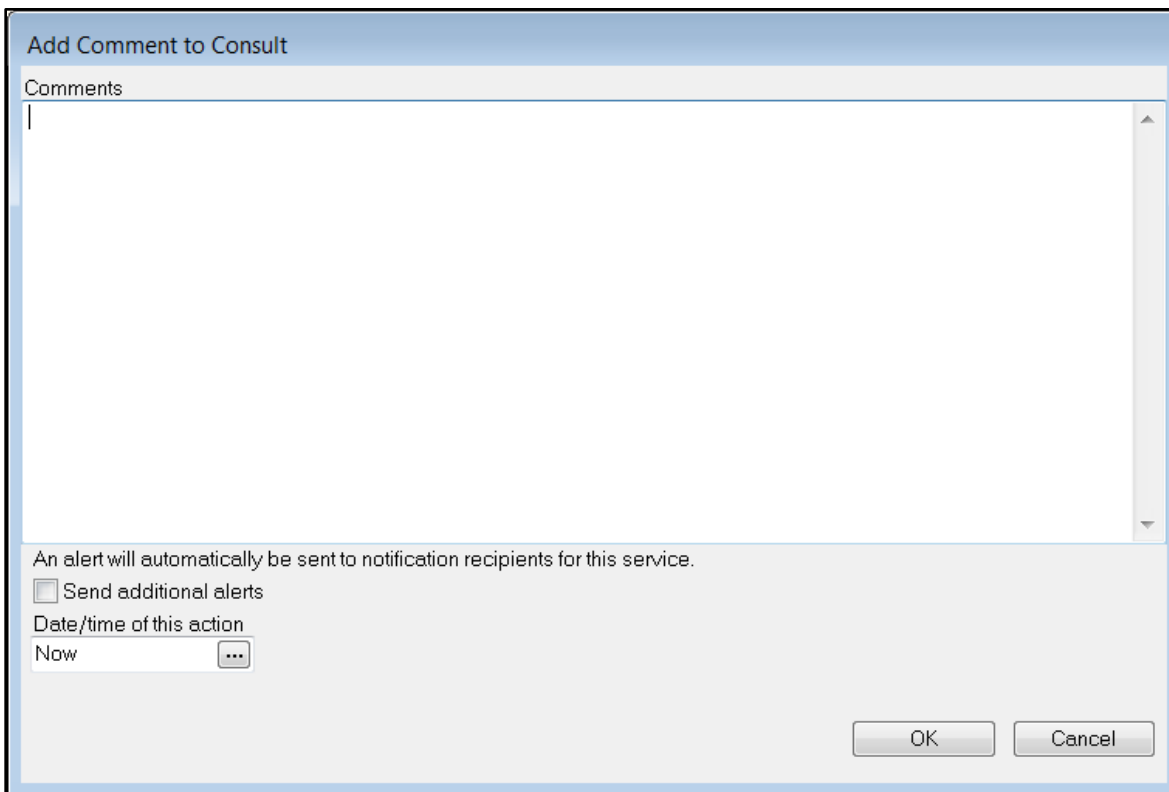
For a period of 30 days after a consult has been signed, DST can be accessed from the Consult Toolbox menu that is displayed when you right-click inside the Add Comment to Consult window in CPRS. When DST is launched this way, the user input data is carried-forward from the most recent DST data set if present.

NOTE: DST Data is kept in the local database for a period of 30 days after the last update. The data is used to populate the consult comment when the order is signed and to restore the user entries when DST is reopened. If someone opens DST from a consult after the DST data has been deleted, they will see the same as if DST was being opened for the first time on the consult. Eligibility and facility information is always updated in real-time, while the Best Medical Interest of the Veteran, Veteran Community Care Option, SEOC, and Consult Decision will be blank.

To launch Decision Support Tool (DST) from CTB Add Comment to Consult, follow the steps listed below:

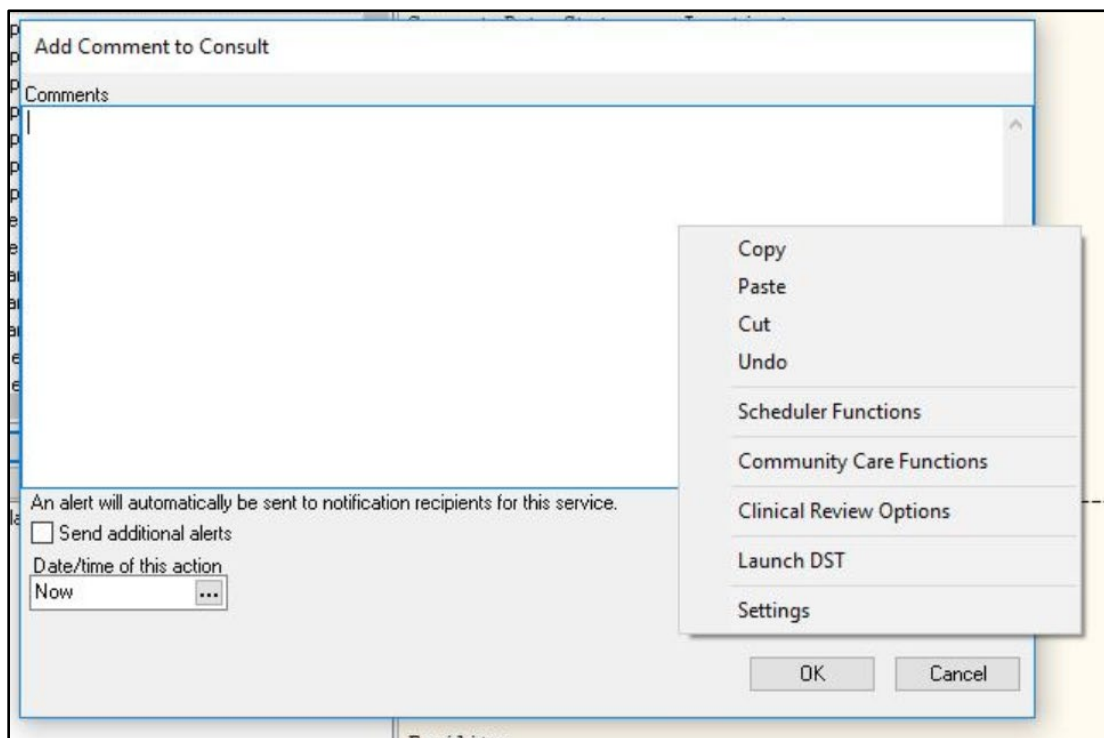
- From the **Action** menu, select **Consult Tracking... > Add Comment**. The **Add Comment to Consult** window displays.

Figure 15: Add Comment to Consult Dialog Box



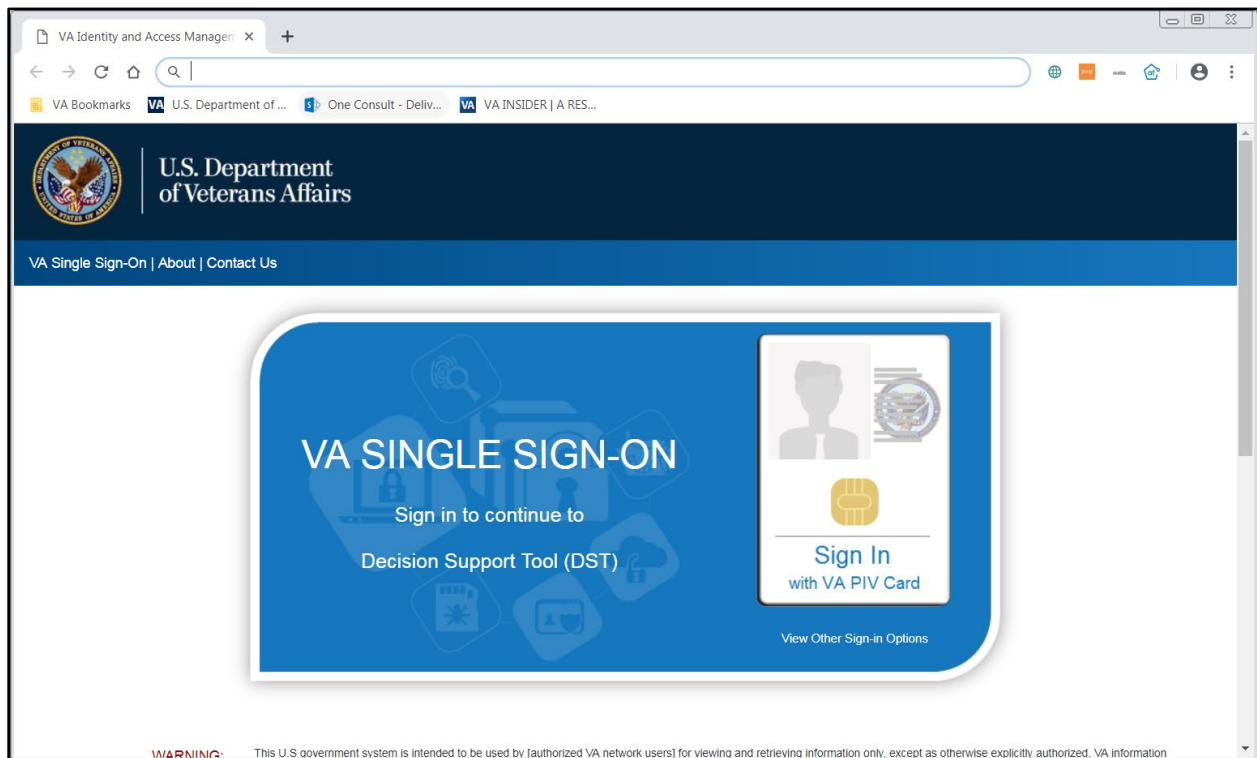
5. In the **Comments** field, right click to view the Consult Toolbox menu.

Figure 16: Consult Toolbox Menu



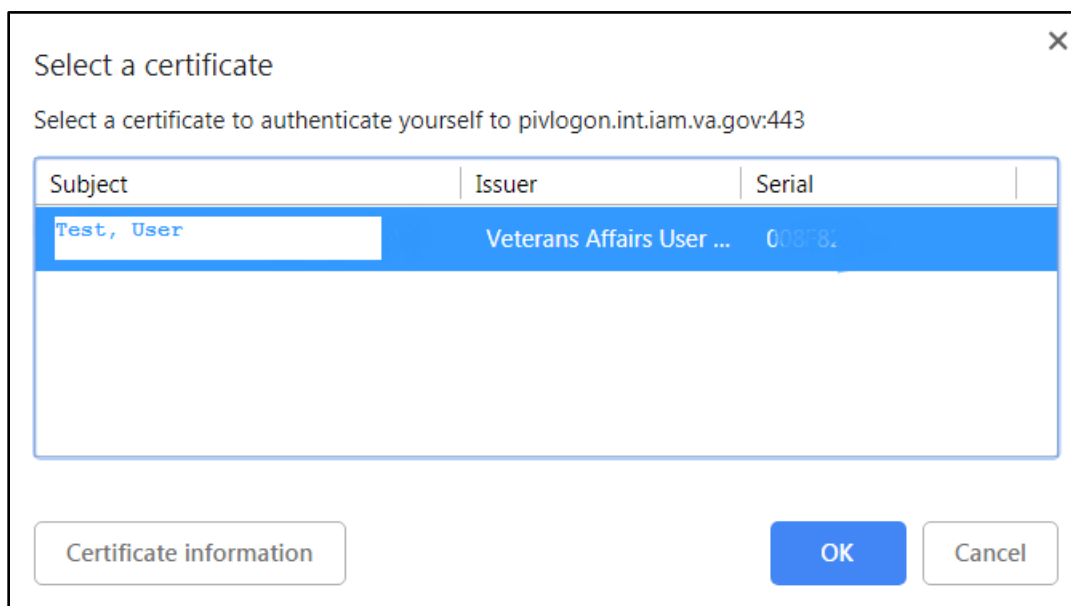
- From the Consult Toolbox menu, select **Launch DST**. The **VA Single Sign-On** page displays.

Figure 17: VA Single Sign-On



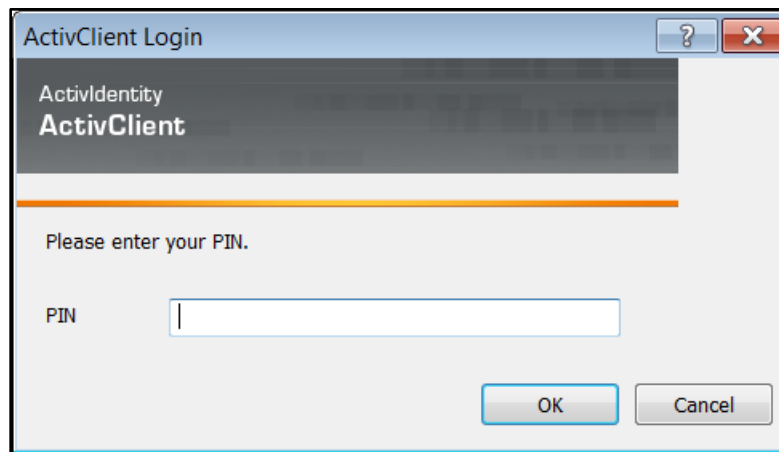
- Click **Sign In with VA PIV Card**. The **Select a Certificate** dialog box displays.

Figure 18: Select a Certificate



- Select a certificate to authenticate yourself and click **OK**. The **ActivClient** dialog box displays.

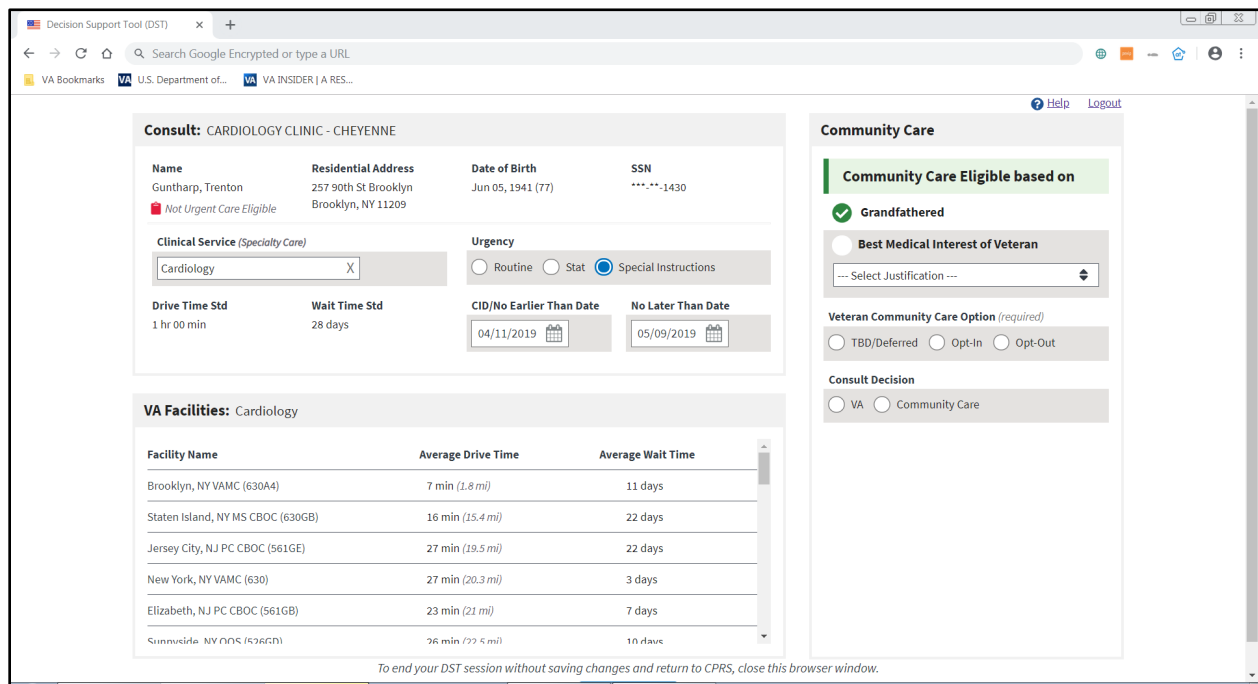
Figure 19: ActivClient Login



The image shows a Windows-style dialog box titled "ActivClient Login". It has a blue header bar with a question mark icon and a close button (X). Below the header, the text "ActivIdentity" and "ActivClient" are displayed. A horizontal orange line separates the header from the main content area. The main content area contains the text "Please enter your PIN." followed by a text input field labeled "PIN". At the bottom right, there are two buttons: "OK" and "Cancel".

9. Enter your PIN and click **OK**. The DST Dashboard displays.

Figure 20: DST Dashboard Screen



The image shows a web browser window displaying the "Decision Support Tool (DST)" dashboard. The browser's address bar shows the URL "Search Google Encrypted or type a URL". The dashboard is divided into several sections:

- Consult: CARDIOLOGY CLINIC - CHEYENNE**
 - Name:** Guntharp, Trenton
 - Residential Address:** 257 90th St Brooklyn, Brooklyn, NY 11209
 - Date of Birth:** Jun 05, 1941 (77)
 - SSN:** ****-1430
 - Urgency:** ☐ Routine ☐ Stat ☒ Special Instructions
 - Clinical Service (Specialty Care):** Cardiology
 - Drive Time Std:** 1 hr 00 min
 - Wait Time Std:** 28 days
 - CID/No Earlier Than Date:** 04/11/2019
 - No Later Than Date:** 05/09/2019
- VA Facilities: Cardiology**

Facility Name	Average Drive Time	Average Wait Time
Brooklyn, NY VAMC (630A4)	7 min (1.8 mi)	11 days
Staten Island, NY MS CBOC (630GB)	16 min (15.4 mi)	22 days
Jersey City, NJ PC CBOC (561GE)	27 min (19.5 mi)	22 days
New York, NY VAMC (630)	27 min (20.3 mi)	3 days
Elizabeth, NJ PC CBOC (561GB)	23 min (21 mi)	7 days
Sunnyside, NY ONS (576CN)	26 min (22.5 mi)	10 days
- Community Care**
 - Community Care Eligible based on:** ☒ Grandfathered ☐ Best Medical Interest of Veteran
 - Veteran Community Care Option (required):** ☐ TBD/Deferred ☐ Opt-In ☐ Opt-Out
 - Consult Decision:** ☐ VA ☐ Community Care

At the bottom of the dashboard, there is a message: "To end your DST session without saving changes and return to CPRS, close this browser window."

4.2. Capturing Provider and Veteran Decision Data

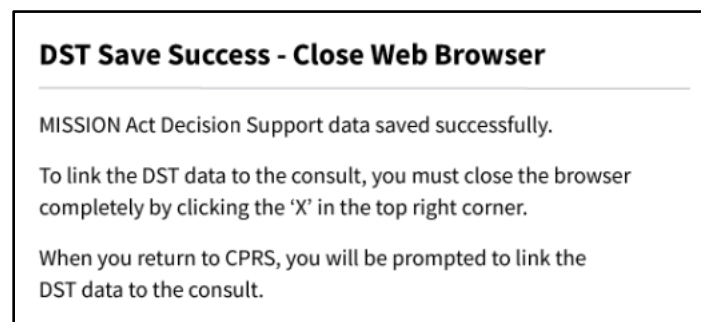
DST allows you to enter additional information required to fully document the decision to order a VA consult or create a Community Care referral. To enter additional information, follow the steps listed below:

1. Under the **Consult** section, enter/update the **Urgency**. If **Special Instructions** is selected, you will need to enter/update the **No Later Than Date** field.
2. Under the **Consult** section, enter/update the **CID/No Earlier Than Date** field.
3. If there are no other Community Care eligibility factors found, under the **Community Care** section, select an option from the **Best Medical Interest of Veteran** drop-down menu to establish eligibility. If **Other** is selected, you must enter information in the **Explanation** field.
4. If the Veteran is eligible for Community Care, from the **Veteran Community Care Choice** area, select the Veteran's choice to TBD/defer, opt-in, or opt-out of Community Care.
5. If the Veteran is eligible for Community Care and opts-in, from the **SEOC** drop-down menu, select a SEOC to define the authorized care should the consult be forwarded to Community Care. The list of SEOCs is filtered based on the Clinical Service (based on government-furnished mapping) of the consult to eliminate unrelated SEOCs from the selection list. The SEOC content can be previewed after selection.

NOTE: *DST generates a standard Community Care Consult Name based on the SEOC selected.*

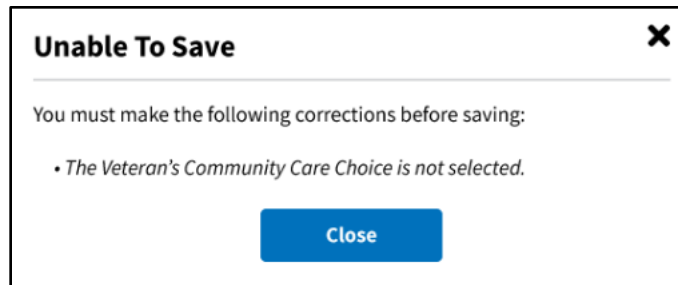
6. From the **Consult Decision**, select **VA** to refer the consult to the VA or select **Community Care** if the Veteran opts-in for Community Care.
7. Once the required DST information is populated the save button will be enabled. Click **Save**, the **DST Save Success Message** displays. The information captured on the DST dashboard will now be saved to the consult and available to be linked to the consult and displayed in the request for care section.

Figure 21: DST Save Success Message



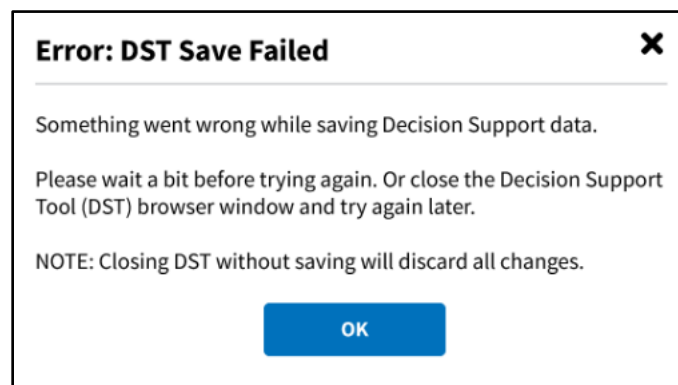
If DST is unable to save due to content missing, the **Unable to Save Message** displays. Update the missing fields and save again.

Figure 22: Unable to Save Message



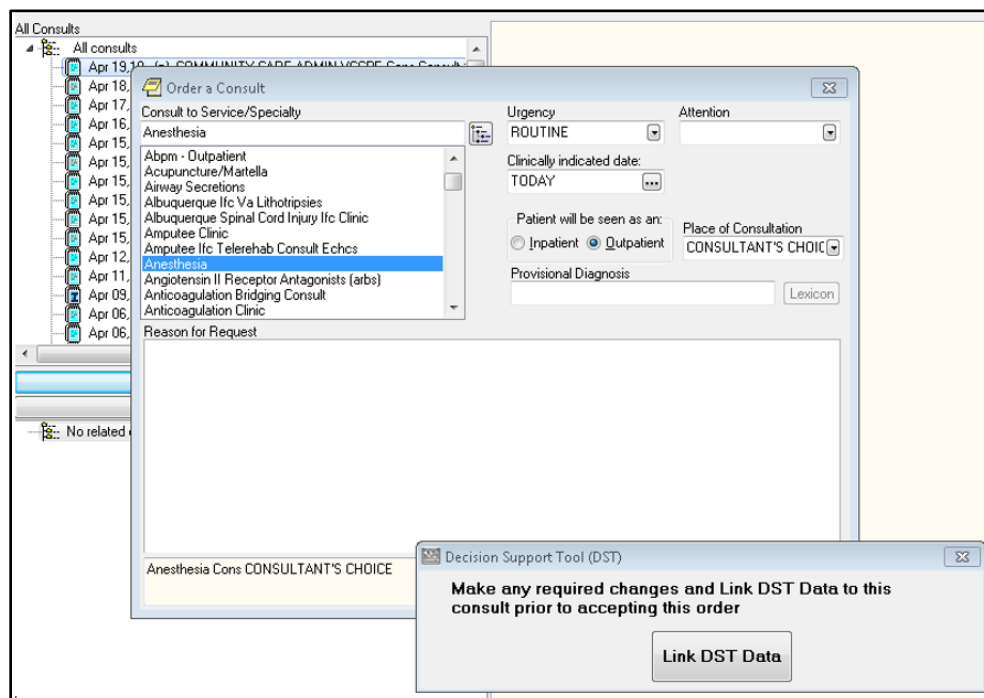
If something went wrong while trying to save, the DST Save Failed Error Message displays.

Figure 23: DST Save Failed Error Message



8. To link the DST data to the consult, close the browser completely by clicking the **X** in the top right corner. The **Link DST Data** message displays.

Figure 24: Link DST Data



- Click **Link DST Data**. Once the consult is accepted a DST ID number is used to capture the information gathered in the DST dashboard. Once the consult is signed, the actual information itself is displayed in the **Reason for Request** section of the consult using standard 3-digit codes and descriptions.

Figure 25: DST Data

The screenshot shows the 'Order a Consult' window. On the left, a list of consult services is shown, with 'Community Care-Admin Vccpe' selected. On the right, there are fields for 'Urgency' (set to 'ROUTINE'), 'Attention', 'Clinically indicated date' (set to 'TODAY'), 'Patient will be seen as an:' (with 'Inpatient' and 'Outpatient' radio buttons, 'Outpatient' is selected), and 'Place of Consultation' (set to 'CONSULTANT'S CHOICE'). Below these is a 'Provisional Dx (REQUIRED)' field with a 'Lexicon' button. The 'Reason for Request' section contains the following text: 'TO DETERMINE VETERAN ELIGIBILITY FOR COMMUNITY CARE SERVICES', followed by a separator line '-----Do not add or change text below this line-----', and then 'ROUTINE - No later than date: 04/19/2019' and 'DST ID: b6247f31-b4b2-4e5a-b5e7-4c6d24f8c662'. At the bottom, there is a text box containing 'Community Care-Admin Vccpe Cons CONSULTANT'S CHOICE' and two buttons: 'Accept Order' and 'Quit'.

- Click **Accept Order**. The consult is signed and actual DST information is displayed in the form of a comment. Any changes to the DST after a consult is signed will result in a new comment.

Figure 26: DST Data Displayed in Consult Details

All Consults		Apr 16,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult #: 486829																
<p> <input type="checkbox"/> All consults <input checked="" type="checkbox"/> Apr 19,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult : <input type="checkbox"/> Apr 18,19 (p) PHYSICAL THERAPY Cons Consult #: 486854 <input type="checkbox"/> Apr 17,19 (p) ANESTHESIA Cons Consult #: 486838 <input type="checkbox"/> Apr 16,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult : <input checked="" type="checkbox"/> Apr 15,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult #: 486822 <input type="checkbox"/> Apr 15,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult : <input type="checkbox"/> Apr 15,19 (p) ANESTHESIA Cons Consult #: 486820 <input type="checkbox"/> Apr 15,19 (p) ANESTHESIA Cons Consult #: 486819 <input type="checkbox"/> Apr 15,19 (p) COMMUNITY CARE-ADMIN VCCPE Cons Consult : <input type="checkbox"/> Apr 12,19 (p) ANESTHESIA Cons Consult #: 486791 <input type="checkbox"/> Apr 11,19 (p) ANESTHESIA Cons Consult #: 486776 <input type="checkbox"/> Apr 09,19 (p) CARDIOLOGY CATH IFC ECHCS Cons Consult #: <input type="checkbox"/> Apr 06,19 (p) ANESTHESIA Cons Consult #: 486726 <input type="checkbox"/> Apr 06,19 (p) CARDIOLOGY CLINIC - CHEYENNE Cons Consult : </p>		<p>Reason For Request: TO DETERMINE VETERAN ELIGIBILITY FOR COMMUNITY CARE SERVICES</p> <p>-----Do not add or change text below this line-----</p> <p>ROUTINE - No later than date: 04/16/2019 ID: 4294a909-93ea-47da-9526-f9f4a529ca46</p> <p>Inter-facility Information This is not an inter-facility consult request.</p> <p>Status: PENDING Last Action: ADDED COMMENT</p> <table border="1"> <thead> <tr> <th>Facility</th> <th>Activity</th> <th>Date/Time/Zone</th> <th>Responsible Person</th> <th>Entered By</th> </tr> </thead> <tbody> <tr> <td>CPRS</td> <td>RELEASED ORDER</td> <td>04/16/19 10:41</td> <td>PATURI,ANURADHA</td> <td>PATURI,ANURADHA</td> </tr> <tr> <td>ADDED COMMENT</td> <td></td> <td>04/16/19 (entered) 04/16/19 10:41</td> <td>PATURI,ANURADHA</td> <td>PATURI,ANURADHA</td> </tr> </tbody> </table> <p>DST-DST ID: 4294a909-93ea-47da-9526-f9f4a529ca46 CSC-Consult stop code: 131 CSN-Clinical Service: URGENT CARE CLINIC CST-Consult service type: SPECIALTY CARE DSW-DST Workflow: EXISTING CLINIC PATIENT URG-Urgency: ROUTINE NET-No earlier than date: 04/16/2019 NET-No later than date: 05/14/2019 CCE-CC Eligibility Status: ELIGIBLE VCC-Veteran's CC option: OPT_IN DCC-DST Veteran CC eligibility: No clinic appointments available NAA-Next available clinical appointment: 05/17/2019 DSP-DST data saved prior to signing consult</p> <p>Note: TIME ZONE is local if not indicated</p> <p>No local TIU results or Medicine results available for this consult ===== END =====</p>		Facility	Activity	Date/Time/Zone	Responsible Person	Entered By	CPRS	RELEASED ORDER	04/16/19 10:41	PATURI,ANURADHA	PATURI,ANURADHA	ADDED COMMENT		04/16/19 (entered) 04/16/19 10:41	PATURI,ANURADHA	PATURI,ANURADHA
Facility	Activity	Date/Time/Zone	Responsible Person	Entered By														
CPRS	RELEASED ORDER	04/16/19 10:41	PATURI,ANURADHA	PATURI,ANURADHA														
ADDED COMMENT		04/16/19 (entered) 04/16/19 10:41	PATURI,ANURADHA	PATURI,ANURADHA														

5. Troubleshooting

5.1. Unable to Lookup Clinical Service

Concurrent to the remote data calls, DST searches an internal table (updated nightly from CDW) to get the Clinical Service for the selected consult and sets the consult type to Primary Care/Mental Health (PC/MH) or Specialty Care (SC) based on government-provided mapping data. If the Clinical Service cannot be identified from the CDW tables, a message will be displayed in the VA facilities area to prompt the user to select the Clinical Service manually.

Figure 27: Manual selection of Clinical Service

The screenshot displays the Decision Support Tool (DST) interface. The top navigation bar includes a back arrow, a forward arrow, a refresh icon, and a double slash icon. The main content area is divided into several sections:

- Consult:** COMMUNITY CARE-ADMIN VCCPE
- Patient Information:**
 - Veteran Name: DSTPatient, Three
 - Residential Address: loading...
 - Date of Birth: Mar 18, 1960 (58)
 - SSN: ***-**-0000
- Clinical Service (Specialty Care):** A text input field with the placeholder "enter text".
- Urgency:** Radio buttons for Routine (selected), Stat, and Special Instructions.
- Drive Time Std:** 1 hr 00 min
- Wait Time Std:** 28 days
- CID/No Earlier Than Date:** 03/15/2019
- No Later Than Date:** 03/30/2019

On the right side, there is a **Community Care** section with a sub-section titled **Accessing Remote Data...** containing four items:

- Master Veteran Identity (MVI) (checked)
- Veteran Address & Eligibility (ES) (loading)
- VA Facility Information (PPMS) (loading)
- Average Wait Times (CDW) (loading)

At the bottom left, the **VA Facilities:** section contains a message box:

Unable to determine the Clinical Service for this consult.
Manual selection is required to determine facilities,
drive times, and wait times.

At the bottom right, there is a **IEC Dashboard** link. At the very bottom, there are **Cancel** and **Save** buttons.

5.2. MVI Error Handling

If MVI does not respond within 10 seconds or a single exact match ICN is not returned, an error message is displayed to the user, the error code is logged in the DST database, the rest of the remote data calls are skipped, and the user can continue with the DST workflow. The specific error code will be stored in the DST database and added to comments after consult is signed to support analytics/reporting.

Figure 28: Veteran Identity Error Handling

Decision Support Tool (DST) X

Consult: Advanced Heart Failure SLC

Veteran Name	Residential Address	Date of Birth	SSN
DSTPatient, Three		Mar 18, 1960 (58)	***-**-0000

Clinical Service (Specialty Care)
Cardiology

Urgency
☒ Routine ☐ Stat ☐ Special Instructions

Drive Time Std	Wait Time Std	CID/No Earlier Than Date	No Later Than Date
1 hr 00 min	28 days	03/15/2019	03/30/2019

VA Facilities: Cardiology

Facility information not available at this time.

Community Care

No Community Care Eligibility Found

Unable to retrieve unique Veteran identifier.
Refresh the window to retry or continue without remote data.

Best Medical Interest of Veteran
-- Select Justification --

Veteran Community Care Choice (required)
☐ TBD/Deferred ☐ Opt-In ☐ Opt-Out

Standardized Episode of Care (required)
-- View SEOC

Consult Decision
☐ VA ☐ Community Care

To end your DST session without saving changes and return to CPRS, close this browser window.

Save

5.3. ES Error Handling

If ES does not respond within 10 seconds or the Veteran ICN is not found, an error message is displayed to the user, the error code is logged in the DST database, the rest of the remote data calls are skipped, and the user can continue with the DST workflow. The specific error code will be stored in the DST database and added to comments after consult is signed to support analytics/reporting.

Figure 29: Veteran Eligibility Error Handling

The screenshot displays the Decision Support Tool (DST) interface. The top navigation bar includes a "Decision Support Tool (DST)" tab, navigation icons, and a "Help" link. The main content area is divided into two columns. The left column, titled "Consult: Advanced Heart Failure SLC", contains a form with fields for "Veteran Name" (DSTPatient, Three), "Residential Address", "Date of Birth" (Mar 18, 1960 (58)), and "SSN" (***-**-0000). Below these are fields for "Clinical Service (Specialty Care)" (Cardiology), "Urgency" (Routine, Stat, Special Instructions), "Drive Time Std" (1 hr 00 min), "Wait Time Std" (28 days), "CID/No Earlier Than Date" (03/15/2019), and "No Later Than Date" (03/30/2019). The right column, titled "Community Care", features a red error message: "No Community Care Eligibility Found. Unable to retrieve Veteran eligibility information. Refresh the window to retry or continue without remote data." Below the error message is a "Best Medical Interest of Veteran" section with a dropdown menu showing "-- Select Justification --". Further down is the "Veteran Community Care Choice (required)" section with radio buttons for "TBD/Deferred", "Opt-In", and "Opt-Out". The "Standardized Episode of Care (required)" section includes a dropdown menu and a "View SEOC" button. The "Consult Decision" section has radio buttons for "VA" and "Community Care". At the bottom of the interface, a message states: "To end your DST session without saving changes and return to CPRS, close this browser window." A "Save" button is located at the bottom center.

Decision Support Tool (DST) X

Consult: Advanced Heart Failure SLC

Veteran Name: DSTPatient, Three

Residential Address:

Date of Birth: Mar 18, 1960 (58)

SSN: ***-**-0000

Clinical Service (Specialty Care): Cardiology

Urgency: ☒ Routine ☐ Stat ☐ Special Instructions

Drive Time Std: 1 hr 00 min

Wait Time Std: 28 days

CID/No Earlier Than Date: 03/15/2019

No Later Than Date: 03/30/2019

VA Facilities:

Facility information not available at this time.

Community Care

No Community Care Eligibility Found

Unable to retrieve Veteran eligibility information. Refresh the window to retry or continue without remote data.

Best Medical Interest of Veteran

-- Select Justification --

Veteran Community Care Choice (required)

☐ TBD/Deferred ☐ Opt-In ☐ Opt-Out

Standardized Episode of Care (required)

-- View SEOC

Consult Decision

☐ VA ☐ Community Care

To end your DST session without saving changes and return to CPRS, close this browser window.

Save

5.4. PPMS Error Handling

If PPMS does not respond within 10 seconds an error message is displayed to the user in the VA Facilities section, the error code is logged in the DST database, Drive Time and Wait Time VCEs displayed with error icons, and the user can continue with the DST workflow. The specific error code will be stored in the DST database and added to comments after consult is signed to support analytics/reporting.

Figure 30: VA Facilities Error Handling

The screenshot displays the Decision Support Tool (DST) interface. The top navigation bar includes a "Decision Support Tool (DST)" tab, navigation icons, and a "Help" link. The main content area is divided into two columns. The left column, titled "Consult: Advanced Heart Failure SLC", contains a form with fields for Veteran Name, Residential Address, Date of Birth, SSN, Clinical Service (Specialty Care), Urgency, Drive Time Std, Wait Time Std, CID/No Earlier Than Date, and No Later Than Date. The right column, titled "Community Care", displays a message: "No Community Care Eligibility Found". Below this message is a red box with an exclamation mark icon and the text: "Wait time and drive time eligibility cannot be determined. Refresh the window to retry or continue without remote data." The "Best Medical Interest of Veteran" section includes a dropdown menu for "Select Justification". The "Veteran Community Care Choice (required)" section has radio buttons for "TBD/Deferred", "Opt-In", and "Opt-Out". The "Standardized Episode of Care (required)" section has a dropdown menu and a "View SEOC" button. The "Consult Decision" section has radio buttons for "VA" and "Community Care". At the bottom of the interface, there is a "Save" button and a message: "To end your DST session without saving changes and return to CPRS, close this browser window."

Decision Support Tool (DST) X

Help Logout

Consult: Advanced Heart Failure SLC

Veteran Name
DSTPatient, Two
Not Urgent Care Eligible

Residential Address
987 Somewhere St.
Denver, CO 97734

Date of Birth
Mar 18, 1950 (68)

SSN
***-**-0000

Clinical Service (Specialty Care)
Cardiology

Urgency
☐ Routine ☒ Stat ☐ Special Instructions

Drive Time Std
1 hr 00 min

Wait Time Std
28 days

CID/No Earlier Than Date
03/15/2019

No Later Than Date
03/30/2019

VA Facilities: Cardiology

Facility information not available at this time.

Community Care

No Community Care Eligibility Found

Wait time and drive time eligibility cannot be determined.
Refresh the window to retry or continue without remote data.

Best Medical Interest of Veteran
-- Select Justification --

Veteran Community Care Choice (required)
☐ TBD/Deferred ☐ Opt-In ☐ Opt-Out

Standardized Episode of Care (required)
-- View SEOC

Consult Decision
☐ VA ☐ Community Care

To end your DST session without saving changes and return to CPRS, close this browser window.

Save

6. Acronyms and Abbreviations

Table 2. Acronyms and Abbreviations

Acronym	Definition
CD2	Critical Decision Point #2
CPRS	Computerized Patient Record System
DST	Decision Support Tool
EMR	Electronic Medical Record
FOIA	Freedom of Information Act
FQDN	Fully Qualified Domain Name
ID	Identification
IFC	Inter-Facility Consults
IP	Internet Protocol
IT	Information Technology
OI&T	Office of Information and Technology
OMB	Office of Management and Budget
OSEHRA	Open Source Electronic Health Record Agent
P&LMS	Pathology and Laboratory Medicine Service
PII	Personally Identifiable Information
SEOC	Standardized Episodes of Care
URL	Uniform Resource Locator
VA	Department of Veterans Affairs
VCCP	Veteran Community Care Program
VDL	VA Software Document Library
VHA	Veterans Health Administration
VIP	Veteran-focused Integrated Process